



## SALIDA SCHOOL DISTRICT R-32-J

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### **Laptop Checkout Guidelines**

The Salida School District recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and educational advantages it provides. Students may use this laptop at home as an educational tool for research, online textbooks, communication, word and file processing.

#### **Laptop Ownership**

Laptop computers issued through the program are the property of Salida School District R-32-J. Students have no ownership of, interest in, or right to title of the laptop computers.

**However, in return for the privilege of using a District-owned laptop computer, the responsibility of proper care and usage lies solely with the student at all times - both in and out of school.**

*Understand that the laptop belongs to the school district, and it can be taken away for maintenance or disciplinary reasons at any time.*

Salida School District is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

#### **Return of the Laptop Computer**

Upon return, the school will inspect the computer for damage. The student will be billed for damage beyond ordinary wear and tear.

#### **Technical Support**

Most issues are resolvable by simple maintenance. Issues that cannot be resolved should be reported to the Technology Director.

#### **Disability Support**

Reasonable accommodations will be provided to allow students with disabilities to take advantage of the opportunity to use a District-owned laptop. IEP teams or section 504

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committees will identify students with disability-related issues with the use of the laptop and determine appropriate supports and accommodations.

### **Internet Use**

The laptops have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. Salida School District is not responsible for home Internet connectivity issues. All students are required to have filled out and agreed to the district internet policy, before a laptop will be issued.

### **Daily Requirements and Expectations for Use**

- Computers should be plugged in each night to assure a full charge the following day.
- Laptops can be fragile, and if they are dropped, they may break.
- Laptops should only be used while they are on a flat, stable surface such as a table.
- Laptops will not be issued with a protective sleeve.
- The laptops contain all necessary hardware and software. It is not permissible to add or change the hardware, memory, or hard drive. USB flash drive attachments may be used with the laptop for academic or school purposes.
- Downloading music and videos is allowed only for school purposes.
- Students may not download illegal content such as pirated music, video, games, etc. onto the laptop.
- The Internet is to be used for academic purposes as instructed by the teacher and as a means of obtaining needed information.
- Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
- Email (or any other computer communication) should be used only for legitimate school-related and responsible communication.
- Students are responsible for their laptop both in school and out of school. If it is stolen, damaged or harmed - they are solely responsible.

### **Privacy**

All communications and information transmitted by, received from, stored within, or that passes through Salida School District facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the administration. Salida School District also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Although the content of the laptop computers is not routinely monitored, Salida School District reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

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Laptops all have software on them that monitor their location, and as such, the district may find the location of the laptop using this software at any time.

As always, students should limit the personal information on the laptop for safety reasons.

### **Security procedures (including loss or theft)**

Families have the right to purchase their own insurance to assure their Salida School District loaned device is insured to cover possible costs in the event of loss or damage. In case of suspected theft in school, staff must be notified immediately. Each computer is assigned to an individual student.

- Students should never "swap" or "share" their computer with another student.
- Laptops should be in a student's possession, or secured in a designated secure area at all times.
- Laptops should never be left unattended.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students should never share personal information about themselves or others while using the Internet or email.
- If the computer is lost or stolen, students and/or parents or guardians should immediately report the loss or theft to the Main Office. Police may be notified.
- District-wide filtering is in place while at school only. Internet histories may also be checked.
- Students may not bypass the school's network at any time while on school property. Use of personal Wi-Fi hotspots is prohibited.
- Students are to ONLY use the Salida School District wireless network for connecting to the Internet while at school.
- With administrative approval, parents/guardians can request their child's password be reset so that they can supervise the student's use of the computer.
- Computers come with a tracking software, which means the district may track the computers even if they are not on the district wireless network.

### **General Care, Repairs and Maintenance**

In the event of damage, the laptop and any damaged parts must be brought to the Technology Director. A district technician will determine whether to repair or replace the laptop. Families are not to have the laptop repaired or replaced on their own. The student will be billed for damages or degradations resulting from unauthorized repair attempts, and any additional damages to the laptop if they are student caused or caused by neglect.

When determined by the R-32-J administration, each laptop will be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. With this regular support, the goal is to maintain the standards of the laptop learning environment and help to reduce technical difficulties.

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- Students are expected to treat their laptop with care and respect. The computer and power cord are the property of the Salida School District and should be kept clean and free of marks at all times.
- Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or power cord is not allowed and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
- When transporting the laptop to and from school, students should be particularly cautious. Students should protect their laptop from extreme heat or cold. Laptops should not be left in a car, even if the car is locked.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Computers should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink (including water) while using their laptop, or use their laptop near others that are eating or drinking.
- No object should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a laptop computer should be reported to a teacher or other staff member immediately.
- Do not use on a bed or soft surface that could interfere with the cooling system.