Riceville Community School District
Student Laptop Computer Handbook

2018-2019

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RICEVILLE COMMUNITY SCHOOL DISTRICT

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Riceville Community School District (“District”), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials ("Computer") for use while a student at Riceville Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District’s administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop bag, software, and other miscellaneous items. The District will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on either Google Drive, iCloud, Dropbox or any combination of storage services or devices. Although the District provides these services for the storage of Student data along with directions, the District does not accept responsibility for any such software.

2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Insurance and Deductible: The District has insurance coverage for losses. The Laptop Insurance Coverage offered by the District is subject to the District’s deductible under its insurance coverage per loss.

2.3 District Laptop Maintenance Insurance Coverage: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District’s Laptop Maintenance Insurance Coverage must pay a non-refundable, annual fee of $50.00 per family to be paid at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage for any repairs to the Computer that are outside the normal scope of the AppleCare Warranty which typically include, but are not limited to, physical damage to the Computer (i.e. broken screen, damaged case,

spilled liquid and/or food). It is recommended that families who do not purchase the District's laptop maintenance insurance coverage obtain insurance coverage on their own. Families who do not purchase the District's laptop maintenance insurance coverage will be responsible for all charges for damages and maintenance of the Computer not covered by the AppleCare Warranty up to the cost of replacement of the Computer (not to exceed $1,249.00).

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the District from Apple, Inc. If payment has not been made to the Building Principal or Technology Coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the Building Principal or Technology Coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

3. Acceptable Use Policies

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols including may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The Student is permitted to download content from iTunes and through the Mac App Store. The Parent and Student shall be financially responsible for any charges associated with downloaded content and will be responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Student Laptop Computer Handbook

Student Name_____ Anticipated Graduation Year: _____

Student Signature _____Date _____

Parent or Guardian Signature _____Date _____

RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR LAPTOP COMPUTER USE

1. Student Use in Classrooms

• Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.

• When the computer is not being used in class it is to be closed.

2. Bringing the Computer to School

• It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.

• The computer must be kept in the carrying bag or case at all times when it is not being used.

• Students who accidentally leave their computers at home may have access to a limited number of computers that are available from the Technology Coordinator. Students will be able to use this computer for the day, but would not be able to take this computer home with them.

• Loaner Computers may not always be available and the district cannot guarantee a loaner computer will be available to students at all times.

3. Charging of Computers

• It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day, a typical computer fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.

• Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.

• It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students not use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.

4. Loss or Theft of Computers

• Computers that are lost or stolen need to be reported to the school office immediately.

• If a computer is lost the student will be financially responsible for its replacement.

• If a computer is stolen or vandalized, the parent shall file a police report.

• Student should never bring computers to the District’s locker rooms. It is safest to keep them locked in the locked locker assigned to you.

5. Downloading Programs & Personalizing the Computer

• All students will be able to personalize their computer through the legal downloading of music from iTunes and other similar methods, although files sharing sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.

• Streaming videos or audio during the school day is permissible unless the student is directed by the school to not utilize streaming for any reason. Live streaming impacts bandwidth that the District has available.

• Stickers and other markings on the outside of the computer will not be allowed. Each computer is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by the District.

• Protective coverings or cases may be purchased if students wish to place them on the computer.

6. Computers from Home

• Students are not allowed to bring their own computers from home to use. The District's computers are all formatted with the same basic programs and structures and many of these are not possible on other computers.

7. Ear Buds

• The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.

• Ear buds or headphones will not be provided by the District.

8. Student Printer Use

• Students will have access to the printers throughout the building. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed.

• It is hoped that less material will need to be printed as a result of the opportunities to communicate with the teacher by sending assignments and other materials to them through their computer.

9. Read all Safety Warnings and Information

• The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR LAPTOP COMPUTER CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect the computer assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

1. General Care

• Treat this equipment with as much care as if it were your own property.

• Do not attempt to remove or change the physical structure of the computer, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.

• Do not remove or interfere with the serial number or any identification placed on the computer.

• Keep the equipment clean. For example, do not eat or drink while using the computer.

• Do not do anything to the computer that will permanently alter it in any way.

• Back up your data. Never consider any electronic information safe when stored on only one device.

• Do not put stickers or use any type of markers on the computer.

• Do not charge the computer while it is in the bag. Ensure the computer has air circulation while charging.

• Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

• Do not walk from one location to another with an open computer. This is applicable at school and at home.

• Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive to backup information.

2. Keep the Computer in a Safe Place

• The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the computer on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.

• Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school -will be the student's responsibility.

• If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.

• Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it is not excessively hot or cold.

3. Computer Bags

• Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep the computer bag smelling fresher is to put a dryer sheet in the bag.

4. Keep the Computer Away from All Liquids.

• Exposure to liquids will severely damage a laptop and will result in large repair costs. Keep all food and liquid away from the laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with the laptop--even if it is sealed.

5. Computer Problems

• It is a student's responsibility to maintain a 100% working computer at all times.

• If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the District help desk. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.

• Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for the costs of repair or replacement.

6. Only One User

• Do not allow anyone else to use your computer you have been assigned. Loss or damage that occurs when anyone else is using it will be your responsibility.

7. Cleaning the computer

• Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily. Be sure to follow proper cleaning procedures to keep the screen looking new.

8. Shutting Down the Computer.

• Shut down the computer when it will not be used for an extended duration.

• Putting the computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Computer

• When you put the computer "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the computer is shut down may damage the hard drive and cause data loss.

• The laptop lid/screen needs to be completely closed when moving it from one point to another.

10. Carrying the Computer

• Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

• Always store the computer in the laptop bag.

• Bring the provided laptop bag to classes and use the laptop bag whenever transporting.

o Note: Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself.

• It is recommended that you carry the laptop bag to and from school inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack -extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on the laptop.

11. Personal Health and Safety

• Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier-such as a book or devices made specifically for this purpose-when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

• Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

RICEVILLE COMMUNITY SCHOOL DISTRICT

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By signing below, I agree to the terms & services detailed in the Riceville CSD Student Laptop Computer Handbook

Student Name_____ Anticipated Graduation Year: _____

Student Signature_____ Date _____

Parent or Guardian Signature _____Date _____

School copy, page 2 of 2, please return