Sturgis Brown High School

Laptop Handbook 2016-17

Updated: May 2016

Laptop specifications
New – 2014-2015 school year
11" LED Macbook Air

Receiving your laptop
Laptops will be distributed on the first day of school.

COSTS ASSOCIATED WITH THE LAPTOP
Payment of non-refundable insurance for incidental damage
Students will pay a non-refundable fee of $25 to cover the cost of normal wear and tear to the laptop. The same laptop will be checked out to the same student each school year until the student graduates or the device is replaced. Laptops will be collected at the end of each school year for maintenance. **If you have past due accounts, you will NOT receive your laptop until all charges are paid in FULL.**

Qualified families may be eligible for scholarships for this program. A scholarship form may be acquired at the school office during summer business hours. The scholarship still requires the student to follow the insurance protection plan. The insurance protection plan is progressive, which means that it will last throughout your high school career and the repairs accumulate from year to year.

The Laptop Computer Insurance Protection plan is as follows:
   1st repair – The school will pay for the repair.
   2nd repair – The student will be responsible for 50% of the repair according to the repair chart (Appendix A).
   3rd repair – The student will be responsible for 75% of the repair according to the repair chart (Appendix A).
   4th and beyond – Any further repairs will be the full financial responsibility of the student.

Hard plastic covers
All students MUST have a cover for their laptop at all times. A cover will be provided free of charge to each student when they receive their computer. Periodic checks will occur during the school year and if a computer does not have the hard plastic cover, students will be required to purchase a cover from the office for $15.

When damage occurs
Any damage to a student laptop should be reported to the Help Desk immediately and a Service Request Form will be completed. Only the District may initiate repairs to the laptop or issue replacements for lost or damaged components. Damage will be recorded and repaired by the District.

A stolen or lost device
If a device is stolen, it should first be reported to administration. The next step will be to report the theft to the police. After a police report is filed, the student will be able to be issued another device. Students will need to pay replacement costs of the computer if it is stolen or lost.

TAKING CARE OF YOUR LAPTOP

Students are responsible for general care of the laptop they have been issued. Laptops that are broken or fail to work properly must immediately be taken to the technology Help Desk.

General Precautions
- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their assigned laptop while the screen is open.
- The actual laptop must remain free of any writing, drawing, stickers or labels. You may decorate the plastic cover.
- Laptops must never be left in a car or any unsupervised area including lockers.
- Students are responsible for keeping the laptop battery charged for school each day.
- Extreme weather conditions can damage laptops. Never leave your laptop in any area exposed to extreme heat or cold.

Screen Care
The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or place anything on the top of the laptop when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

USING YOUR LAPTOP AT SCHOOL

- **Laptops are intended for school-approved uses in the school building each day.**
- In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop. Students will be responsible for bringing the laptop to all classes, unless specifically advised not to do so by their teacher.
- If a student leaves his or her laptop at home, that student must phone a parent/guardian to bring it to school. Repeat violations will result in disciplinary action.
- Loaner laptops may be issued to students when they leave their laptop for repair at the Help Desk.
- Loaners will not be given out to those who forget their laptop at home.
- Laptops must be brought to school each day in a fully charged condition. Students need to charge the laptops at home. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect to a power outlet in class.
- Sound must be either muted or headphones used at all times, unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music is prohibited.
- A student will not use his or her laptop in a non-educational manner (surfing the internet; emails, instant massaging or chat services with friends; downloading files;

watching streaming media; etc.) during class unless instructed by the teacher. The District has limited bandwidth and non-educational use deprives others of educational use during peak traffic periods. Staff who are remotely viewing student laptop screens may challenge the student's usage with a message. A polite and quick reply to any question is expected, as is the immediate ceasing of the behavior if it is in violation of the Acceptable Use Agreement. Staff will report student activity to the principal or assistant principal for appropriate disciplinary action as necessary. Students who regularly repeat this behavior can expect to have their laptops remotely shut down and/or taken from them.

- Inappropriate media may not be used as a screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything deemed inappropriate by staff will result in disciplinary action.
- Students may use accessible printers, however, all care will be taken to minimize use of printers. Excessive use of printers will result in loss of printer privileges and may result in consequences.

Laptops or adaptors left at home
If students leave their assigned laptop or adaptor at home, they must immediately phone parents to bring them to school. Loaners will not be available for use in this instance. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

Unacceptable configurations or use
No student shall attempt to override any configurations, hack, work around or make use of the computer with any malicious intent. Immediate cessation of all school computer privileges will result with any malicious intent while using the laptop.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving Information
Students will not have automatic backup capabilities on the District home directory. All work shall be saved to Internet directories or removable plug-in devices and on the assigned computer hard drive. Data in any form on any district laptop is not private and is accessible to Meade District officials at anytime. Additional folders in the Home/Network Directories may be created or added for the student.

Tutorials of alternate back-up options are available from the tech office. In the event of hard drive failure or computer re-imaging, it is vital students find means to back-up data. Students are responsible for this back-up. The technology staff will make every effort to retrieve information should an accident occur, but there is no guarantee of success. Students are completely responsible for storing data safely and securely.

Saving data to removable storage devices
Students should backup all of their work at least once per day using removable file storage. Purchase of these devices is the responsibility of the student. Loss or damage is student responsibility. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

SOFTWARE ON LAPTOPS

- The student laptops will contain software apps pertinent to the curriculum of the District. This software is loaded via imaging during the summer and maintained by an app called Self Service. The software originally installed by Meade School District must remain on the laptop in usable condition and be easily accessible at all times.
- The software installed by the District must remain on the laptop in a usable condition. Updates may be remotely pushed to the laptops or updated apps may be retrievable from the Self Service app by the student. When in need of an update and assistance, please go to the Help Desk.
- The District may add software apps for use in a particular course. The licenses for this software may require that the software be deleted from the laptop at the completion of the course.
- If technical difficulties occur or illegal or unapproved software is discovered, the hard drive will then be re-imaged. Authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. The student is responsible for any costs associated with re-loading software in the event unapproved software is discovered on a student's assigned laptop.
- Students must fully shut down laptops before leaving school. Starting a computer with a fresh boot (initialization by powering on the device) allows the computer to communicate correctly with wireless and wired connections. It also helps correct corruption that can occur during use of the computer. When problems occur, the first thing the Help Desk will try is to shut down the computer, wait 30 seconds, and then start (boot) the computer.
- Lightspeed Systems is the content filter and mobile filter used by the District. Lightspeed provides "at school" and "away from school" user profiles that filter websites for any given user. This program records all website addresses and IP numbers visited and will prevent a laptop from displaying any website in the event that communication back to the Lightspeed servers hosted at the school is disrupted. Circumvention of the Lightspeed content filter is a serious offense. Any exceptions to this filter will need to be addressed with District administration.
- Students will not have local administrative rights to change their laptop. If a student needs to add a program, he or she will need to ask for assistance at the Help Desk.

General Guidelines

1. Users will have access to all available forms of electronic media and communication, which are in support of education, research, goals and objectives of Meade School District 46-1.
2. Users are responsible for ethical use of district technology resources.
3. **Access to the district technology resources is a privilege and not a right**. Each employee, student and/or parent is required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology coordinator, will be considered an act of vandalism and will be subject to disciplinary action in accordance with the discipline procedures.

Privacy and Safety

1. Use of chat rooms is allowed only with permission.
2. Open, use or change computer files that belong only to you.
3. Protect the privacy of your full name, phone number, home address, social security number, credit card numbers and passwords.
4. School e-mail is for educational purposes only and is not private.
5. Any information can and will be reviewed as the District deems appropriate.
6. All data and or files stored on computers or district network are not confidential.
7. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so such sites can be blocked from further access. It is your responsibility to protect yourself and others from inappropriate material.

Legal Propriety

1. Reference policy for district data, intellectual property, ownership and copyright plan, File: EGAB; Comply with trademark, copyright laws and all license agreements including Meade School District 46-1 copyright File: EGAA. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent.
2. *Web pages cannot link to questionable material that violates the school district policies.*
3. The District may monitor public sites, such as MySpace.com, to ensure information on those sites does not violate any school policy such as, but not limited to, drug or alcohol use. The District also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber bullying, slander or libel of students or staff members or other information deemed inappropriate or illegal. The District reserves the right to provide consequences for such actions.
4. Student work may be published on the web site only with student and parent(s) or guardian(s) signed approval.
5. Copyright infringements are the responsibility of the page creator.

6. All material to be published on the district web site must receive prior approval from the designated Webmaster. The Superintendent or designee will serve as the Webmaster.
7. **Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.**

E-MAIL
1. Always use appropriate and acceptable language in e-mail.
2. Transmission of language/material that is profane, obscene, abusive or offensive to others is not tolerated.
3. The forwarding of spam and chain letters is not allowed.
4. Meade School District 46-1 e-mail may be monitored at any time.

Consequences
The student or staff member in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the district will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

USER RESPONSIBILITIES
1. Users are responsible at all times for their laptops whether at home or at school.
2. Users will only log in under their assigned username. Users will not share their password with anyone.
3. Users will not loan laptop components to other users *for any reason*.
4. Users may load or download any software, pictures or music on the laptop for educational purposes only. These must be saved on the hard drive to work on at home.
5. Users are responsible for charging and maintaining battery units in laptop daily.
6. All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
7. Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
8. All users have access to a CD burner drive and a network drive for data storage. *It is the responsibility of the user to back up all critical files regularly to one of these two locations. The user must save pictures to the U-drive. Any pictures and/or student work used on the local drive is not guaranteed.*
9. *Do not* leave the connector to the N-Charge battery unit on the unit when placing it in a backpack or bag. This causes damage to the unit /connector. *The user will be responsible for any replacement cost.*

10. **Do not** leave the power cord plugged into the laptop while in a backpack or bag. This will cause damage to the laptop. ***The user will be responsible for any replacement cost.***

USE OF TECHNOLOGY RESOURCES

Purpose
The Meade School District 46-1 is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purposes of the Meade School District's technology resources are to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of Meade School District.

Definition – Technology Resources
Meade School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images and new technologies as they become available.

Regulations
The use of Meade School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendable to people or groups outside Meade School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

User Terms and Conditions
The use of Meade School District's technology resources is subject to the following terms and conditions:
1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Meade School District along with state and federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. Use of equipment is for district educational purposes only.

COMPUTER/LAPTOP VIOLATIONS:
1. Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
2. Downloading or transmitting multi-player games, music or video files using the school network.

3. Vandalizing, damaging or disabling property of the school or another individual or organization.
4. Accessing another individual's materials, information or files without permission.
5. Using the network or Internet for the purpose of commercial, political or financial gain.
6. Releasing files, home address, personal phone numbers, passwords or other vital information to others.
7. Promoting or soliciting illegal activities.
8. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
9. Attempting to defeat computer or network security.
10. Violating copyright or other protected material laws.
11. Subscribing to mailing lists, mass e-mail messages, games or other services that generate several messages that can slow the system and waste other users' time and access.
12. Intentionally wasting limited resources, i.e., real-time music.

COMPUTER NETWORK VIOLATIONS:
1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
2. Installing, enabling, launching or creating programs that interfere with the performance of the network, Internet or hardware technology resources.
3. Creating, uploading or transmitting computer viruses.
4. Attempting to defeat computer or network security.

Consequences:
- Suspension of computer/laptop
- Referral to law enforcement authorities
- Possible long-term suspension
- Recommended expulsion from school

Physical care of the laptop
- **All repairs and replacement of components are initiated only by the District. Please report any and all damages to the Help Desk using the Service Request Form. We only use replacement parts and components from vetted providers.**
- Do not remove any identifying tags from the laptop.
- Do not personalize the hardware directly. Hard case covers are available for purchase from Sturgis Brown High School. These covers may be personalized. All identifying information on the individual machine must remain visible.
- Unattended laptops left on school grounds will be taken to the office to be reclaimed. Multiple infractions may result in consequences.
- Do not leave the laptop unattended in a vehicle.
- If laptops are left in a locker, the locker should be locked. Students will keep their same laptop for its full lifecycle; use common sense in its care!
- The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- *Please do not*: Lean on the top of the laptop when it is closed; apply excessive direct contact to the screen; place anything on the keyboard before closing the lid; carry

the laptop by the screen.
- Only clean the screen with a soft anti-static or microfiber cloth. Do not apply any liquid to the screen or other components of the laptop. If you would like assistance cleaning your screen or other parts of the laptop, please bring it to the Help Desk.

Daily technical support
The Help Desk will typically be open from 7:30 a.m. to 4:00 p.m. on school days. During school hours, a student will need a signed pass from a teacher to go to the Help Desk. If for some reason the Help Desk is closed, the student should return promptly to class.

Inspection

Students will be subject to periodic laptop inspections. These may be conducted by a teacher in a classroom, remotely by a staff member or by a member of the technology staff collecting the laptop and returning it to the Help Desk. The laptops are the property of the District. **Information typed within software applications and all stored files should not be considered private or confidential.**

Costs for repairs
(Appendix A)

Cost to repair MacBooks
Market costs shown and subject to change

Labor rate	$130 per hour
Data recovery	$100
Battery, Li-Ion, 38.75W	$170
LCD, DISPLAY CLAMSHELL, 11.6", GLSY, MBA	$500
ENCL, TOP CASE W/KYBD, NO TP, MBA 11"	$205
Flash Storage, SSD, 128 GB, SD	$750
MLB,1.3GHZ, HSW, TURBO,4GB,11	$800
Hard Drive	$350
Logic Board	$350
Power cord/brick w/ extension cord	$80
Track Pad and all other misc parts	$75

There are times when it is cheaper to facilitate the repair to Apple. Apple has 4 levels of tiers associated with facilitating a repair. If it is cheaper for us to facilitate the repair to Apple rather than ordering the part in, we will quote the repair as a facilitation. In that case the facilitation price reflects all labor charges.

Tier 1 is $350. The computer must be in good shape with no signs of abuse. Any sign of abuse takes the computer out of Tier 1 pricing.

Tier 2 is $500. It covers replacement of up to 3 cosmetic parts, such as top case, bottom case and display housing.

Tier 3 is $760. It covers replacement of the logic board and other parts.

Tier 4 is $825. It covers replacement of broken display and all other parts. A liquid spill may be a tier 3 or 4 depending on what needs to be replaced.

The prices quoted above are always subject to change whenever Apple changes it prices.

Meade School District 46-1
Information Technology
Acceptable Use Agreement
Middle School and High School

INTRODUCTION
Information Technology is provided for District staff and students and is intended to enhance the ability of the District to prepare its students for success today and tomorrow. The use of the network must adhere to responsible use that ensures the integrity of the system. If anyone should abuse this privilege, his or her Information Technology access may be revoked.

The use of the District Information Technology by staff and students is covered by applicable school board policies as well as state and federal laws requiring users to act appropriately. Information Technology includes access to many digital resources. The District implements the South Dakota Digital Dakota Network's K-12 Cyber Security Project firewall that helps screen inappropriate digital content. The internet changes daily, and although the District will take precautions in regards to the content available to students, the District is not liable for students' access to objectionable content nor does the District endorse all available internet content.

The District will comply with the Children's Internet Protection Act (CIPA) that states that the District will educate students about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms. Cyber bullying awareness will also be shared with students. If internet expression creates substantial disruption at school, offenders may be subject to disciplinary action and/or legal action. This could include a disruption created on personal networks and devices away from school that cause a substantial disruption at school.

Any communications, files, etc. created using the District Information Technology resources may be accessed by the District and are not considered private. The District maintains the rights to access, inspect, investigate and monitor all use of the District Information Technology resources without notice to or consent from the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review, and disclosure pursuant to civil and criminal matters, investigatory purposes or any other lawful reason.

EXPECTATIONS
All staff and students are expected to follow the acceptable use guidelines of the District Information Technology. These include, but are not limited to the following:
- Be safe when communicating to others on the internet by not sharing personal information that could put you or others in danger.
- Be polite when communicating or collaborating with others.
- Do not use any form of electronic communication to harass, frighten or bully others Do not post pictures or videos of others on the internet without their permission.
- Use the Information Technology for school purpose; using the network to access inappropriate or bandwidth intensive content could cause loss of privileges.
- Do not tamper with the software or physically damage/deface equipment.

- Back up your work as digital files can become corrupt or be deleted.
- Keep passwords and login information confidential unless needed by District staff.
- Do not use another individual's account.
- Do not make any attempt to find out the password of a service for which you have not been authorized, including accounts set up for others.
- Cite your electronic sources and avoid plagiarism (taking credit for others' ideas).
- Storing commercial software, utility programs, games or hidden files to your school account is not permitted.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

CONSEQUENCES

The building principals will follow procedures for disciplinary action if the Information Technology is used in an inappropriate fashion or when damage is caused to the Information Technology.

Student: I have read and understand this Acceptable Use Agreement and will abide by its terms and conditions knowing that any violations could result in loss of privileges and possible school disciplinary action and/or initiation of legal action.

User's Name (Please Print) _____

User's Signature _____ Date _____

Parent (If user is under 18 years of age): I have read and understand this Acceptable Use Agreement and support its implementation. I have discussed this agreement with my child.

Parent's Name _____

Parent's Signature _____ Date _____