

Bowdle School District Student Laptop Guidelines

The Apple MacBook Air issued to you is the property of the Bowdle School District. All of our devices are considered corporate owned, personally enabled. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. Students the BSD network has no expectation of privacy, which every computer is being tracked by the State of SD through the firewall. These items are provided for educational purposes only, and are intended to support the learning objectives of the Bowdle School District.

Using the Computer at School/Home

- Only Bowdle School District laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students should not deface the MacBook Air in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the MacBook Airs. Students must use the provided sticker for identification of their laptop.
- 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, locked in their locker during school hours, or secured in their backpack at all times. If your laptop has questionable materials, that student is ultimately responsible regardless of usage.
- Always keep the laptop secure as you are walking in the building or at your home.
- The technology coordinator will assign your password to you at the beginning of the year. Students may never share their password with another student. Passwords should always be kept confidential. District staff will keep a confidential record of student passwords. This is done so that the technology staff can perform service and maintenance when necessary.
- Students (7-12) who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day. If a student fails to bring their fully charged laptop to school each day, they will no longer be allowed to take it home.
- If a student forgets a computer at home, and it is needed for classroom activities, a parent/guardian will be called to bring the laptop to school.
- Classroom teachers will establish standards for laptop use in their respective classrooms.
- No music or video files including MP3, AVI, MPEG, MP4 (or similar types) may be downloaded via the Bowdle School District network and none can be stored on the hard drive of the school owned laptop due to issues of copyright ownership and access provided by online sources. Families will be responsible for any copyrights, lawsuits, or arbitrations resulting against Bowdle School District.
- No online chatting at school, or downloading of chat software unless required by a specific assignment and under a teacher’s supervision.
- Laptops may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher’s supervision.
- Interactive online games and iTunes radio reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher’s supervision.
- Only k12, assigned email addresses are allowed. No web-based email accounts are allowed (hotmail, yahoo.com etc.).

- Any malfunctions of the hardware or software should be reported to the technology staff.
- Protect the laptop screen from damage (i.e., pointing, poking, or other abrasions). Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. Screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the county sheriff and Bowdle School.
- If the computer is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.

Using the Computer for Internet and Email

- Students and parents/guardians understand that the Bowdle School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the Bowdle School District Student Laptop Usage Agreement prior to receiving Internet and email access.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

General Use and Care of the Computer

- When transporting their laptop to and from school, students should always be sure it is placed in a carrying case, and the case is fully closed. Laptop bags can then be placed inside the student's book bag or backpack.
- Students are expected to treat their laptop with care and respect. The computer and case are the property of the Bowdle 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 carrying case are not allowed and will result in loss of privileges.
- Do not leave computer unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.

- Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in “sleep” mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, the Bowdle School District Student Laptop Usage Agreement and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Bowdle School District:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the computer home. Please see penalties under Usage Agreement below.
- \$500 fine to be paid by the student for damage to the computer if the computer is entirely damaged and needs to be replaced.
- The district reserves the right to charge computer replacement cost if damaged accrued is repetitive and/or purposeful. Charges are as follows: **Screen \$75, Keyboard - \$50, Charger - \$25; all other replacement parts will be charged at cost. However, these prices may change based on market value cost.**
- Suspension or Expulsion from school or civil or criminal liability under applicable laws.

Problem Reporting

If you need technical assistance with software or hardware, problems should be reported immediately to the technology staff.

Never attempt to repair a computer yourself, unless you have been instructed by one of the technology staff members!

The technology staff can only help you with software that is part of the default configuration of the laptop. If a program hangs or freezes, you can probably fix the problem by restarting the laptop (save your work first). The staff will help to the best of their ability.

Loss or Theft

- The student must report theft (or suspected theft) of the computer, loss of the computer, or damage to the computer to school personnel immediately.
- A Parent/Guardian will be notified.
- Parents may be directed to contact the Edmunds County Sheriff’s Department and provide a copy of police report to the Bowdle School office.

Bowdle School District Student Laptop Usage Agreement

Providing laptop computers for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

- The student agrees to follow all Bowdle School District guidelines and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information. A full list of guidelines is available for viewing on our school website under Student/Parent Resources.
- **Penalties for violating any guidelines or policies are as follows:** 1) First Offense – ½ hour of detention 2) 1 hours of detention 3) Computer Check-Out DAILY from the tech coordinator for 1 week (computer cannot be taken home) 4) ISS and Computer Check-Out DAILY for 1 month 5) Banned from using school computers for the remainder of the semester
- The student shall not remove or alter any Bowdle School District identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
- The student agrees to handle the computer carefully and protect it from potential sources of damage. Students who rent their computer will be charged a **\$25 annual** fee payment. This payment covers situations such as dead batteries, damaged keyboards, and other hardware malfunctions. **This does not include situations in which a student has mishandled their computer or was negligent.** Replacement costs are listed under the section “Consequences of Inappropriate Use”. Circumstances involving theft or student neglect will be handled on a case by case basis.
- The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
- Upon request, the student agrees to deliver the computer to Bowdle School District staff for technical inspection or to verify inventory or other information; this may include random screening.
- Bowdle School District is not liable for lost data or time spent on data.
- Laptops will be checked out for the school year. Laptops will be collected from students at the end of the school year. After a laptop has been initially assigned to a student, it will remain designated to that student for the remainder of the student’s education. Laptops must be checked out at the beginning of each school year; the student, at the end of the school year, will return the laptop.

I have read and understand the Student Laptop Usage Guidelines and Agreement.

Student Name

Student Signature

