

## Instruction

### Exhibit – Student Laptop Procedures

#### **Opening Statement:**

Our students read, communicate, collaborate, socialize, work, explore, and learn with technology. The Kankakee School District wants to capitalize on the talents and interests of the collaborative, resourceful, and innovative generation of thinkers by bringing them technological tools with which they may already be familiar and that may advance their academic achievement.

#### **Mission Statement:**

Kankakee School District believes that technology should be an integral and integrated component of the educational process and curricular program. Technology breaks down barriers and allows students to learn anytime, anywhere. With an interdisciplinary and collaborative approach, authentic, real world, engaging learning is facilitated, and learners can gain essential skills that extend beyond the content and foster life-long growth. Kankakee School District 111 is committed to providing all students with the technology concepts, processes and skills that the District has determined will help them be contributing, productive citizens in our ever-changing society.

### Student/Parent Agreement and Permission for use of District-Owned Laptop

#### **Introduction**

All students within Kankakee School District's High School AMEX program will be issued a laptop for use in school. These students may also use this device at home. Students may only use or access District-issued laptops outside of school with parental and guardian supervision. This document provides students and their parents/guardians with information about proper utilization and care of the laptop at home and at school.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right. Students have no expectation of privacy with respect to use of the District's laptops. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies. All activities undertaken on District-issued Laptops that have a sufficiently disruptive impact on the educational environment or invade the rights of others will be subject to discipline as if they had occurred on school grounds.*

Use of District-issued technology is governed by the District's Acceptable Use Policy on Electronic Networks as well as the information presented in this document. This includes use that occurs outside of normal school hours, for personal purposes, and/or off District property or away from related events or activities.

All students are required to sign and return to the District an acknowledgement form indicating that the user has reviewed, understands, and agreed to abide by the District's Acceptable Use Policy on Electronic Networks as well as the information in this document. Any person who fails to return a signed authorization form as required by this Section shall be refused the privileges of accessing or using the District's electronic resources, including Laptops. A signed authorization form shall remain valid and on file indefinitely, although the Superintendent or designee may require that a new form be completed from time to time.

## Laptop Procedures

### Ownership of the Laptop

Kankakee School District 111 retains sole right of possession of the Laptop. The Laptops are lent to the students for educational purposes only for the AMEX program. Students may only use District laptops for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resources at the time used, the use complies with the other parameters of the District's Acceptable Use Policy and any implementing procedures, and the use does not violate any other District policy or state or federal law. Moreover, Kankakee School District administrative staff and faculty retain the right to collect and/or inspect Laptops at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### Returning Your Laptop

- a. *End of Year:* At the end of the school year, students will turn in their laptops, charger and cases. Failure to turn in a laptop will result in the student being charged the full replacement cost of the device. The District may also file a report of stolen property with the local law enforcement agency. Unpaid fines and fees of students leaving Kankakee School District 111 may be turned over to a collection agency. Laptops will be inspected upon their return. If there has been damage beyond normal wear and tear, or if the Laptop and any of its accessories are lost or stolen, the student may be liable for the cost to repair the laptop or accessories.
- b. *Transferring/Withdrawing Students:* Students that transfer out of or withdraw from Kankakee School District 111 or the AMEX course must turn in their Laptops and cases to the main office on their last day of attendance. Failure to turn in the Laptop will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Kankakee School District 111 may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.
- c. *Replacement Laptops:* If a student's laptop is damaged or non-working, students will be issued a loaner Laptop for use at school. If a student is at fault for a broken laptop, a laptop will be checked out daily and is not to be taken home. Laptops are checked out from the Library and returned to the main office by 3:00 pm on the day borrowed. If a loaner is not turned in by 3:30 p.m. the main office will submit a report to the deans' office and the deans will work on retrieving the loaner. A log of check ins and check outs is completed daily to ensure that Laptops are returned. A student borrowing a Laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. Students will be contacted when their devices are repaired and available to be picked up.
- d. *Other Loaners:* If a student does not bring his/her Laptop to school, a student borrowing a Laptop must also sign a loaner agreement and will be responsible for any damage to or loss of the issued device. The Main Office will document the number of times a loaner is issued to each student for not having his/her own Laptop at school and will send reports to the deans' office for those students that have more than one occurrence during the school year. Such actions may result in disciplinary consequences. The students that obtain a loaner will be responsible for returning the borrowed device to the main office by 3:00 p.m. on the day borrowed. If the loaner is not returned by 3:30 p.m., the main office will submit a report to the

deans' office and the deans will work on retrieving the loaner.

## **Laptop Rules and Expectations of Students**

### **Caring For Your Laptop**

The Student is responsible for reasonable care of District-issued Laptops at all times during which the technology is issued to the user, regardless of whether the use is on school property or at related events or activities. Laptops that are broken or fail to work properly must be taken to the main office and the student must complete a service request form so that the Laptop can be taken care of properly. District owned Laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Laptops unattended except locked in their hallway locker. Students should never allow others to use the Laptop without authorization from an administrator. Students will be responsible for paying for any repairs or for the replacement of a Laptop due to damage or loss by a third party.

#### a. General Precautions

- No food or drink should be next to Laptops.
- Cords, cables, and removable storage devices must be inserted carefully into Laptops.
- Laptops should not be used or stored near pets.
- Laptops should not be used with power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Laptops.

#### b. Cases

- Each student will be issued a protective case for his/her Laptop that should be used whenever the Laptop is being transported or not in use.
- Although the cases are reinforced to help protect the Laptops, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

#### c. Carrying Laptops

- Always transport Laptops with care in Kankakee School District issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Laptops by the screen.
- Never carry Laptops with the screen open.

#### d. Screen Care

- The Laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure
- Do not put pressure on the top of a Laptop when it is closed.
- Do not store a Laptop with the screen open.

- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Identification Marks

- All Laptops will be labeled with a District Identification Mark.
- Identification Marks may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Laptop if the District Identification Mark has been modified or tampered with.

### **Using Your Laptop at School**

Students are expected to bring a fully charged Laptop to school every day and bring their Laptops to all classes unless specifically advised not to do so by their teacher.

a. Prohibited Uses (See *Acceptable Use Policy on Electronic Networks* (6.235))

- Any illegal activity, including violation of copyright.
- Deliberate use of malicious code, such as viruses or malware.
- Vandalism or any attempt to harm or destroy data of another user, the Internet, or any other network, including uploading or creating computer viruses.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Use for financial or commercial gain, including the development of Intellectual Property owned by the user.
- Attempting to circumvent any security, content filtering, or traffic management measures implemented by the District.
- Use while access privileges are revoked or suspended.
- Using an account owned by another user without authorization.
- Invading the privacy or any individual or organization.
- Misappropriating or plagiarizing data.
- Intentionally wasting finite resources or degrading or disrupting system performance.
- Unauthorized downloading or software.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Deliberately attempting to access obscene or inappropriate materials.
- Posting or forwarding personal communications without the author's consent.
- Posting anonymous messages.
- Using abusive or otherwise objectionable language in either public or private messages.
- Harassing, threatening, or intimidating another person.
- Sending chain letters to lists or individuals.
- Unauthorized access to or alteration of any school document.

b. Charging Laptops

- Laptops must be brought to school each day with a full charge.
- Students should charge their Laptops at home every evening
- There may be a limited number of charging stations available in the district.
- Failure to have an adequately charged laptop for required classroom activities may lead to academic consequences, such as a zero grade, at the teacher's discretion.

c. Backgrounds and Themes

- Inappropriate media, including that which is abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal, or that which causes a material and substantial disruption and invades the rights of others, may not be used as Laptop backgrounds or themes. The presence of such media will result in disciplinary action. Students are also prohibited from installing software on the Laptops.

d. Sound

- Sound must be muted at all times at school or school related events or activities unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary purposes.

e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their laptops at school.

f. Logging into a Laptop

- Students will log into their Laptops using their school issued network credentials. These are the same credentials you use when signing in a computer within the labs.
- Students should never share their network credentials with others, unless requested by an administrator.

g. Managing and Saving Your Digital Work With a Laptop

- The majority of student work will be stored in internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### **Operating System and Security**

Students may not use or install any operating system on their Laptop other than the current version of Windows 7 Professional that is supported and managed by the district.

- a. Updates
  - The Laptop operating system, Windows 7 Professional, updates itself automatically. Students do not need to manually update their Laptops.
- b. Virus Protection
  - Laptops use the Vipre AntiVirus. This software is updated daily. Updates are deployed automatically from a server within our district.
- c. Content Filter
  - The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Users may make requests, including anonymous requests, to disable the filter for bona fide research or other lawful purposes. Such requests may be made by the Director of Technology Infrastructure.

### **Software**

- a. Apps for Education
  - Laptops seamlessly integrate with the Apps for Education suite of productivity and collaboration tools. This suite includes Docs (word processing), Spreadsheets, Presentations, Drawings and Forms.
  - All work done in Google Apps is stored in the cloud. The District will adhere to State and federal law with regard to information stored in the cloud.

### **Laptop Identification**

- a. Records
  - The district will maintain a log of all Laptops that includes the Laptop serial number, Identification Numbers, and name and ID number of the student assigned to the device.
- b. Users
  - Each student will be assigned the same Laptop for the duration of his/her time in the AMEX course at Kankakee School District unless it is damaged, lost, or stolen.

### **Repairing and Replacing the Laptop**

- a. Vendor Warranty
  - Laptops include a three year hardware warranty from the vendor.
  - The vendor warrants the Laptop from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Laptop or, if required, a Laptop replacement.
  - The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.
- b. Estimated Costs (subject to change)

The following are estimated costs of Laptops parts and replacements. These costs are just estimates and may change:

- Replacement - \$630.00
- Screen - \$90.00
- Keyboard/touchpad - \$50.00
- Power cord - \$59.99
- Bag - \$29.00

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.. *The District reserves the right to monitor users' activities on District Laptops at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored on Laptops; and to disclose information to others as necessary. Users should be aware that information may remain on the District's Laptop even after it has been deleted by the user.* By using a Laptop, students agree to such access, monitoring, and recording of their use. *See Acceptable Use Policy on Electronic Networks (6.235).*

a. Monitoring Software

- The Technology Department staff may use monitoring software that allows them to view the screens and activity on student Laptops at school or off of school grounds.

### **Disclaimer, Limitation of Liability, and Indemnification**

The District does not guarantee the quality of the services provided through its Laptops. The District makes no guarantees about the accuracy of information accessed through its Laptops. The District is not responsible for: (i) any loss or damages to Laptops; (ii) any information that is rendered unavailable because of the Laptop; or (iii) any inaccurate information accessed through the Laptop.

All users assume full responsibility for any costs, liability, or damages arising from use of the District's Laptops, and must reimburse the District for any loss, including reasonable attorney's fees. The District is not liable for the actions of users of its Laptops or any third parties who have access to Laptops. *See Acceptable Use Policy on Electronic Networks (6.235)*

### **Appropriate Uses and Digital Citizenship**

School issued laptops should be used for educational purposes and students are to adhere to the *Acceptable Use Policy on Electronic Networks (6.235)* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online



will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

[May 2015]



## Kankakee School District 111 Laptop Agreement

By signing below, I acknowledge that I have received, read, and understand the District's the Student Laptop Policy, and any related policies, administrative procedures, handbooks, and guidelines. I agree to all of the terms in these documents. I understand that it is my responsibility to become acquainted with these materials and to keep up-to-date on any changes that may be implemented from time to time. I understand that my ignorance of these materials and any updates is not an excuse for a violation or other misconduct. I understand that I may be disciplined, up to and including suspension and expulsion, and/or subject to other legal action for violations of these materials.

Student's Full Name	Grade
Student's Signature	Date

As the parent/guardian of the student signing above, I acknowledge that I have received, read and understand the Student Laptop Policy and any related policies, administrative procedures, handbooks, and guidelines. I understand that it is my responsibility to make sure my student and I are acquainted with these materials and to keep up-to-date on any changes that may be implemented from time to time. I understand that my ignorance of these materials and any updates is not an excuse for a violation or other misconduct. I understand that my student may be disciplined, up to and including suspension and expulsion, and/or subject to other legal action for violation of these materials.

Parent/Guardian's Full Name	
Parent/Guardian's Signature	Date