



Fort Recovery High School

Student Laptop Acceptable Use Guidelines

Student: *I understand and will abide by the Fort Recovery Schools Laptop and Internet Acceptable use guidelines. I further understand that any violation of the regulations outlined is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action, and/or appropriate legal action, may be taken.*

Parent/Guardian: *As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Fort Recovery School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue a laptop for my child and certify that the information contained in this form is correct.*

Both Student & Parent/Guardian: *In cases of theft, vandalism and other criminal acts, a police report should be issued. In the case of a fire, a fire report SHOULD be filed by the student or guardian for the protection coverage to take place. A copy of the report must be provided to the principal's office. Any additional charge is the responsibility of the student/parent and should be paid before the laptop can be replaced.*

Insurance: *Fort Recovery Schools will be charging an annual technology fee of \$35 for students in the laptop program. This fee covers insurance on the device. With this coverage, the district will handle any accidental damage/repairs on the laptop, limited to 1 major repair per year. (*See Laptop Repair and Pricing Guide on pg. 9)*

Students who are issued a laptop will be consenting to the following:

1. Students are expected to take good care of their laptop and will be reissued the same laptop the following year.
2. Students will not leave their laptop unattended.
3. Students will not loan out their laptops to others.
4. It is the student's responsibility to know the whereabouts of their laptop at all times.
5. It is the responsibility of the student to regularly charge the laptops battery.
6. Students will keep food and beverages away from the laptop to avoid damage to the computer.
7. Students are not to disassemble any part of the laptop or attempt any repairs.
8. Students are expected to use their issued laptop in ways that are appropriate and educational.
9. Students are not to place decorations (such as stickers, markings, etc.) on the district laptop.
10. Student laptops are subject to inspection at any time and without notice.
11. Students will follow all guidelines as outlined in the Laptop Acceptable Use Guidelines.
12. In the case of theft, vandalism, and any act covered by insurance, students are required to file a police report.
13. Students are responsible for all damage or loss caused by neglect or abuse.
14. Students agree to pay for laptops, power cords, and battery in the event any of these items are lost or stolen.
15. Students agree to return the laptop and all district issued accessories in good working condition.

I would like to enroll for a student laptop I choose to opt out of the student laptop program

Student Name (Please Print): _____

Student Signature: _____ **Date:** _____

Parent or Guardian's Name (Please Print): _____

Parent Signature: _____ **Date:** _____

Fort Recovery Local Schools Laptop Guidelines and Procedures

The procedures, guidelines, and information within this document applies to all laptops used at Fort Recovery Schools, as well as any other device considered by the principal to come under these guidelines. Teachers may set additional requirements for use within their classrooms.

Receiving Your Laptop

Laptops will be distributed during the beginning of the school year. Freshmen and transfer students, along with their parents, will sign and return the Laptop Acceptable Usage Plan before the laptop is issued. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations.

Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly should be taken to the Technology Coordinator's office immediately. The quicker an issue is resolved, the less potential there is for that issue to impact another functionality of the laptop.

General Precautions

- Food and beverages can damage your laptop. Students will be responsible for damages caused by spills.
- Cords, cables, and removable storage devices should be inserted into the device with care.
- Students should NEVER carry their laptops while the screen is open, unless directed to do so.
- Laptops should remain free of any markings, stickers, or labels that are not the property of Fort Recovery Schools.
- Laptops should never be left in a vehicle or any unsupervised area.
- Students are responsible for ensuring their laptop's battery is charged for school each day.

Screen Care

Laptop screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure. To ensure that your laptop avoids issue with screen care, be sure to adhere to the following instructions:

- Do not lean 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. Do not use commercial glass cleaners.

Using Your Laptop at School

Laptops are intended for use at school each day. Student are responsible for bringing their laptops to all classes, unless advised otherwise by staff.

Laptops Left at Home

Leaving your laptop at home is not an acceptable excuse for not submitting work. Repeat violations of this guideline may result in disciplinary action.

Laptops Undergoing Repair

Loaner laptops may be issued to students when they leave their laptop for repair with the tech department. Students are then responsible for the care of the loaner while in their possession.

Charging Your Laptop's Battery

Laptops should be brought to school each day in a fully charged condition. Students can charge their laptops in the evening. In cases where laptop usage has caused battery discharge, students may be able to connect their computers to an outlet in the classroom.

Managing Your Files and Saving Your Work

Students should backup all of their work at least once each week using their Google Apps for Education account or personal network folders. It is the responsibility of the student to ensure work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Avoid storing personal music, pictures, or videos, as the school will not be held responsible for their loss.

Software on Laptops

The software originally installed by FRHS should remain on the laptop in usable condition and be easily accessible at all times. If technical difficulties occur or illegal software is discovered, the hard drive will then be reformatted. Students should back up data on their flash drive. The school does not accept responsibility for the loss of any data or software deleted due to a reformat and re-image.

Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Fort Recovery School District technology resources is a privilege and not a right. Each student and parent will be required to follow the district's guidelines.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user without the consent of the individual or school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the FRHS Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the laptop, software, and internet.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that the site can be blocked from further access.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure ask a teacher or parent.
- Plagiarism is a violation of the FRHS Academic Guidelines and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

E-mail

- Google Apps for education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email during class use without permission.
- FRHS e-mail is subject to inspection by the school.

**** The student in whose name a system account and/or a computer hardware is issued will be responsible ***
at all times for its appropriate use*

Prohibited Technology Resources and activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.

- Downloading or transmitting multi-player game, music or video files on the schools network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other user's time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (VPN's, firewalls, proxy servers, etc.)
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations.

Consequences may include:

- Suspension of laptop privileges.
- Suspension with possible long-term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

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 or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of e-mail and network communication are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

****Protecting Your Laptop****

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the laptop in a practical setting and avoid moving it around while it's running.

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Students will not remove FRHS Property stickers, Windows Product Key, or serial number stickers. If stickers have or appear to be falling off, students should take the laptop and sticker to the Tech Coordinator immediately. Once again, this laptop is property of the district and should be maintained as such.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

Intentional or Negligent Damage

Students are expected to keep the laptop in good condition. Failure to do so will result in fines depending upon laptop condition.

School District Protection

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report should be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office.

The District will work with the Mercer County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

School District Insurance

Fort Recovery Schools will be charging an annual technology fee of \$35, for students in the laptop program. This fee covers insurance on the device. With this coverage the district will handle any accidental damage/repairs on the laptop. This is limited to 1 major repair per year (see laptop repair and pricing guide). Our insurance will also factor into the replacement cost of the laptop based on the age of the device.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

Content Filtering

Fort Recovery School District runs filters on all Internet connections to help prevent access to pornographic, obscene, or any other content that would be harmful to minors. Fort Recovery School District staff will be present to supervise and make certain students are not going to any harmful content. The filtering content is updated on a constant basis to ensure that recent harmful content is being blocked.

Access by Minors to Harmful Content

Since filters are not perfect, staff is instructed to supervise the computers the students are using to ensure that no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

Unauthorized Access

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this guideline and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

Unauthorized Disclosure

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

Enforcement

Violations of these guidelines will be handled consistent with Fort Recovery School District disciplinary procedures applicable to the relevant person or persons. Fort Recovery School District administrators may suspend, block or restrict access to network resources. Student violations may be subject to warnings, suspend, block or restrict access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and Federal laws will result in legal prosecution. Examples of these laws include but are not limited to, Cyber Law's, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and The Digital Millennium Copyright Act.

Laptop Guidelines Frequently Asked Questions

Can I use the laptop throughout my career at FRHS?

Yes. The concept behind the laptop is to provide enough power to do general activities (web browsing and office applications) whose requirements haven't changed in the last several years. The available software will be usable in upper level as well as entry-level coursework. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

What if I already have another model or brand of laptop computer?

If a student chooses to use their own device in the classroom, it must first be inspected by the Technology Coordinator prior to the school year. The personal laptop must meet the same criteria as a school provided laptop (no software or hardware that would be deemed harmful to the Fort Recovery School Network). If a student does not abide by these rules, they will no longer be allowed to use their own device on the school network.

Can I have my laptop computer this summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their registration session in the fall to ensure that everyone receives complete information about the computer and Fort Recovery School District's Guidelines.

Does FRHS provide maintenance on my laptop?

Yes. The Tech Coordinator will coordinate maintenance for students. However, maintenance records will be kept and repeated requests will be reviewed to avoid owner abuse/misuse of a laptop.

What will I do without a computer if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Fort Recovery High School is using laptops to supplement its curriculum, meaning that it is quite feasible to participate in classes without one. FRHS will also stock a limited number of laptops that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

If I purchase software in addition to the available software provided through FRHS, will the Tech Coordinator load it for me?

It depends on the software. The request will have to be reviewed by the Administration and Tech Coordinator.

How do I connect to the internet at home?

You may connect to the internet using a wired Ethernet connection or wireless connection. If you maintain a wireless home network, you should set the laptop to connect to your wireless connection.

Please be aware there are many different types of service providers and network hardware used at home, and that these differences may not allow easy hookups to the internet in some cases. The FRHS technical staff will try to help you but cannot guarantee a successful connection for every household.

What if I want to run another operating system on my laptop?

Only the operating system chosen by the Fort Recovery School District will be authorized to run on a student issued laptop.

What has the school done to help prevent students from going to inappropriate sites?

FRHS has software which is designed to help monitor internet usage and all websites that are accessed. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, FRHS can immediately add it to the filter to be blocked. Additional software called Microsoft Parental Controls has been installed. It screens for adult/sexually orientate, P2P and File share, Web proxies, and hacking sites.

Are student laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is found?

Inappropriate material on laptops should be reported to the classroom teacher, principal, or Tech Coordinator immediately upon identification. Students who have objectionable data found on their laptops, but have failed or chosen not to report it, will be referred to the principal's office for disciplinary action.

What happens if the accessories to my laptop are lost, broken, or stolen?

In the event that laptop accessories are stolen, you should report the lost items to the Principal's office. All costs for replacing the items are the responsibility of the student. (See Laptop Repair and Pricing Guide)

Laptop Maintenance and Replacement

Receiving a broken laptop

If a student receives a laptop and finds that it is not working properly, it needs to be brought to the Tech Department for testing and repair. If it is indeed broken, and the student is not deemed responsible, there will be a replacement device issued at no charge.

Free Repairs

Fort Recovery Schools offers several repairs and services to student devices. Any minor fix is free of charge, such as replacing screws or installing new software. Students are also entitled to 1 free major fix for student devices. A major fix usually requires a replacement component for a student's device. Once that fix has been applied and recorded, any major fixes in the future will be charged at the cost detailed in the laptop repair and pricing guide. The free repairs are only applied to devices that need repaired, not instances in which students have misplaced a laptop component or accessory, such as a charger. If a student misplaces their charger, it will be replaced at the cost listed in the pricing guide, while a faulty charger would be considered an inclusion in the 1 free fix.

If the laptop damage is beyond repair and needs to be replaced, we will follow this deductible scale:

Year 1 Deductible= \$250

Year 2 Deductible= \$200

Year 3 Deductible= \$150

Year 4 Deductible = \$100

**The year is based on the age of the laptop not the student's time in the program.*

Laptop Repair and Pricing Guide

Services Provided at NO CHARGE:

- Password Reset
- Windows Updates
- User account support
- Operating System Support
- School Software Support
- Re-Imaging of device
- Coordination of Warranty Repair

Repair Services and Pricing Guide:

- | | |
|--|----------------------|
| - Screen replacement | Major Repair (\$100) |
| - Hard drive replacement | Major Repair (\$50) |
| - Fan, WIFI card: | Major Repair (\$50) |
| - Full Keyboard replacement | Major Repair (\$40) |
| - Out of Warranty Battery replacement: | Major Repair (\$65) |
| *Batteries have a 1 Year warranty | |
| - Damaged Power Adapter replacement: | Major Repair (\$35) |

Service and repairs will be documented in the FR Help Desk Ticket Software and reviewed to ensure the proper use and/or maintenance of the laptops. When a major repair is required on the device, an email will be sent to the student, principal, and a parent's email account. Excessive request for service/repair is subject to review by the school administration.