Heuvelton Central School

Laptop Handbook

Heuvelton Central School Laptop Program

The goals of our District Technology Plan are two-fold. We strive to provide a strong technology infrastructure with ongoing technical support and a comprehensive technology staff development program. Additionally, we want our school community members to have the knowledge to access and use these resources to develop the skills necessary to be successful in the 21st century.

Both goals are needed to support learners who will understand the ways in which technology changes learning, including the ease of access to global data and information, as well as how that information is used or manipulated. As a district we hope to capitalize on remote learning resources to improve the quality, scope, or content of blended and traditional learning, while providing access to learning materials in electronic form, including video, text, and other digital content related to the school curriculum. We want our school community members to use technology as a tool for creative expression, presentation and publication, research, analysis and problem solving. We believe technology can enhance communication, collaboration, and project management, and recognize its utility in increasing our ability to individualize educational plans. We want our school community members to understand and respect the District policies in support of safety technology use and the ethical issues related to using technology.

Successfully developing a learning environment to prepare learners for the 21st century takes careful planning and consideration. Our staggered implementation plan and ongoing professional development are part of this plan. Similarly, this guidance document is meant to serve as a resource for students and parents alike. It is an evolving document and our hope is that it provides useful information, practical solutions, and best practices. Your collective feedback is needed, since every person working toward a shared goal has unique challenges and successes.

The evolution of technology in education may be seen as both daunting and empowering, and it is our hope to harness our collective efforts to learn, embrace, and apply it to the benefit of every learner in our school community.

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The policies, procedures and information within this document apply to all laptops used at Heuvelton Central School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at HCS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the local police department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the HCS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs, not to exceed the replacement cost of the computer.

HEUVELTON CENTRAL SCHOOL LAPTOP PROGRAM

1. RECEIVING YOUR LAPTOP

Distribution of Laptops: Laptops will be distributed each year during "Student and Parent Laptop Orientation." Parents & students must sign and return the **Laptop Computer Protection Plan** and **Student Pledge** documents before the laptop can be issued to their child. The Laptop Computer Protection Plan outlines two options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection Plan included in this handbook. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at HCS.

Return of Laptop: Laptops and any related accessories will be returned to Heuvelton Central School during the last week of school. If the status of the student changes during the school year, such as they transfer to another school, dropout or are otherwise no longer a student at HCS, they will immediately return the laptop and its accessories to the school.

2. TAKING CARE OF YOUR DEVICE

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 must be taken to the Technology Help Desk located in the Technology Office. Students are to contact the Help Desk at helpdesk@heuvelton.k12.ny.us to document the issue and arrange a dropoff time.

2.1 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 laptops while the screen is open, unless directed to do so by a teacher.
• Laptops must remain free of any writing, drawing, etching, etc.
• Laptop must never be left in a car or any unsupervised area. Extreme temperatures may damage or destroy laptops
• Students are responsible for keeping the laptop battery charged for school each day.
• No stickers or magnets may be placed on your computer.

2.2 Carrying Laptops
The protective cases provided with laptops have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
• Laptop should always be within the protective case when carried.
• Some carrying cases can hold other objects, while others cannot. Placing additional items (such as folders and workbooks) in a carrying case must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen. This is the primary cause of cracked screens.
• Care needs to be given to the use of peripheral devices to ensure that plugs/jacks are compatible and aligned correctly. Force should never be used. If there is uncertainty, consult the Help Desk prior to use.

2.3 Screen Care

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 on the top of the laptop when it is closed.
• Do not place anything near the laptop that could put pressure on the screen.
• Do not place anything in the carrying case that will press against the cover.
• Do not poke the screen.
• Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paper).
• Clean the screen with a soft, dry cloth or anti-static cloth.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are expected to bring their device to all classes, unless specifically advised not to do so by their teacher. Repeat violations of this policy may result in disciplinary action.

3.1 Laptops Left at Home
If students leave their device at home, they must immediately phone parents to bring them to school. Repeat violations of this policy may result in disciplinary action.

3.2 Laptops Undergoing Repair
Loaner devices may be issued to students when they leave their devices for repair at the Help Desk pending the availability of "warranty pool" laptops.

3.3 Charging Your Laptops Battery
Laptops must be brought to school each day in a fully charged condition. Students need to charge their devices as needed. Repeat violations of this policy may result in disciplinary action. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their device to a power outlet in class.

3.4 Screensavers
• Inappropriate media may not be used as a screensaver.
• Presence of illegal guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drug, gang-related symbols or pictures will result in disciplinary actions.
• Passwords on screensavers are not to be used.

3.5 Sound
Sound must be muted at all times in the classroom, unless permission is obtained from the teacher for instructional purposes.

3.6 Printing
Students may use the printers located in various locations around the school with teacher permission during class or breaks. Students will be monitored as to the number of pages printed during the course of the school year. Excessive printing will be communicated. If excessive printing continues after a warning, it may result in usage fees for the student or restricted access to school printers. Students who want to print on a home printer may ask the technology Help Desk to help add their printer.

3.7 Music & Games

Music and games are not allowed on laptops during school hours in the classroom without permission from the teacher.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Cloud

All student work will be saved on the HCS assigned account (Google Docs, gMail, Drive, etc.). The student is responsible for managing and not sharing usernames and passwords for any school-related accounts. The student is responsible for ALL actions that occur on his/her account and is not to use the account of another student.

4.2 Saving data to removable storage devices

Students may also backup all of their work using removable file storage. Removable USB devices may be purchased from local retailers. 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.

5. COMPUTER INSPECTION AND CONFISCATION

Students may be selected at random or upon suspicion to provide their laptop or other device for inspection. This is applicable to both district provided equipment and personal devices that are used in the district. The inspection may be completed by Technology Department personnel, administration, or a faculty member.

6 . ACCEPTABLE USE
6.1 General Guidelines

(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Heuvelton Central School District.

(2) Students are responsible for their ethical and educational use of the technology resources of the Heuvelton Central School District.

(3) Access to the Heuvelton Central School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy (#7314).

(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 device, or the files of another user, without the consent of the technology coordinator will be considered an act of vandalism and the user will be subject to disciplinary

action in accordance with discipline procedures. This action may also result in a fine for any damage caused to the computer or network.

(6) All school-owned and personal devices using the Heuvelton Central School District network are subject to tracking of location, usage, and content, including the ability to remotely access, lock, or deactivate the device.

6.2 Privacy and Safety
• Do not go into chat rooms, send group emails or send chain letters without permission.
• Do not open, use, or change computer files that do not belong to you.
• Do not reveal your name, phone number, address, social security number, password or passwords of other people.
• 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 principal immediately so that such sites can be blocked from further access. This is not merely a request; *it is your responsibility*.

6.3 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 HCS Code of Conduct and may result in disciplinary action. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
• 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 New York State Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

6.4 Email
• Always use appropriate language.
• Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
• Do not send mass emails, chain letters or spam. Group emails may be sent only with permission from the Principal or, if associated with a course, with the permission of the instructor.
• Students should maintain high integrity with regard to email content.
• No private chatting during class.
• HCS e-mail and network files are subject to inspection by the school staff and administration.

6.5 Consequences
The student 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 Laptop Handbook or Acceptable Use Policy 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 or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the New York State Open Records Act; proper authorities will be given access to their content.

6.6 Student Responsibilities
• Students are responsible at all times for their laptops, whether at home or school .
• Students may only log in under their own username. Students may not share their password with other students.

• Students may not share their laptop with other students.
• Students may not loan laptop components to other students for any reason.
• Students may not load or download any software games on the laptops. Any apps must have a clear educational purpose.
• Students are responsible for charging and maintaining battery units in the laptop daily.
• Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. There will be a $20 re-image fee to correct these problems. A repeated need to re-image a device may result in discipline.
• It is the responsibility of the student to see to it that critical files are backed up regularly.
• All use of the internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of sites accessed. These files will be reviewed periodically.

6.7 Parental Responsibility
• Parents will be responsible for monitoring student's use of the laptop at home and away from school.
• Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
• Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification
Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:
• Record of serial number and asset tag
• Individual User account name and password

7.2 Password Protection
Students will be given a password to the local machine, the network and the email system. Students are expected to keep passwords confidential.

7.3 Storing Your Laptop
When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home, as temperature extremes may damage the device.

7.4 Laptops Left in Unsupervised Areas
Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, common space, locker rooms, library, unlocked classrooms, bathrooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops may be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER
8.1 Accidental or Malicious Damage, and Warranty

The student is responsible for any accidental or malicious damage to the machine. The student is also responsible for the full replacement value of any loss or theft of the machine. Any warranty work will be covered by the school district.

8.2 School District Protection
School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $20.00 annually for each laptop with a maximum cost of $35.00 per family and includes a $100.00 additional charge for each claim. Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9. LAPTOP TECHNICAL SUPPORT
Technical support is available via email at helpdesk@heuvelton.k12.ny.us. The Technology Help Desk is located in the Technology Office Room 103 and their staff will coordinate a time for any required repair work for laptops, or to assist you with other concerns. Services provided include the following:
• Hardware maintenance and repairs
• Password identification
• User account support
• Operating system or software configuration support
• Application information
• Updates and software installations
• Coordination of warranty repairs
• Distribution of loaner laptops and batteries

10. LAPTOP FAQ'S

1. Can I use my laptop throughout my career at HCS?
Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit ought to be powerful enough for your classroom work throughout your career at HCS.

2. What if I already have another model or brand of laptop computer?
You will not be required to use the school district issued laptop for school purposes. Any personal device that a student chooses to use as a substitute will be treated as school property during the school day and all rules outlined in this handbook and any other school documentation will be applicable. Your laptop must be inspected by the computer coordinator before it can be connected to the school network. Minimally, the following expectations are made;
a) It must be fully updated and automatic updates must be set.
b) It must have an antivirus product installed, be receiving automatic AV updates, configured to deep scan regularly, and shown to be virus free. Approved antivirus products include but are not limited to, Norton AntiVirus, Norton Internet Security, McAfee Antivirus, Sophos, Avast, AVG, Kaspersky, Panda or Microsoft Security Essentials.
c) You give permission for the device to be configured such that internet content is subject to the schools filters, and that you will not attempt to defeat this setting.
d) You give permission for the Chrome browser to be installed; this provides a better browsing experience when working with Google Apps.

e) You will not attempt to recover the school Wi-Fi password, nor use it in any other device, nor share it with your colleagues or staff.

f) HCS will not be responsible for any breakages, damages or theft of either hardware or software, accidental or not to your laptop. The HCS Accidental Damage Protection insurance is not available for personal equipment- you should contact your own insurance agent.

3. 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 orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and HCS's policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Heuvelton Central School District laptop protection is recommended. The protection covers the laptop for a $20.00 payment. You will be responsible for paying an additional charge of $100.00 for each theft or loss claim. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, common areas, or car unattended. Always know where your laptop is!

5. Does HCS provide maintenance on my laptop computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at HCS will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

6. What will I do without a computer in my classes if my laptop unit is being repaired/replaced or is lost/stolen?

Heuvelton Central School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner "warranty pool" unit at the Help Desk in the Technology Office Room 103, the same area where you will go for service on your laptop computer. If you are in possession of a loaner warranty pool laptop, treat it as if it were your own computer. You will be responsible for any damage to the warranty pool unit or for its loss.

7. If I purchase software in addition to the available software provided through HCS, will the Technical Help Desk staff load it for me?

No. All educational apps will be pre-installed. Additional software/apps without a clear educational purpose will not be allowed on the laptops.

8. Do I need a printer?

You need not own one since printers are located in the library and around the school building. If you want to connect to a printer at home with the school laptop, you will need to contact helpdesk@heuvelton.k12.ny.us They will arrange a time for you to visit the Technology Office in room 103 to assist you.

9. How do I connect to the Internet at home?

You may connect to the Internet using a wireless Ethernet connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Dial-up Internet connections will not work on the school laptop.

10. What has the school done to help prevent students from going to inappropriate sites?
We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites may be directed to the Principal's Office.

11. Are student laptops subject to school "snooping"? What if they bring their laptop in for repairs and "objectionable data" is detected?
Yes. Inappropriate material on laptops should be reported to the classroom teacher, Principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office.

12. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?
In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Principal's office. The cost to replace specific accessories is listed below:
a) AC adapter & power cord: $40.00
b) Laptop Bag: $25.00

13. What is unacceptable behavior?
Unacceptable conduct includes, but is not limited to the following:
A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
B. Using the network for financial or commercial gain, advertising, or political lobbying.
C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
F. Intentionally wasting finite resources, i.e., on-line time, real-time music or video.
G. Gaining unauthorized access anywhere on the network.
H. Revealing the home address, phone number, or other personally identifiable information of one's self, or another person.
I. Invading the privacy of other individuals.
J. Using another user's account or allowing another user to access your account or password.
K. Coaching, helping, observing, or joining any unauthorized activity on the network.
L. Forwarding/distributing E-mail messages without permission from the author.
M. Posting anonymous messages or unlawful information on the system.
N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
O. Falsifying permission, authorization, or identification documents.
P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
Q. Knowingly placing a computer virus on a computer or network.

14. What are some general guidelines?

A. Students will have access to all available forms of electronic media and communication which is in support of education and research, and in support of the educational goals and objectives of the Heuvelton Central School District.

B. Students are responsible for their ethical and educational use of the computers online services at the Heuvelton Central School District.

C. All policies and restrictions of computer online services must be followed.

D. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

E. Any attempt to alter data, the configuration of a computer, or the files or settings of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Heuvelton Central School student disciplinary procedures.

15. What is network etiquette, a.k.a. netiquette?
A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.

C. Pretending to be someone else when sending/receiving messages is considered inappropriate.

D. Transmitting obscene messages or pictures is prohibited.

E. Revealing personal addresses, phone numbers, or other personally identifiable information of the user or others is prohibited.

F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

11. USE OF TECHNOLOGY RESOURCES POLICY

Purpose
The Heuvelton Central School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Heuvelton Central School District's technology resources is 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 the Heuvelton Central School District.

Definition – Technology Resources
The Heuvelton Central 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 the Heuvelton Central 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 by students to people or groups outside the district and terminates when a student is no longer enrolled in the Heuvelton Central 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. The Heuvelton Central School District's Code of Conduct shall be applied to student infractions.

User Terms and Conditions

Use of Heuvelton Central School District's technology 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 the Heuvelton Central School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online 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.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations
• Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
• Downloading or transmitting multi-player games, music, or video files using the school network.
• Vandalizing, damaging, or disabling property of the school or another individual or organization.
• 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 vital information to others.
• Promoting or soliciting for illegal activities.
• Attempting to repair, remove or install hardware components reserved for an authorized service technician.
• Violating copyright or other protected material laws.
• Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
• Intentionally wasting school resources.

Computer Network Violations
Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
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.

Consequences

After consultation with Instructional Technology staff, teachers, and/or law enforcement, violations may include temporary or permanent suspension of laptop use, suspension or expulsion from school, or referral to law enforcement.

4. Heuvelton Central School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
- Computer batteries must be charged and ready for school each day.
- Only labels/stickers approved by HCS may be applied to the computer (i.e. serial number, identification tags).
- Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
- Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Office Room 103. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- Accidental laptop damage: Students who have recorded 2 or more instances of accidental laptop damage may be asked to check their laptop into the Principal's office after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.
- Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- Individual school laptop computers and accessories must be returned to the HCS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at HCS for any other reason must return their individual school laptop computer on the date of termination.

LAPTOP COMPUTER PROTECTION

The Heuvelton Central School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

WARRANTY: This coverage is purchased by the Heuvelton Central School District as part of the purchase price of the equipment. The manufacturer warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

SCHOOL DISTRICT ACCIDENTAL DAMAGE PROTECTION: Heuvelton Central School will provide coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. HCS will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

Warranty or School District Accidental Damage Protection does not cover intentional or neglectful damage to the laptop computer. Heuvelton Central School District makes all determinations of coverage.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the manufacturer's warranty or the Accidental Damage Protection outlined above. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

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No Insurance ☐ You agree to pay for the replacement of the laptop at a cost not to exceed $350 should the laptop be stolen, lost, damaged by fire, or broken.

School District Accidental Damage Protection ☐ You choose to pay the district an annual protection payment for coverage of theft, loss or damage by fire in the amount of $20.00, or $35.00 for family coverage when there are two or more children in school using laptop computers. The $20.00 payment is non-refundable. This protection coverage has a $100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. Families eligible for free/reduced lunches will have the $20.00 fee waived.

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ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The $100.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty or School District Accidental Damage Protection DOES NOT cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop as they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it in the closed position or in an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write on, carve or put stickers on the District laptop computer.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Heuvelton Central School District.
12. I understand and agree to follow the criteria described in the District Acceptable Use Policy (#7314).
13. I will follow the policies outlined in the Laptop Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the District laptop, power cords, and bag in good working condition.
18. I will not reveal my own or anyone else's address, phone number, or other personal information.
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. I understand that access to the internet will be allowed, as well as the possibility of student work and photos being published on the internet.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____