

# **Laptop Policy, Procedures, and Information**

Elk Point-Jefferson High School  
Elk Point, South Dakota

## **Elk Point-Jefferson High School Laptop Computer Program**

The policies, procedures and information within this document apply to all Laptops used at Elk Point-Jefferson High 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.

### **TABLE OF CONTENTS**

1. LAPTOP SPECIFICATIONS
2. RECEIVING YOUR LAPTOP
3. TAKING CARE OF YOUR LAPTOP
  - 3.1 General Precautions
  - 3.2 Carrying Laptops
  - 3.3 Screen Care
4. USING YOUR LAPTOP AT SCHOOL
  - 4.1 Laptops Left at Home
  - 4.2 Laptop Undergoing Repair
  - 4.3 Loaners Issued for Disciplinary Reasons
  - 4.4 Charging Your Laptop's Battery
5. MANAGING YOUR FILES & SAVING YOUR WORK
6. SOFTWARE
  - 6.1 Virus Protection
  - 6.2 Additional Software
  - 6.3 Inspection

7. ACCEPTABLE USE
  - 7.1 General Guidelines
  - 7.2 Privacy and Safety
  - 7.3 Legal Propriety
  - 7.4 E-mail
  - 7.5 Consequences
  
8. PROTECTING & STORING YOUR LAPTOP COMPUTER
  - 8.1 Laptop Identification
  - 8.2 Storing Your Laptop
  - 8.3 Laptops Left in Unsupervised Areas
  - 8.4 Extra-Curricular Events
  
9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER
  - 9.1 HP Warranty
  - 9.2 Accidental Damage Protection
  
10. LAPTOP TECHNICAL SUPPORT
  
11. USER TERMS & CONDITIONS
  - i. Computer Laptop Violations
  - ii. Computer Network Violations
  - iii. Consequences
  
12. INSURANCE FOR THEFT, LOSS OR FIRE
  
13. STUDENT PLEDGE FOR LAPTOP COMPUTER USE

## **1. Laptop specifications**

- HP EliteBook 745 – Links to specifications on EPJ Website

## **2. Receiving your laptop**

- Laptops will be distributed each fall during the first day of school. 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 three 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 EPJ

## **3. 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 must be taken to the technology Help Desk located in the Room 161.

### **3.1 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 should be shut down before moving them to conserve battery life.
- Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Elk Point-Jefferson School District.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

### **3.2 Carrying Laptops**

- The protective cases provided with Laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
  - Laptops should always be within the protective case when carried.
  - Your laptop, pen and items such as ear buds, flash drives are the only items allowed in your carrying case. Books, notebooks or any other items are not allowed in the case.

### **3.3 Screen Care**

- The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean 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, or disks).
  - Clean the screen with a soft, dry cloth or anti-static cloth.

## **4. Using Your Laptop at School**

- Laptops are intended for use at school each day. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### **4.1 Laptops Left at Home**

- If students leave their laptop at home, they will receive an office referral and will be issued a loaner computer for the remainder of the school day. Repeat violations of this policy will result in disciplinary action.

### **4.2 Laptop Undergoing Repair**

- Loaner Laptops will be issued to students when they leave their Laptops for repair at the Help Desk.

### **4.3 Loaners Issued for Disciplinary Reasons**

- These laptops may not be removed from school grounds. They must be checked in and out at the Principal's office.

### **4.4 Charging Your Laptop's Battery**

- Laptops must be brought to school each day in a fully charged condition. Students must remember to charge their Laptops each evening. Repeat violations of this policy will result in disciplinary action.

## **5. Managing your files and saving your work**

- Students and staff should save to the Z: Drive on their computers. This allows offsite access to file through the use of the "Cloud." Files not saved in the "My Documents" folder on the Laptops will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

## **6. Software**

### **6.1 Virus Protection**

- The Laptops have Windows Defender software installed on them. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the Internet. In addition to the anti-virus software, the Laptops are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the Laptop PC's and infecting the network.

### **6.2 Additional Software**

- Students are not allowed to install additional software on their Laptop PC's

### **6.3 Inspection**

- Students may be selected at random to provide their Laptop for inspection. Students may also be selected for inspection of their Laptop if a staff member suspects that inappropriate material resides on the device or the student has violated the Elk Point-Jefferson Acceptable Use Policy. There is no expectation of privacy when using your laptop.

## **7. Acceptable Use**

### **7.1 General Guidelines**

1. Access to the Elk Point-Jefferson School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
2. 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.
3. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Uniform Code of Behavior.

## **7.2 Privacy and Safety**

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, technology director or principal

## **7.3 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 Elk Point-Jefferson Discipline Matrix.
- 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 Step 6 consequences of the Uniform Code of Behavior. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## **7.4 E-mail**

- Students will be issued email access through an address assigned by the district. This email access will be through the State K-12 email interface which is monitored by state officials and school officials and is subject to filtering of inappropriate content.
  - 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 private chatting during class without permission.
  - Elk Point-Jefferson e-mail is subject to inspection by the school.

## **7.5 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 Use of Technology Resources Policy will result in disciplinary action as outlined in the Elk Point-Jefferson discipline matrix.

- 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 communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

## **8. Protecting and storing your laptop computer**

### **8.1 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
  - Computer name
  - Individual User account name and password

### **8.2 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 at any time, including 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.

### **8.3 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, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

### **8.4 Extra-Curricular Events**

- Students are not permitted to bring their Laptop computers along with them to extra-curricular events. Laptops must be stored in locked school or athletic lockers. Students will be given access into the school to retrieve their Laptop computers after such events.

## **9. Repairing or Replacing your Laptop Computer**

### **9.1 HP Warranty**

- This coverage is purchased by the Elk Point-Jefferson School District as part of the purchase price of the equipment. HP warrants the tablets 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 tablet or tablet replacement. The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the technology Help Desk located in the library.

### **9.2 Accidental Damage Protection**

- The Elk Point-Jefferson School District has purchased through HP coverage to protect the tablets 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. Parents are responsible for these damages (damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.) HP will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, frequent, and within the protection guidelines. The tablet is covered with a three-year HP Warranty and Accidental Protection Plan. Elk Point-Jefferson technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the technology Help

## **10. Laptop TECHNICAL SUPPORT**

- The Technology Help Desk is located in high school room 161 coordinates the repair work for Laptops. Services provided include the following:
  - Hardware maintenance and repairs
  - Password identification
  - User account support
  - Operating system or software configuration support
  - Application information
  - Re-imaging hard drives
  - Updates and software installations
  - Coordination of warranty repairs
  - Distribution of loaner Laptops and batteries

**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 Principals' office.

The cost to replace specific accessories is listed below:

- a) AC adapter & power cord: \$59.00
- b) Battery: \$129.00
- d) Laptop carrying case: \$40.00
- e) Laptop replacement cost: \$800

Lost or stolen items must be replaced with HP authorized parts, which will be available at the technology help desk.

## **User Terms and Conditions**

The use of Elk Point-Jefferson School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Elk Point-Jefferson 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 on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. Prohibited technology resources activities include, but are not limited to, the following:

### **Computer Laptop Violations:**

1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Vandalizing, damaging, or disabling property of the school or another individual or organization.
3. Accessing another individual's materials, information, or files without permission.
4. Using the network or Internet for commercial, political campaign, or financial gain purposes.
5. Promoting or soliciting for illegal activities.
6. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
7. Violating copyright or other protected material laws.
8. Intentionally wasting school resources.
9. Launching software from any type of removable media or drive.
10. Unauthorized video or audio recording.

### **Computer Network Violations:**

Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

- A. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- B. Creating, uploading, or transmitting computer viruses.
- C. Attempting to defeat computer or network security.

### **Consequences:**

Suspension of Laptop computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

1. Elk Point-Jefferson 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.
2. 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.
3. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
4. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a. Computer batteries must be charged and ready for school each day.
  - b. Labels, stickers or any other type of permanent attachment or decoration are **not** allowed on computer bags. Each bag has a unique number that may be used for identification. Removable items, such as luggage tags may be used for identification
  - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in Room 161. 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 intentionally damaged.

- e. Accidental Laptop damage: Students who have recorded 3 or more instances of accidental Laptop damage may be asked to check their Laptop in at the Help Desk 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.
- f. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- g. Individual school Laptop computer computers and accessories must be returned to the Elk Point-Jefferson Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Elk Point-Jefferson for any other reason must return their individual school Laptop computer on the date of termination.

Laptop computers and cases remain the property of the Elk Point-Jefferson School District and must be returned upon a student's graduation, transfer or termination.

Furthermore, the student will be responsible for any damage to the computer or case, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the Elk Point-Jefferson 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.

**INSURANCE FOR THEFT, LOSS OR FIRE:**

Laptop computers that are stolen, lost or damaged by fire are the responsibility of the student. 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.

No Insurance

You agree to pay for the replacement of the Laptop computer at a cost not to exceed the replacement value of the computer should the Laptop computer be stolen, lost or damaged by fire.

Personal Insurance

You will cover the Laptop computer under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the Laptop computer replacement not to exceed the replacement value of the computer.

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

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Pledge for Laptop computer Use**

1. I will take good care of my Laptop computer and know that I will be issued the same Laptop computer each year.
2. I will never leave the Laptop computer unattended.
3. I will never loan out my Laptop computer to other individuals.
4. I will know where my Laptop computer is at all times.
5. I will charge my Laptop computer's battery daily.
6. I will keep food and beverages away from my Laptop computer since they may cause damage to the computer.
7. I will not disassemble any part of my Laptop computer or attempt any repairs.
8. I will protect my Laptop computer by only carrying it while in the provided case.
9. I will use my Laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District Laptop computer.
11. I understand that my Laptop computer is subject to inspection at any time without notice and remains the property of the Elk Point-Jefferson School District.
12. I understand and agree to follow the criteria described in the Laptop computer Reward System.
13. I will follow the policies outlined in the Laptop Computer 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.  
I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or Laptop computer case in the event any of these items are lost or stolen.
16. I agree to return the District Laptop computer and power cords in good working condition.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laptop Serial Number	
Charger Serial Number	