

Sioux Valley Schools Laptop Policies and Procedures 2018-2019

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The policies, procedure, and information within this document apply to all laptops used at Sioux Valley High School regardless of ownership, including any other device considered by administration to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

Lenovo N23 Windows Convertible
Intel Celeron Dual-Core Processor
Windows 10 Operating System
360° hinge for laptop to tablet transition

2. RECEIVING YOUR LAPTOP

Laptops will be distributed to students each fall on the following dates:

Juniors and Seniors taking dual-credit courses: **Tuesday, August 14 at 10:00 am in the Cossack Lab**

All other 9-12 students: **Wednesday, August 22**

2.1 User Fees - Each student must pay a user fee of \$20 at the beginning of **each** school year. This user fee is non-refundable and will go toward the cost of maintaining the laptops. Damage to the laptop or laptop accessories will be repaired at the expense of the student with a maximum of \$350 out-of-pocket. Students shall not purchase replacement parts except through the technology office. Laptops and all accessories will be collected at the end of each school year for maintenance, cleaning and software installations. Any fines for damage/repair will be assessed at this time. All information saved on the computer's hard drive will be wiped clean during this time. Students are responsible for removing/backing up files they would like saved before turning the laptop in for the summer.

Students will retain their original laptop, bag, and power cord each year while enrolled at Sioux Valley.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of their laptop issued by the school. Laptops that are broken or fail to work properly must be taken to the technology office.

3.1 General Precautions

- Take care when eating or drinking near the laptop.
- Cords, cables, and storage devices must be inserted carefully and removed from the laptop when in the case.
- Students are to avoid moving through the hallways with their laptop open.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Sioux Valley School District.
- Laptops must never be left in any unsupervised area including unlocked lockers.
- Students are responsible for keeping their assigned laptop's battery charged for school each day.
- Extreme weather conditions can damage laptops. Never leave your laptop in any area exposed to extreme heat or cold such as a car or bus.

3.2 Carrying Laptops

The bags 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:

- Students are strongly encouraged to use the provided carrying bag when transporting the laptop.
- The laptop should be turned off before placing it in the carrying bag.

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 or place anything 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 dry microfiber cloth. Do **NOT** use chemicals or cleaning solutions.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are for use at school each day. Students will be responsible to bring their assigned laptop to all classes, unless specifically advised not to do so by their teacher. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer.

4.1 Laptops or Adaptors Left at Home

If students leave their assigned laptop or adaptor at home, they must immediately phone parents to bring them to school. Loaners will not be available for use in this instance. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students, if available, when an assigned laptop is damaged or left for repair in the technology office.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their assigned laptop each evening. Repeat violations of this policy may result in disciplinary action listed under consequences.

4.4 Screensavers

Inappropriate media may not be used as a screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, and anything deemed inappropriate by staff will result in disciplinary actions.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music is prohibited. In the event that audio is required for coursework, students are responsible for having their own pair of headphones.

4.6 Printing

Students may use student assigned printers, which will be preinstalled when the laptop is received. Students should take care to only print when necessary and to retrieve all documents sent to the printer. Excessive use of printers will result in loss of printer privileges.

4.7 Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the computer with any malicious intent. Immediate cessation of all school computer privileges will result.

5. MANAGING YOUR FILES AND SAVING YOUR WORK

5.1 Saving Information

Students will have access to their individual network drive while connected to the school network. **Because this drive will not be accessible outside of the school building, students are responsible for saving all work to the computer's hard drive, cloud storage, or an external storage drive.**

It is recommended that students use either **Google Drive** or **Microsoft OneDrive** for cloud storage. While there are other cloud storage programs available, Google Drive and Microsoft OneDrive are paired with your K12 email account and monitored by the SD K12 Data System. This means you have a layer of protection against

phishing scams and inappropriate content being shared in and out of your account. Data saved in other storage clouds is not monitored and is not protected against harmful content. The recommended storage clouds can also easily be paired with Edmodo, Google Classroom, and other sites that may be used by your teachers.

Data in any form (including data on discs or external flash drives) on any district laptop is not private and is accessible to Sioux Valley district officials at any time. In the event of hard drive failure or computer re-imaging, it is vital students find means to back-up data. Students are responsible for this backup. The technology staff will make every effort to retrieve information should an accident occur, but there is no guarantee of success. Students are completely responsible for storing data safely and securely.

5.2 Saving Data to Removable Storage Devices or Cloud Services

Students should backup all of their work at least once per day using removable file storage or cloud storage. Purchase of removable storage devices is the responsibility of the student. Loss or damage is student responsibility. 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.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with the software approved by the technology department. Occasionally, the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class.

6.2 Additional Software

Students may not attempt to install additional software on their own. Requests for specific software must be submitted and approved through the technology office. Then, only technology staff may install the software. Non-educational games and images containing obscene or pornographic material are banned.

6.3 Inspection

Students' laptops are subject to random inspection at any time without notice either in person or remotely.

6.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal or unapproved software is discovered, the hard drive will then be re-imaged. Authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. The student is responsible for any costs associated with re-loading software in the event unapproved software is discovered on a student's assigned laptop.

6.5 Software Updates

Updated versions of licensed software are available from time to time. Students will be instructed and are required to update their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

- Students will have access to all available forms of electronic media and communication that are in support of education and research and in support of the educational goals and objectives of the Sioux Valley School District.
- Students are responsible for the ethical, approved and educational use of the technology resources of the Sioux Valley School District.

- Access to the Sioux Valley School District technology resources is a privilege and not a right. Each employee, student, parent, patron or visitor accessing school district technology resources will be required to follow the Sioux Valley Laptop Policies and Procedures.
- Transmission of any material that is in violation of any Sioux Valley School District, federal, or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material music downloads, threatening or obscene material, any material defaming another person, and computer viruses.
- Any attempt to alter data, the configuration of a school district computer, or the files of another user, without the consent of the individual or technology staff, will be considered an act of vandalism and subject to disciplinary action. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

7.2 Privacy and Safety

- Do not go into chat rooms without written permission of a teacher or administrator of Sioux Valley Schools.
- 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. **Sioux Valley and the K12 Data System will never ask for your passwords or other sensitive information via email. If you receive emails requesting this information, DO NOT open any attachments and report it to the technology office immediately.**
- Remember that storage in any form on any Sioux Valley District system is not private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher, technology office or an administrator immediately so that such sites can be blocked from further access. This is not a request; it is a responsibility. You will be culpable should you not report this event immediately.

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 the technology office.
- Plagiarism is a violation of Sioux Valley District policy. 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 consequences per the Sioux Valley Student Handbook.
- Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, can result in criminal prosecution as well as disciplinary action by the District.

7.4 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.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission from the instructor.
- Email accessed from an assigned computer or the district system is subject to inspection by school officials.
- During the school day, students should use their K12 email accounts or other specified accounts assigned for dual credit classes. Personal email accounts should not be used during the school day.
- Never open email attachments from an unknown sender. Do not respond to these emails with any personal or confidential information. Delete these emails immediately and notify the technology office.

7.5 Consequences

The student in whose name a system account or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the Sioux Valley Laptop Policies and Procedures will result in disciplinary action as outlined in the Sioux Valley Student Handbook.

Electronic mail, network usage, and all stored files are not 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 Sioux Valley District policies and proper authorities will be given access to the content.

8. PROTECTING AND STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student assigned laptops will be labeled by the school. Laptops can be identified in the following ways:

- Record of serial number, district asset tag, and/or student identification number.
- Individual User account name and password

If a label is inadvertently removed, please notify the technology office immediately for replacement.

8.2 Password Protection

Students are expected to keep their laptop passwords confidential. Release of passwords are the responsibility of the student.

8.3 Storing Your Laptop

When students are not using their laptop, they should be stored in a locked locker or kept in their possession. Nothing should be placed on top of the laptop. Students are encouraged to take their assigned laptop home every day, regardless of whether they are needed. Laptops should not be stored in a student's vehicle or on a bus. Please take precautions to never leave a laptop in an area of extreme cold or hot temperature and/or moisture as extreme weather can permanently damage laptops.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to the school grounds, Commons, PAC, Cossack Center, Tile Town, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen.

The Sioux Valley School District is not responsible for the theft of a computer due to the negligence of the user. Unsupervised laptops may be confiscated by staff and taken to the secondary office. Fines may be assessed for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Warranty

There are no warranties, written or implied, available on student laptops. Students will be responsible for all fees related to repairing or replacing the laptop.

9.2 Additional Protection

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage including damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9.3 Claims

All laptop claims must be reported to the technology office. Fraudulent reporting of theft, loss, or accidental damage including damage by fire will be turned over to the police for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Brookings County Sheriff's Office to alert pawnshops and police departments to be aware of the district owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The technology office is located in room #309. Services provided include the following:

- Hardware maintenance and repairs, including re-imaging hard drives
- Password identification and user account support
- Operating system or software configuration support
- Application information
- Updates and software installations
- Distribution of loaner laptops and batteries
- A limited number of wireless mice and stylus are available in the library for student check-out. Lost or damaged items will result in a \$5.00 replacement fee.

11. LAPTOP FAQ

1. Can I use the laptop computer and software throughout my career at Sioux Valley?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout high school. The available software will be usable in upper levels as well as entry-level courses.

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

You will be required to use the school issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the software that you will need in your courses. The Sioux Valley School District is also limited to provide maintenance service or assistance for only the school issued laptop. For these reasons, other laptop computers may not be used on the Sioux Valley School District network.

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. Students will receive their assigned laptop in the fall in order to ensure that everyone receives complete information about the computer, including software updates and policy regarding the ethical use of computers. (Special permission for credit recovery may be given by administration in extraordinary circumstances.)

4. Where do I find a service technician?

Students can locate a technology staff member in the technology coordinator's office. Students must understand that these professionals also have other duties throughout the day and the pace of laptop repairs will vary.

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

The best insurance is to take care of your laptop. Do not leave your laptop in your locker, classroom, Commons, or car unattended. Always know where your laptop is and take it home with you each night. Damage to the laptops is the fiscal responsibility of the student.

6. Does Sioux Valley provide maintenance on my laptop?

Yes. The technology office will coordinate maintenance for students. However, students will be responsible for the cost of replacement parts. (Please see #16 for itemized costs.)

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

Sioux Valley stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. Negligent or habitual issues with a computer may result in very limited access to a loaner computer. Each application for a loaner will be analyzed and influenced by past laptop history and circumstance of the need. Use of a loaner is not guaranteed.

8. Do I need a printer?

No, printers are located conveniently at Sioux Valley School. However, abuse of printer privileges may result in the loss of those privileges.

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

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

10. Do I have the capacity to back up the files I create on my laptop?

It is recommended that students use a USB flash drive or cloud storage to back up all files.

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

Only the operating system chosen by the Sioux Valley School District will be authorized to run on a student-issued laptop computer.

12. Will I be given a new battery if mine goes bad?

Battery replacements will be at the expense of the student. You will be responsible for charging your battery and proper battery maintenance.

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

It is the policy of the Sioux Valley School District to, in good faith, attempt to prevent: (a) user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Sioux Valley District has a software product 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 will be directed to the Principal's Office. In addition, staff may use software to monitor student activity at all times.

14. What if I bring my assigned laptop in for repairs and "objectionable data" is detected?

Inappropriate material on laptops should be reported to the classroom teacher, principal, or technology coordinator immediately upon identification. Students who have objectionable data on their assigned laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

15. What are the costs of replacement parts for my laptop?

In the event that laptop accessories are stolen, you should report the lost items to the technology office. Students are responsible for expenses related to repair or replacement of school-owned laptops, to a maximum of \$350 per student.

The table below outlines approximate costs of replacements: (Prices may vary depending on availability.)

Laptop	\$350
Bag	\$35
Power Cord	\$75
Screen	\$125
Battery	\$75
Touchpad	\$88
Keyboard Keys	\$25
ID Stickers	\$5 per occurrence
Optional Items (available in the library) Wireless Mouse Stylus	\$5 per item (if not returned)

12. DESCRIPTION OF PRIVILEGES

Standard Privileges:

- School and home use of laptop computer

Criteria to remain at this level:

- Fewer than two incidents of accidental damage
- No more than one incident of Policies and Procedure violations
- No incidents of Computer Network/student Email Violations

If students violate the above criteria, they may be subject to suspended privileges including, but not limited to

- Laptop must be left at school each day
- Laptop may only be accessible in classrooms
- Blocking of selected sites and/or software use

Appendix A -- To be turned in prior to receiving laptop

Student Pledge for Laptop Use:

1. I will take good care of my laptop and know that I will be issued the same laptop, power cord and bag each year.
2. I will never leave my laptop unattended, especially in my car, locker, or on the school bus.
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 including in my backpack.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will take great care to physically protect my laptop at all times by using the provided Sioux Valley bag.
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 owned laptop.
11. I understand that my laptop is subject to inspection without notice and remains the property of the Sioux Valley School District.
12. I will adhere to the Sioux Valley Laptop Policies and Procedures while at school, as well as outside the school day.
13. I will notify the technology office immediately in case of theft, vandalism, or other acts of unintentional or intentional damage to my laptop.
14. I will file a police report in case of theft, vandalism, and other acts of intentional damage to my laptop.
15. I will be responsible for all repair costs for damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my computer, power cords, battery, stylus, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the District laptop, bag, power cord, battery, etc. in good working condition.
18. I understand the \$20 user fee is non-refundable.
19. I understand that I am responsible for a maximum of \$350 for repairs and replacements of the laptop and/or accessories.
20. I have read the Sioux Valley Policies and Procedures including the consequences for negligent use and behavior.

Student Name: (Please Print) _____ Current Grade Level _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B
Sioux Valley School District
Acceptable Use Policy for Student E-mail

It is the policy of the Sioux Valley School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. E-mail must be in support of education and research, must be consistent with academic actions of the Sioux Valley School District, and will be under the supervision of Sioux Valley School District staff and faculty. These policies regarding use of Sioux Valley School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Sioux Valley School District state e-mail account.

A responsible e-mail user will:

- Use language that is considered appropriate. Avoid using obscene, profane, vulgar, rude, inflammatory, threatening or disrespectful language.
- Keep his/her e-mail password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use e-mail to share answers to exams and assignments with other students.
- Report to school officials any e-mail containing inappropriate pictures, images, videos or audio (e.g., pornography, graphic violence, etc.).

School e-mail may NOT be used for the following:

- Transmit any inappropriate pictures, images, videos or audio (e.g., pornography, graphic violence, etc.).
- Any unlawful activity, harassment or discriminatory attacks of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or e-mail service of the Sioux Valley School District or that of any other agency.
- Attempts to perform mass mailings.
- To deliberately alter or attempt to conceal their true return e-mail address, or the original location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.
- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.
- To register for any products or services without prior approval from the Sioux Valley School District.
- Sending information that other users will find offensive (e.g., violence, nudity, sex, death, or bodily functions).

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all e-mail messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- During school hours, e-mail may only be accessed during study halls or under teacher supervision.
- Student e-mail accounts will be deleted after student graduation or upon the student leaving the district.

Violation of this policy will result in the possible loss of e-mail privileges and further disciplinary action as determined by administration.

- Persons issued an account are responsible for its use at all times.
 - If you mistakenly access inappropriate information, you should immediately disclose this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this Policy.

Sioux Valley School District E-mail, provided by the State of South Dakota, incorporates a virus scanning system and spam filter to help protect students from e-mail propagated viruses and excessive junk mail. Sioux Valley School District, through the State of South Dakota, takes a best-effort approach to ensure that students will not be affected by viruses in their provided e-mail accounts and filters all received and sent e-mail content for offensive and excessive junk mail. Sioux Valley School District, through the state of South Dakota, does not take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's e-mail account resulting from an e-mail virus or activity of a student account.

(Please sign and return the form below to the district office.)

**ACCEPTABLE USE POLICY
for Student E-mail**

It is the policy of Sioux Valley School District that students will use technology to access electronic networks, including the e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of e-mail privileges for the user, disciplinary action, or prosecution under federal or state law.

I have read and understand the Student E-mail Acceptable Use Policy for Sioux Valley School District. I understand that use of the e-mail in school is a privilege, not a right. By signing below, I give my child permission to gain access to an e-mail account for school use.

Guardian Signature _____ Date _____

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING E-MAIL USE:

I understand and agree to adhere to the behaviors outlined in the Sioux Valley School District Student E-mail Acceptable Use Policy. I understand that any violation of this policy may result in the loss of e-mail privileges, disciplinary action, or prosecution under federal or state law.

Student Name (Print): _____

Student Signature _____ Date _____

Current Grade Level: _____