

# **Stanton Community Schools**



## **Technology Policy and Procedures 2018-2019**

Approved July 9, 2018

## **School Mission Statement**

### Mission Statement

“The Stanton Community Schools exist to create, foster, and provide a positive learning environment in which all students can become responsible and productive members of the United States of America through academic, physical, social, vocational, technical, and emotional growth.”

### Goal Statements

#### The students will:

1. Engage in a 21<sup>st</sup> century learning environment by:
  - a. Exceeding learning standards in the core curricular areas of Language Arts, Mathematics, Science and Social Science.
  - b. Acquiring lifelong learning skills such as self-direction, adaptability, and higher-order thinking/problem solving. Also included in these learning skills are researching information & reporting results, developing inter-personal & cross-cultural relationships, and utilizing the student’s curiosity & creativity.
  - c. Utilizing learning technologies to explore & investigate concepts; access, manage, analyze, & synthesize information; and communicate & produce quality products.
2. Be prepared to compete in a global society following graduation.
3. Develop respect and a positive attitude for themselves and others.
4. Assume civic responsibility as a member of a family, community, nation, and world.
5. Develop an appreciation for the visual and performing arts.
6. Be provided with vocational and technological skills.
7. Have the knowledge and skills needed to maintain healthy and fit bodies throughout their lives.
8. Be provided with an environment that stimulates emotional growth.
9. Assume responsibility and ownership for their education.

## **Student Technology Performance Goal**

The students will use technology tools and resources for managing and communicating personal and professional information.

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## **Laptop Specifications**

### **Lenovo Thinkpad Yoga 11e 20HU**

- Processor – Intel® Celeron N3450/1.1GHz
- Memory – 4GB DDR3ZL 1600 MHz
- Hard Drive – 128GB SSD OPAL2.0
- External Ports – HDMI 1.4, 2 x USB 3.0, 4-in-1 Card Reader, RJ45
- Operating System – Windows 10 Pro
- Screen – 11.6” HD (1366 x 768) IPS Touch
- Multimedia Package – Intel® HD 400 Graphics
- Battery – 42 WHr with 3-cell Battery
- Wireless Networking – Intel® Dual Band Wireless- AC/B/G/N 7265 + Bluetooth® 4.0
- AC Adapter

### **Laptop Restrictions**

Personal machines will NOT be allowed in Stanton Community Schools.

### **Receiving Your Laptop**

Laptops will be distributed during our “Back To School Night.” Parents and students must attend a yearly Information Session. Before receiving the laptop, students and parents must sign and return the Acknowledgement/Damage Agreement and Laptop Loan Agreement.

### **Taking Care of Your Laptop**

#### **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.
- Never force a connector into a port. If the connector and port don’t join with reasonable ease, they probably don’t match. Make sure that the connector matches the port, and that you have positioned the connector correctly in relation to the port.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Set your laptop on a stable work surface.
- Do not place your laptop on a pillow or other soft material when it’s powered on, as the material can block the airflow vents and cause the computer to overheat.
- Laptops must be free of any writing, drawing, stickers, or labels that are not the property of Stanton Community Schools.
- Laptops must never be left in a car or any unsupervised area. Extreme temperatures may damage your laptop. Bring to room temperature before using it.
- Keep all magnets away from the laptop.
- Students are responsible for keeping their laptop’s batteries charged for school each day.
- Keep your computer away from sources of liquids, such as: drinks, sinks, bathtubs, shower stalls, and so on.
- Protect your computer from dampness or wet weather, such as: rain, snow, and fog.

- Never push objects of any kind into the laptop ventilation openings.
- At the end of the year, students will be responsible for returning the same laptop, power cord, and battery to Stanton Community Schools that was checked out to them.

### **Safety Precautions**

For your own safety and that of your equipment, always take the following precautions:

- Disconnect the power plug (by pulling the plug, not the cord), and disconnect any other connected devices if any of the following conditions exist:
  - The power cable or plug becomes frayed or damaged.
  - You spill something into the case.
  - Your computer is exposed to rain or any other excess moisture.
  - Your computer has been dropped or the case has been damaged.
  - You suspect that your computer needs service or repair.
  - You want to clean the case (use only the recommended procedure described below).
- Electrical equipment may be hazardous if misused.
- Do not place your laptop on you lap or other body surface for extended periods of time. (Prolonged body contact can cause discomfort and potentially a burn).

### **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 overload your backpack. Excessive weight may cause damage.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Follow these general rules when cleaning the outside of your computer and its components:

- Detach the power adapter
- Use a cleaning cloth to clean the computer's exterior. Avoid getting moisture in any openings.
- Do not spray any type of liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Follow these general rules when cleaning the screen:

- Shut down your laptop, detach the power adapter.
- Only use a soft, lint-free cloth or a wipe designed for cleaning computer screens.

### **Using the Power Adapter**

- Always leave space around your power adapter.
- Do not use your laptop in a location where airflow around the power adapter or computer is confined.
- Use only the power adapter that came with your laptop computer.
- Adapters for other electronic devices may look similar, but they may affect your computer's performance or damage it. For best results, always use the power adapter and connect it to a grounded power outlet when one is available.

## **Using Your Laptop at School**

### **General**

- Ownership - The school shall be deemed to have retained title to the equipment at all times unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.
- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- Laptops must be brought to school each day fully charged. Only charge your laptop with the provided charger.

### **Laptops Undergoing Repair**

- Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or super-glue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Team.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology Team office.

### **Screensavers and Backgrounds**

- Only school appropriate backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- The computer is the property of the school district. Therefore, school staff have the right to check any material stored on a student's laptop, including the screensaver at any time.
- Violations of this policy will result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Printing**

- Materials printed on school printers must be school related. No personal printing is allowed.

## **Laptop Software**

### **Installed Software**

- Compliance with software licenses – The students shall not make copies of software licensed to the school.
- The software originally installed by Stanton Community Schools must remain on the laptop in usable condition and be easily accessible at all times.
- The technology team has the discretion to approve and install additional software programs and files.
- Distributing software to unauthorized machines is prohibited.

### **Additional Software**

- Students are **NOT ALLOWED** to install anything on school laptops nor remove or alter software.

### **Security**

- Internet usage is filtered and documented at all times.

### **Inspection**

- Students may be selected at random to provide their school-issued laptop for inspection without notice.

## **Protecting and Storing Your Laptop Computer**

### **Laptop Identification**

- Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

### **Password Protection**

- Students must change their password the first time they log-in. This password is to be kept private.
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

## **Acceptable Use Guidelines**

### **General Guidelines**

- Students are responsible for their ethical, socially appropriate, and educational use of the technology resources of the Stanton Community Schools.
- Access to the Stanton Community Schools technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- In addition to any standard or rule established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.
  - Cheating
  - Plagiarizing
  - Falsifying Information

- Violating Copyright Law
- Hacking
- Gaining unauthorized access to any network or computer

**Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.**

### **E-mail**

The only e-mail account that students are allowed to access during school hours is that students' Stanton Community Schools ESU 8 – Office 365 account. Please note that emails sent via the ESU 8 – Office 365 server and accessed on school-issued computers are not private and may be reviewed at any time and without notice. Correspondence on the ESU 8 – Office 365 server is limited to users within Stanton Community Schools. The following rules apply when using a ESU 8 – Office 365 account:

- 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
- Cyber bullying – Refer to Internet safety in Student Handbook
- Students ESU8 – Office 365 email account will be deleted at the end of their senior year or when the student exits Stanton Community Schools

### **Graduation and Computer**

Students receiving a diploma from Stanton Community Schools will be eligible to keep their laptop. The student must have paid the \$35.00 for the Damage/Loss Cooperative for all applicable years.

### **Precautions and Consequences**

#### **Technology Left in Unsupervised Areas**

- Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons areas, unlocked classrooms, lunchroom, gyms, bathrooms, locker rooms, busses, and hallways. Any computer left in these areas is in danger of being stolen.
- Store laptops in supervised areas or lockers.
- Unsupervised laptops will be confiscated by staff and taken to the administrative offices. Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

#### **Insurance**

- Insurance must be purchased through the Stanton Community Schools Damage/Loss Cooperative.



- To participate in the Stanton Community Schools Damage/Loss Cooperative, cost to participate is \$35 per student. Checks made payable to “Stanton Community Schools”. An individual check must be made for this payment for each student. This payment is applicable for one academic year.
- The Damage/Loss Cooperative will cover one machine per student for any costs outside the manufacturer’s warranty.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty, insurance, or the schools Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- \*\*\*Governing Law – Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower’s agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Stanton Community Schools.
- If your laptop is stolen, you are required to file a police report within 24 hours.

\*Power adapter, bag, or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.

### **Damage/Loss Cooperative Coverage**

Parents/students must pay \$35.00 and be part of the school district protection coverage, the school district protection coverage would cover 100% of expense on the first incident and 75% of expense on the 2<sup>nd</sup> incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the school district protection plan is 24/7.

Non-compliance with the policies of Stanton Community Schools Laptop Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy)

Electronic mail, network usage, and all files stored on a school-issued laptop is not considered confidential and may be monitored at any time by designated Stanton Community Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

### **Acceptable Use Policy**

#### **Educational Purpose**

Stanton Community School’s Acceptable Use Policy (AUP) will extend to all students during their enrollment at SCS. Stanton Community Schools is providing students in grades 7 - 12 with laptops in order to improve instruction and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework

completion. Students are expected to follow appropriate rules for use at all times, as outlined below. All policies established by the board of education and stated in this AUP will be enforced by teachers and administrators throughout the district. This policy may change from year to year, and the AUP will need to be updated and signed each year.

### **Privilege Statement**

The use of computers loaned or leased to students by Stanton Community Schools is a privilege. Students who do not use computers appropriately as outlined in this AUP or as by directed by district personnel are subject to loss of computer use.

### **Conditions and Rules for Use**

1. Students must have laptops with them, or locked in their school locker. Laptops should never be left unattended. Students should know the location of their laptop at all times.
2. Students will use the computer for school related educational activities only. Students shall not access material that is obscene in nature or that promotes illegal activity at any time. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
3. Students are not to write on, use stickers on, or mark their laptop or bag in any form. If any damage does occur immediately report damage to technology personnel.
4. The hard drive will be used for file storage. Files saved on the hard drive must be for academic purposes. Files found on the hard drive not academic in nature will be deleted.
5. Stanton Community Schools will maintain a filtering program to prevent students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of computer privileges.
6. Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of computer privileges.
7. Students will recognize and follow established laws regarding copyrighted materials. This includes, but is not limited to, downloading music, images, videos, and written documents that are copyrighted. Viewing or listening to downloaded music, images, videos, and written documents will be under the direction and with the permission of school staff.
8. Students will not loan out their computer or allow others to access their computer system by sharing account log-in and password information.
9. Students will not install or attempt to install software applications on school laptops.
10. Students will not disassemble any part of the laptop or attempt any repairs.
11. Students will inform district personnel of any threatening, derogatory, or obscene communication immediately.

### **Network Safety**

1. Students shall maintain a confidential password for access to the network.
2. Students shall not connect personal devices to the network.
3. Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
4. Students shall not take actions to intentionally disrupt the operation of the network in any way.

### **Consequences for AUP Violations**

The consequences listed below are examples of possible consequences. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction. Possible consequences may include, but are not limited to:

1. Loss of network and computer privileges which may include:
  - a. Restriction to school day use only; OR
  - b. Restriction to use only in classroom under direct teacher supervision; OR
  - c. Complete prohibition on the use of school computers or the computer network.
2. Suspension or Expulsion.

**Students and parents need to be aware that if we find the school-issued computer has been used for any illegal activity, the authorities will be contacted.**

### **Children's Online Privacy Protection Act (COPPA)**

A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **Confidential Information**

**Obligations.** Each party will: (a) protect the other party's Confidential Information with the same standard of care it uses to protect its own Confidential Information; and (b) not disclose the Confidential Information, except to Affiliates, employees and agents who need to know it and who have agreed in writing to keep it confidential. Each party (and any Affiliates, employees and agents to whom it has disclosed Confidential Information) may use Confidential Information only to exercise rights and fulfill its obligations under this Agreement, while using reasonable care to protect it. Each party is responsible for any actions of its Affiliates, employees and agents in violation of this Section.

**Exceptions.** Confidential Information does not include information that: (a) the recipient of the Confidential Information already knew; (b) becomes public through no fault of the recipient; (c) was independently developed by the recipient; or (d) was rightfully given to the recipient by another party.

**Required Disclosure.** Each party may disclose the other party's Confidential Information when required by law but only after it, if legally permissible: (a) uses commercially reasonable efforts to notify the other party; and (b) gives the other party the chance to challenge the disclosure.

**FERPA.** The parties acknowledge that (a) Customer Data may include personally identifiable information from education records that are subject to FERPA ("FERPA Records") and may be subject to the Individuals with Disabilities in Education Act (IDEA); and (b) to the extent that Customer Data includes FERPA Records, Google will be considered a "School Official" (as that term is used in FERPA and its implementing regulations) and will comply with FERPA and IDEA. Google agrees that it will indemnify Customer for all state, federal or administrative claims which may be asserted against Customer for any violation of FERPA, IDEA or related state or federal laws and/or regulations that stem from Google's failure to properly secure Customer Data.

## Frequently Asked Questions

**1. How much does the student have to pay for their laptop?**

Students will have to participate in the district Damage/Loss Cooperative Program at a cost of \$35 dollars. (See attached documents) The school may also charge for intentional or malicious damage or theft of the laptop.

**2. What if a laptop is stolen?**

The student and their family MUST file a police report within 24 hours of the theft.

**3. What if the laptop stops working?**

Check all power cords are plugged in and secure. Check for the correct user name and password. Shut down and restart the computer. Loaner laptops will be available for students during repair. Students are encouraged to back up their desktop and/or hard drive to an external source, i.e. flash drive, external hard drive, one drive.

**4. Can the students swap power cords and batteries?**

Although technically possible, this is not recommended. Every battery and power cord is labeled with the ID number of the laptop that it belongs to. Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop, power cord and battery that was checked out to them.

**5. Should students carry their laptops in their own case or backpack?**

Students are encouraged to carry their school laptop computers in a case or bag. This is the ONLY way we can ensure adequate protection... especially to the display (screen), the most fragile part of the laptop. Computers should NOT be left in vehicles unattended or in extreme temperature conditions.

**6. Can the students change the outward appearance of their laptop? (Adding decals, markers etc...)**

Students will NOT be allowed to change the outward appearance of their computer in any way unless directed by a teacher.

**7. How will we keep the students safe on the Internet?**

The district will filter Internet access at school. However, parents/guardians need to understand that no filter system is perfect. There is no replacement for wise student decision-making and vigilant adult supervision. It is the parent's responsibility to ensure safety at home. We will be giving parents and students information regarding safety on the Internet and hope they will follow our suggestions. Administrators will have the ability to access where students have been on the Internet and consequences will be administered for improper use as defined in the user guide.

**8. What if we suspect and/or notice abuse or misuse?**

Abuse of the laptop will be physically obvious... misuse will have to be verified with our monitoring system. Don't hesitate to contact a teacher or administrator if this happens. We will not hesitate to take away student laptops, especially early on, to hopefully deter future misuse. The length and severity of the punishment will be dependent on the

situation. A documentation process will be utilized so that repetitive offenses will be dealt with accordingly.

**9. Examples of MAJOR infractions:**

- Anything illegal
- Pornographic material
- File sharing of any sort
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Physically altering the laptop or attempting self-repair
- Cheating
- Cyber bullying or harming others
- Recording (audio or video) others without their permission
- Using another person's password, login or computer without consent

**Examples of MINOR infractions:**

- Repetitive classroom infractions
- Continuous misuse of audio or video rules including volume, headphones etc...
- Anything that becomes a repetitive problem will be addressed on a case by case basis

**POTENTIAL FINEABLE OFFENSES**

- Removing identification tags or labels
- Violation of outward appearance policy
- Loss or damage to power cord, screen, etc....

**10. Where does a student go if they need technical support?**

- Mr. Spotanski's office – There will be a procedure for documenting all laptop tech support requests.

**11. What if a family does not want to participate?**

The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, they will pick up their computer in the morning and check it in at the end of the school day.

**12. How much are we required to use the laptops in class?**

You are not required to use them. It is an additional teaching tool to assist in the learning process.

**13. What if a student forgets his/her laptop at home?**

This should NOT happen more than once or twice a year. The student will check out a loaner computer for use during the day. Repeated offenses may lead to further consequences. After two times of forgetting his/her laptop at home the student will NOT be able to check out a loaner laptop but will be responsible for all required work.

**14. How do we deal with power (batteries and charging) issues?**

Students will be expected to charge their laptop every night at home and always bring it to school fully charged. A fully charged battery should provide at least four hours of use during the school day. Student will carry their power cords with them in their laptop cases and, if needed, plug the computer into outlets/powers strips in class.

**15. Can the students listen to music while they work?**

This is a decision left up to the individual teacher. There is a time and a place for headphones as well as a time and place without them. A one headphone policy may be utilized by the teacher as well. The school will NOT provide headphones but teachers may have loaner headphones that can be used. It is very important for teachers to be proactive about monitoring laptop use.

**16. Where do students print?**

Over a period of time the printing needs will decrease. Our goal is to handle more digital documents and use less paper over time. The classroom teacher will notify students where they should direct their printing needs.

**17. How will students (and teachers) back up their laptops?**

CDs, DVDs, flash drives etc... should be used to backup audio and video files, along with documents to the Cloud, One Drive, or an external hard drive or thumb drive.

**18. What should students do with their laptops...?**

In between classes?

Laptops should be secured in case and carried to next class.

During P.E. or Sports Practice?

Laptops should be secured in case and stored in student locker or P.E. Locker.

On the Bus?

Laptops should be secured in case and placed in overhead storage or in a safe area to avoid damage.

On the Van?

Laptops should be secured in case and placed in safe area of van to avoid damage.

At Home?

Laptops should be kept inside in a safe and secure place to avoid damage. Do NOT leave in vehicles due to low or high temperature ranges that could damage the computer.

**19. What do we do about substitute teachers?**

Regular classroom teachers will be encouraged to leave lesson plans that allow students to still utilize computers when a substitute teacher is present.

**20. Can students take the laptop computers out of town on school or personal trips?**

The focus of the laptop initiative is on learning. Encouraging students to learn outside of the building is precisely the goal. We have to remind students that with this privilege is a great responsibility. Students must responsibly protect and take care of their laptop wherever they are able to take and use it.

**21. Can everyone in my family use my laptop?**

Students are ultimately responsible for the information on the laptop and the use of the laptop. Therefore, students should never allow any other person to use their computer in the event something goes wrong.

**22. Can students bring their own computers/electronics devices to school and use them instead of the school issued laptop?**

NO – At school everyone will need to use the school issued computer. The school issued computer will have the settings and programs needed by the student while at school. We do not have the proper security filtering equipment to allow outside devices.

**23. What happens to email at the end of a student's career at Stanton Community Schools?**

Email accounts will be deleted at the end of a student's senior year or upon leaving Stanton Community Schools.

**24. What will happen to my computer when I graduate from Stanton Community Schools?**

Twelfth grade students that achieve a diploma from Stanton Community Schools will keep their computer if they have paid \$35.00 for Damage/Loss Cooperative program for all applicable years.

### **Student Acknowledgement**

I have reviewed the Laptop Handbook and acknowledge that I am familiar with usage guidelines and responsibilities.

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

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

### **Parent Acknowledgement**

I have reviewed the Laptop Handbook with my child and acknowledge that I am familiar with usage guidelines and responsibilities.

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

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

### **Liability For Damages**

I / WE agree to pay Stanton Community Schools for any and all costs not covered by an existing Warranty for repair or replacement of the computer AND caused by accident, negligence or malicious action.

Paying the non-refundable \$35 payment to participate in the Stanton Community Schools Damage/Loss Cooperative Program (payment must accompany this form).

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

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

School Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be signed by the student, a parent, and a school official prior to checking out a laptop for the 2018-2019 school year.***



## Stanton Community Schools' Laptop Loan Agreement

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_

One Lenovo Yoga laptop computer and charger are being lent to the Borrower and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Stanton Community Schools of Stanton, Nebraska, and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way.

Inappropriate use of the machine may result in the student losing his/her right to use the computer and/or Internet. The equipment will be returned to the school when requested by Stanton Community Schools. If the student withdraws from Stanton Community Schools prior to the end of the school year the laptop will need to be returned prior to the last day of attendance. Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The Borrower acknowledges and agrees that the Borrower's use of the District Property is a privilege and that by the Borrower's agreement to the terms hereof, the Borrower acknowledges the Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Stanton Community Schools.

I have read and agree to Stanton Community Schools' Laptop Loan Agreement.

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

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

Payment Turned In To Office \_\_\_\_\_