# Chamberlain High School Laptop Program
## 2018-2019

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The focus of the Laptop Initiative at Chamberlain High School is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century skills is the laptop computer.

CHS will work to create a learning environment that has a 21$^{st}$ century curriculum, one that is relevant and provides a real-world education. Students will use knowledge to:
   ❖ Communicate
   ❖ Collaborate
   ❖ Analyze
   ❖ Create/Innovate
   ❖ and Solve Problems.

The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Learning results from the interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Laptop Initiative integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at Chamberlain 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.

**The school network is a private secured government network.**

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## 1. LAPTOP SPECIFICATIONS

The laptop selected for use at Chamberlain High School is the:
**Fujitsu Lifebook T726**

**Processor: Intel® Core™ i5-6300U processor, 3 MB, 2.4 GHz,**
**Memory: 4.0GB, DDR4-1333MHZ SDRAM, 1 DIMM**
**Keyboard: Internal English Keyboard with Anti-microbial Protection**
**Display: 31.8 cm (12.5-inch),LED backlight,(HD),Anti-glare touchscreen**
**Video Card: Intel® HD Graphics 520**
**Hard Drive: SSD SATA III, 128 GB, 2.5-inch**
**Operating System: Windows 10 Pro 64-bit**
**Power Adapter: 65W Fujitsu AC Adapter**
**Wireless Adapter: Intel® Dual Band Wireless-AC8260 11ac**
**Battery Life: 6-12hr**
**Stylus: Fujitsu Stylus**

**Support:**
**Fujitsu Limited Hardware Warranty Plus Service and Accidental Damage Service, 4 Year from date of purchase**
**Carrying Case**

## 2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during "Student Registration & Laptop Orientation." Parents & students must sign and return the Laptop Computer Protection Plan and Student Pledge documents before the laptop can be issued.
**9-12 grade students will have access to their laptop 24-7.

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.

## 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 Tech Office.

3.1 General Precautions
- ❖ No food or drink is allowed next to the 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.
- ❖ Laptops should be shut down before moving them to conserve battery life.
- ❖ Laptops must remain free of any writing, engraving, drawing, stickers, or labels that are not the property of the Chamberlain 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.
- ❖ The laptop must be turned off before placing it in the carrying 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. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. 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 must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action.

#### 4.2 Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair at 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 laptops each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

#### 4.4 Screensavers/Tablet
Inappropriate media may not be used as a screensaver.
- ❖ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- ❖ Passwords on screensavers are not to be used.
- ❖ The following activities are not allowed:
  1) purchasing or selling of items, 2) use of credit cards, 3) political activity, 4) commercial advertisements

#### 4.5 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.   Students may purchase their own headphones; they are only to be used when given permission by a teacher.

#### 4.6 Printing
Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Tech Office to add their printer software to the laptop computer.

| 5. MANAGING YOUR FILES & SAVING YOUR WORK |
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## 5.1 Saving to *My Documents*
Students will be logging onto the CHS network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The laptops will be set up with *My Documents* in which students should save their work. *My Documents* will automatically save a copy of all student documents saved to the high school server when on the high school network. When a student adds a document to the *My Documents* folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in *My Documents* may be created or added by the student. All student work should be stored in the *My Documents* folder.

Only files stored in *My Documents* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

## 5.2 Saving Data to Removable Storage Devices
Students should also backup all of their work at least once each week using removable file storage or cloud resources.  Removable memory cards may be purchased at a local retailer. The computer's media card reader will read the following types of memory cards:
Will read SD Cards & USB Thumb Drives

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 by CHS must remain on the laptop in usable condition and be easily accessible at all times.
The laptop is supplied with Windows® 10 Pro Edition operating system and additional software.

From time to time the school may add software applications for use in a particular course. The licenses for this software 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 and that the school has not exceeded its licenses.

### 6.2 Virus Protection
The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

### 6.3 Additional Software
It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
   ❖ Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
   ❖ Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
   ❖ Violent games and computer images containing obscene or pornographic material are banned.

### 6.4 Inspection
Students may be selected at random to provide their laptop for inspection.

### 6.5 Procedure for Re-loading Software
If technical difficulties occur or illegal software is discovered, the technician will copy all files in *My Documents.* The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in *My Documents.* The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

### 6.6 Software Upgrades
Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

| 7. ACCEPTABLE USE |
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## 7.1 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 Chamberlain School District.
(2) Students are responsible for the ethical and educational use of the technology resources of the Chamberlain School District.
(3) Access to the Chamberlain 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.
(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 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 Student Misconduct and Progressive Discipline Policies.

## 7.2 Privacy and Safety
- ❖ Do not go into chat rooms or send chain letters without permission.
- ❖ Do not open, use, or change computer files that do not belong to you.
- ❖ Do not reveal your full name, phone number, 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 or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## 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 Student Misconduct and Progressive Discipline Policies.  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 action. 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 CSD.

## 7.4 E-mail
- ❖ 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 e-mail content.
- ❖ No private chatting during class without permission.
- ❖ CHS e-mail is subject to inspection by the school.
- ❖ No use of Facebook, MSN Messenger, Hot-Mail, My Space or any other similar program during the school day.

### 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 student handbook.

**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 CSD 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 & 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
- ❖ Individual User account name and password

### 8.2 Password Protection
Students will be given a password at the start of the school year, and aren't allowed to change it. If they feel the password has been compromised, they must have the Technology Office change the password.

### 8.3 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 while at home.

### 8.4 Laptops Left in Unsupervised Areas
Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the multi-purpose room, 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 Principal's Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

## 9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

### 9.1 Fujitsu Warranty
This coverage is purchased by the Chamberlain School District as part of the purchase price of the equipment. Fujitsu 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 Fujitsu warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Tech Office located in the Media Center.

### 9.2 Accidental Damage Protection
The Chamberlain School District has purchased through Fujitsu 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. Fujitsu 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. The laptop is covered with a 4-year Fujitsu Warranty and Accidental Protection Plan. CHS technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the Office.

9.3 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 $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 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.

9.4 Claims

All insurance claims must be reported to the Tech Office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the student handbook.

The District will work with the Chamberlain Police Department to alert pawnshops and police departments in the area to be aware of this CSD-owned equipment.

| 10. LAPTOP TECHNICAL SUPPORT |
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The Tech Office is located in the Media Center and 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

1. **Can I use the Fujitsu Lifebook T726 computer and software throughout my career at CHS**? 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 your career at CHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

3. **What if I already have another model or brand of laptop computer?**
You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Chamberlain School District is also limited to provide maintenance service or assistance for only the Fujitsu Lifebook T726. For these reasons, other laptop computers will not be used on the Chamberlain School District network at school.

4. **Can I have my laptop computer over the 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 the CHS policy regarding the ethical use of computers.

5. **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 Chamberlain School District laptop protection is recommended. The protection covers the laptop for a $25.00 payment. You will be responsible for paying an additional charge of $200.00 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, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

7. **Does CHS provide maintenance on my Fujitsu Lifebook T726 computer?**
Yes. The Technology Office staff will coordinate maintenance for students. Students enrolled at CHS will be covered by a maintenance agreement for items described in the Fujitsu warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

8. **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?**
Chamberlain High 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 unit in the Tech Office in the CHS Media Center, the same area where you will go for service on your laptop computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

9. **Do I need a printer?**

You need not own one since printers are located in classrooms and the library.  If you want to connect to a printer at home with the school laptop, you will need to visit the Tech Office and ask to have your printer software installed.

10. **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 have service with an Internet provider, you simply need to plug the Ethernet cable into the Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

11. **Will there be facilities to back up the files I create on my laptop?**
Yes. When you save your documents to the *My Documents* folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 7-in-1 memory card reader on the laptop.

12. **What if I want to add options to my laptop later?**
Only the Chamberlain School District is authorized to add options and upgrades to your laptop computer.

13. **What if I want to run another operating system on my laptop?**
Only the operating system chosen by the Chamberlain School District will be authorized to run on a student-issued laptop computer.

14. **Will I be given a new battery if mine goes bad?**
The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

15. **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 will be directed to the Principal's Office.

16. **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected**? Inappropriate material on laptops should be reported to the classroom teacher, principal, or Technology Office 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.

17. **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 Tech Office or Principal's office. The cost to replace specific accessories is listed below:

a) AC adapter & power cord: $50.00
b) Battery: $50.00
c) Laptop Carrying Case: $27.00
d) Stylus: $50.00

e) Total Cost of Tablet: $1200

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| **12. LAPTOP PRIVILEGES SYSTEM** |
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All students will begin the school year with Standard Privileges.  Students will remain at this level provided they meet the "Standard Privileges Criteria."

**Description of Privileges**

**Standard Privileges:**
• Laptop computer
• Home use of laptop computer
• Microsoft Office Suite software
• MyCampus account for student
  information
• Internet
• My Documents to back-up school work
• Assistance for home internet & printer set-ups

**Criteria For Privileges**

**Standard Privileges Criteria**
All students will start on this level at the beginning of the school year.

**Suspended Privileges:**
• Laptop computer use at school
• Laptop may be checked out with teacher's
  permission
• Identified software
• School and web e-mail
• MyCampus account for student
  information
• Internet
• My Documents to back-up school work

**Suspended Privileges Criteria**
Students will be placed at this level if they have…
*Three or more incidents of accidental damage
*Two or more incidents of Computer Laptop Violations
*One or more incidents of Computer Network Violations

**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. Inappropriate use of any of the items listed above will result in a loss of privileges and or further consequences from the school or law enforcement.**

The Chamberlain School Board recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Chamberlain School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, think and solve problems, manage their work, and take ownership of their lives.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.  Communications on the network are often public in nature.  General school rules for behavior and communications apply.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by the students themselves.

Under the Family Educational Rights and Privacy Act (FERPA), the Chamberlain School District 7-1 will not allow any student to place personal information on any electronic database, web page or service listing attached to a network.  If a teacher or student wishes to post a picture, permission must be obtained from the parent or legal guardian and the picture will be personally identified.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

# LAPTOP COMPUTER PROTECTION

The Chamberlain 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.

**FUJITSU WARRANTY**: This coverage is purchased by the Chamberlain School District as part of the purchase price of the equipment. Fujitsu 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 Fujitsu warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

**ACCIDENTAL DAMAGE PROTECTION:** The Chamberlain School District has purchased through Fujitsu 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. Fujitsu 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.

**INSURANCE FOR THEFT, LOSS OR FIRE**: Laptops that are stolen, lost or damaged by fire are not covered by the Fujitsu Warranty or the Accidental Damage Protection outlined above. Following are the three 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 at a cost not to exceed $1200 should the laptop be stolen, lost or damaged by fire.

**Personal Insurance**

_____ You will cover the laptop 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 replacement not to exceed $1200.

**School District Protection**

_____You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of $25.00 or $50.00 for family coverage when there are two or more children in high school using laptop computers. The $25.00 payment is non-refundable. This protection coverage has a $200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**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 $200.00 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, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

# Chamberlain High School
## Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
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 since 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 while in the bag provided or an approved 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 or carrying case.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Chamberlain School District.
12. I understand and agree to follow the criteria described in the Laptop Reward System.
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, sleeve, stylus, or laptop in the event any of these items are lost or stolen.
17. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (Please Print)


 Student Signature: _____ Date: _____


Parent Signature: _____ Date: _____

**Acceptable Network and Internet Use Policy**
**Chamberlain School District-2012**
July 2012 (Adopted by CSD)

I.  **Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers.   This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II.  **Acceptable Use**

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right.  Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance.  Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it.  Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it.  Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

III.  **Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette).  These include but are not limited to:
A.  Be polite.  Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
B.  Use appropriate language.  Remember you are a representative of your school on a non-private network.  You may be alone on a computer but what you write can be viewed around the world.  Do not swear, use vulgarities or any other inappropriate language.
C.  All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV.  **Prohibited Use**

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use.  Prohibited use includes but is not limited to the following:

A.  Violating any state or federal law or municipal ordinance, such as:  Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
B.  Criminal activities that can be punished under law;
C.  Selling or purchasing illegal items or substances;

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D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
G. Disclosure of minors' personal information without proper authorization;
H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
I. Causing harm to others or damage to their property, such as:
   1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
   2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
   3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
   4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
   5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
   1. Using another's account password(s) or identifier(s);
   2. Interfering with other users' ability to access their account(s); or
   3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
K. Using the network or Internet for Commercial purposes:
   1. Using the Internet for personal financial gain;
   2. Using the Internet for personal advertising, promotion, or financial gain; or
   3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. **Off-Premise Use of Network**
Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

VI. **Disclaimer**
The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

VII. **Enforcement**
Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy. Please check the following that applies to your student.

_____Internet (Allowed for all students K-12)
_____E-mail Privileges (Optional for Grades 9-12 only)
_____No Internet or E-mail Privileges for my student.

Date: _____          School: _____

Student Name: _____          Student Signature: _____

Parent/Legal Guardian
or Faculty Name: _____

Parent/Legal Guardian
or Faculty Signature: _____

## CSD INTERNET SAFETY POLICY (7/1/2012)
## ADOPTED TO COMPLY WITH
## THE CHILDREN'S INTERNET PROTECTION ACT
## AND
## SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55

## Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

## Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.

In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.

All network users are prohibiting from hacking and engaging in any unlawful online activity.

All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.

All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

## Implementation of Technology Protection Measure

All school owned computers must be equipped with a technology protection measure. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

## Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form approved by the Board. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

## Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

## Cyber-bullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

## Definitions Used in this Policy:

*Minor:* The term "minor" means any individual who has not attained the age of 17 years.
*Obscene:* The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2)which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
*Child pornography:* The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
*Harmful to minors:* The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

*Technology protection measure:* The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

*Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.