

# **REEDS SPRING SCHOOL DISTRICT**

**Reeds Spring Elementary and  
Intermediate Schools**



## **STUDENT/PARENT LAPTOP**

***WOLVES***

# HANDBOOK

## Terms of Reeds Spring School District Laptop Use Agreement (RSES/RSIS)

By using or taking possession of a laptop owned by Reeds Spring Schools, a user and their parents/guardians are agreeing to comply with these Terms of Laptop Use Agreement found in the Student/Parent Laptop Handbook and the RSSD Student Technology Use Agreement.

### **Qualifications:**

A student who is actively enrolled in, and who physically attends full-time at Reeds Spring School District qualifies for use of a district-owned student laptop. In order to possess and use the laptop, one must comply at all times with the expectations of the Student/Parent Laptop Handbook and the district's Student Technology Use Agreement as approved by the RSSD (Reeds Spring School District) school board.

### **Terms:**

Qualifying students will be issued a district-owned laptop. Student/parent may bear financial obligation for costs associated with loss/damage not covered by device warranty. Non-warranty costs would include loss/damage of the laptop as a result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with the Student/Parent Laptop Handbook and district Student Technology Use Agreement. Any failure to comply may terminate qualification and rights of possession effective immediately and RSSD may repossess the property and/or charge full replacement cost.

### **Title:**

The legal title to the laptop belongs to Reeds Spring School District and shall at all times remain as such. The borrower's right of possession and use of the laptop is limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Student/Parent Laptop Handbook and the district's Student Technology Use Agreement.

### **Damage:**

By taking possession of a laptop, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the property. In case of deliberate damage, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damages to the laptop, the user must report a potentially damaging incident to the Technology Department personnel in the appropriate building within two school days.

### **Reporting Loss/Damage:**

In the case of loss or theft occurring at school, the borrower must report the incident to

building administrator within one school day of the occurrence.

In the case of damage to the laptop, the borrower must report the incident to Technology Department personnel within two school days.

**Terms of Agreement:**

A borrower's right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance whereas the arrangement no longer results in the user physically attending classes full-time on the campuses of Reeds Spring School District.

**Repair Costs:**

Repairs will be made to a borrowed device if the nature of the damage makes the laptop inoperable or leaves the laptop in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user. Student/parent will be responsible for the cost of replacement of any accessories (pen and AC Adapter) on the device that are not functional at the end of the school year.

A student/parent is responsible for cost of repair of a damaged laptop if the damage to the laptop is the result of deliberate abuse, abuse not reported as detailed in the "Reporting Loss/Damage" section, or failure to comply with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations.

If there is a claim or loss and it is has not been due to deliberate abuse, the student and/or parent is responsible for up to a **\$100 repair fee**.

\*Repair costs of laptop accessories are based on the price for which RSSD purchases replacement accessories at the time the school purchases.

\*\*Deliberate abuse is determined by the Building Administrator and district technology department.

**Special Accommodations/Restricted Access**

**Parent-Initiated Accommodations:**

It is the belief of the Reeds Spring School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside the school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent, in collaboration with a school administrator, must be placed on file with the school. If the request is initiated by the parent, then approved by a school administrator, and placed on file with the school's Technology Department, a student may be granted "as needed only" or "by teacher request only" access to their laptop, rather than having it issued permanently into the student's possession.

**Administrator-Initiated Accommodations:**

Noncompliance with the expectations of the Student/Parent Laptop Handbook or violation of the District Student Technology Use Agreement can result in the loss of privilege with, or restricted access to, district - provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent to make arrangements that may deny or restrict access to the resource in question. The use of RSSD technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment

### **File Storage/Back-Up:**

Every student is provided R: drive server space on the District's network for storage of school-related files and content. All files stored on the District's network are the property of the District and are subject to regular review and monitoring. A student may not occupy more than 5 GB on the District's network at any particular time. Students may also store files in their District assigned Google Drive account. Students may not bring portable file storage from home. Content saved on the device's desktop or hard drive are not stored on a network, and, therefore, are lost if a device requires repair or maintenance and cannot be recovered.

### **Content Filtering:**

RSSD employs a 3<sup>rd</sup> party filtering application on all District computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district's network.

The content filter, as configured by the district and as it operates on the device in possession of a student who is using the device in compliance with the Student/Parent Laptop Handbook and the District's Student Technology Use Agreement, will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the internet.

Because of the nature of the internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the laptop, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that appropriate time or not.

Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.

Any access of unapproved content online, whether through a district -owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy.

### **Virus Protection:**

RSSD employs a 3<sup>rd</sup> party virus protection application on all district computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district's network.

The virus protection, as configured by the district and as it operates on the device in possession of a student using the device in compliance with the Student/Parent Laptop Handbook, and the district's Student Technology Use Agreement will restrict inadvertent download of unapproved materials and deter

attempts to deliberately download unapproved materials. This does not absolve the user from attempting to download unauthorized materials that can compromise a device or the network.

Attempts to disable, reconfigure, or circumvent the virus protection is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges. Any download of unauthorized content, whether on a district device or on any personal media storage device (flash drive, SD card, CD, memory card, etc.) that connects to a school device is a violation of usage policy.

### **Canvas:**

Students in grades 5-6 will use Canvas to communicate with teachers and peers. Canvas is a Board approved communication tool for all students. Canvas is CIPA (Child Internet Protection Act) compliant, and is monitored by Reeds Spring School District administrators and teachers. Students are to use Canvas for educational purposes only.

### **Handling, Care, and Use:**

Because the laptop is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

You are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned laptop. Do not allow other users to use the laptop assigned to you.

**Do not attempt to install networking software on your RSSD laptop. Do not attempt to install or reconfigure virus protection software, security settings, firewall settings, IP configuration, or operating system defaults on your RSSD laptop, even if your home network calls for it.**

Make sure you start each day with a fully charged battery on your laptop.

Make sure the laptop logs on to the school district's network daily to receive necessary updates that are critical to keeping the laptop safe and operational.

Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the laptop that are not intended for that particular port or connector.

Make sure your laptop is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).

Make sure the surface of your laptop is not altered or defaced. Do not decorate your assigned laptop or remove labels, stickers, or tags from the laptop that are affixed by school district personnel.

Make sure that only school personnel troubleshoot, diagnose, or repair your laptop. Do not allow 3<sup>rd</sup> party service people to handle your assigned laptop.

### **Security, Storage, and Transport:**

Do not hold, lift, or suspend the laptop in the air solely by the screen/display. Carry the device with both hands and screen closed.

If using a case, make sure to power the laptop completely off before **inserting** it into the case if it will be stored there for a duration of longer than 10 minutes.

Handle the laptop with caution. Do not throw, slide, drop, and toss, etc. the laptop.

Relocate a laptop that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.

You are responsible for making sure you do not share or switch the laptop, its power charger, and/or other accessories with other users.

Power the laptop down and keep it in the district-provided charger at the end of each day.

### **Disciplinary Action:**

The use of technology is a privilege and not a right. Students are expected to use their laptop in accordance with the Student/Parent Laptop Handbook and the Student Technology Use Agreement, and any applicable laws. Failure to use the laptop in an appropriate manner will result in one or more of the consequences listed below as determined by the staff and administration of the Reeds Spring School District:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including any and all school disciplinary action, including Focus Room, Lunch Detention, OSS Civil or criminal liability under applicable laws

### **Glossary:**

Accessories are additions that do not fall under Fujitsu's standard warranty. For the Fujitsu Lifebook T734 this includes the Pen and AC Adapter.

Damage is any physical damage done to a machine regardless of intent or extent. Damages can occur in many different ways from dropping the machine to dropping a backpack with the computer in it.

Failed is when a piece of hardware is not working properly and there is no sign of damage. Hardware failures are covered by our warranty with Fujitsu and are subject to their terms and agreement.

Warranty with the laptops is with Fujitsu and determined by them.

Wear and Tear is damage that naturally occurs as a result of normal use. Examples of this are:

- Keyboard Bezel tabs coming off
- Palmrest being damaged in the bottom left corner
- Hard Drive door (located on the bottom of the case) coming off or loose

- Minor rubbing on screen that happens due to the keyboard bezel tabs missing (minor is to be determined by the Technology personnel)
- Minor rubbing on keyboard or palm rest due to use
- Minor bottom case damage (has no damage to the system board housed in the case)



**Reeds Spring RSES and RSIS**

**2019-2020 School Year**



**Laptop Agreement by Student and Reeds Spring-IV**

**Student:**

The laptop, power adapter, stylus and case are being loaned to the student for educational purposes and are in good working order unless otherwise indicated. It is the responsibility of the student to care for the laptop and all accessories and ensure that they are maintained in a safe environment. The district's laptop may be used only in accordance with the district's RSSD Student Technology Use Agreement policy and the rules stated in the RSES and RSIS Student/Parent Laptop Handbook. The student acknowledges and agrees the student's use of the district's computer is a privilege, and student acknowledges student's responsibility to protect and safeguard the district's laptop and to return the same in good condition and repair.

**Parent:**

All laptop users are required to have a signed Laptop Agreement. If the loss or damage is deemed deliberate as outlined in the Student/Parent Laptop Handbook, the student/parent/guardian will pay the full replacement value of the equipment to Reeds Spring R-IV. In addition, parent agrees to indemnify Reeds Spring R-IV against any claim, suit, or damage occurring during or resulting from student's possession or use of the laptop, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the district's laptop.

**Student and parent understand the terms of this agreement.**

Parent Signature: \_\_\_\_\_ Parent Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student Name (printed): \_\_\_\_\_