

SOUTH TIPPAH SCHOOL DISTRICT

PARENT INFORMATION:

We are excited about the implementation of student laptops in South Tippah. Staff will continue their learning journey to ensure appropriate skill levels to integrate the use of mobile devices in student learning. Technology, in the hand of active and creative thinkers, can be a tremendous asset to enhance learning for all students.

Students and parents are required to read the terms and conditions of the Laptop Agreement and return a signed copy. Parents should discuss the agreement with their child to ensure they have a reasonable understanding of the agreement. No laptop will be issued to a student for school use unless the agreement is signed and returned.

LAPTOP ACCEPTABLE USE GUIDELINES

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.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of South Tippah School District.
- All pictures displayed on the laptop must comply with the dress code as specified in the student handbook.
- Laptops must never be left in a car or any unsupervised area.
- *Students are responsible for keeping their laptop's battery charged for each school day.

Carrying Laptops

- Students should never carry their laptops while the screen is open.
- Laptops should always be within the protective covering when carried.
- Backpacks can be used to transport laptops. These backpacks can hold other objects (such as books, folders, and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- Do not throw, toss or slide laptops.
- Laptops must never be unattended. 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.
- Laptops should not be stored in a student's vehicle at school or at home.

Screen Care

- 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 antistatic cloth.

Laptop Care

- Keep the laptop secure and damage free.
- Do not loan out the laptop, charger or cords.
- Do not leave the laptop in your vehicle.
- Do not leave the laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near the laptop.
- Do not place the laptop on the floor or on a sitting area such as a chair or couch.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of the laptop.
- Do not leave the laptop outside.
- Do not use the laptop near water such as a pool.
- Do not check the laptop as luggage at the airport.

Laptop Computer Security Policy

The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks, harass others, or give out personnel information.

Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

Use of computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during the school day.

No comments or pictures may be placed on the Internet or other technological resources representing the view of the school or school district without prior approval of the superintendent or designee.

When accessing the school district's Internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc. unless otherwise allowed by teachers.

Computers may not be used to make sound recordings without the consent of all those being recorded.

Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, technology specialist or teacher.

No personal software should be installed on the computer.

Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on school computer systems.

Students may access only those files that belong to them or for which they are certain they have permission to use. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.

School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

If technical issues arise, students must notify a teacher immediately. Laptop users will not disassemble the laptop or attempt any repairs.

Students who have repeated instances of laptop damage may be asked to check their laptop in with the administrator's designee after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher, first clearing it through the administrator's designee.

The South Tippah School District reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, login, password, or files for any reason.

- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- Individual school laptop computers and accessories must be returned to the school designee at the end of each school year. Students who, withdraw, or terminate enrollment at South Tippah School District for any other reason will be asked to return their individual school laptop computer on the date of termination.
- If a student fails to return the computer at the end of the school year or upon termination of enrollment in South Tippah School District, the student or guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a police report being filed with either the Ripley Police Department or the Tippah County Sheriff's Office.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the laptops with teacher permission.

Printing

Students may use school printers with teachers' permission during class or breaks. Students who want to print on a home printer must ask the administrator's designee to add their printer software to the laptop computer.

Inspection

School officials may monitor the laptop or access its contents at any time. Laptops assigned to students are subject to unannounced spot checks/inspection at any time without notice as determined by the teacher or administration.

Identification

All laptops are the property of the South Tippah School District. Student laptops will be inventoried and tagged for tracking purposes. This tagging system must not be removed for any reason.

Computer Laptop Violations (but not limited to:)

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-play game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.

- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: Suspension of take-home laptop privileges, in school suspension, out of school suspension, referral to NASTUC, referral to law enforcement, or expulsion.

Computer Network Violations (but not limited to:)

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security, including internet filter.
- Other violations deemed by the administration to be in violation of school policies, handbooks, ethics, etc.

Consequences: Suspension of take-home laptop privileges, in school suspension, out of school suspension, referral to NASTUC, referral to law enforcement, or expulsion.

Laptops that are confiscated for violations may be wiped clean which will result in the loss of all the music, pictures, movies, etc. that may be on the laptop.

Parent/Guardian Responsibility

Talk to your children about the values and the standards your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, movies, and radio. The school suggests that parents monitor their child's use of the Internet carefully. Please also reinforce the school value of respect for property. Read these guidelines and discuss them with your child, ensuring he or she properly understands all of the guidelines for proper use, and the consequences for improper use.

Student Responsibility

Students will use laptops in a responsible and ethical manner. Students will abide by school rules concerning network use, outlined in South Tippah School's Acceptable Use Policy. A copy of this policy is available on our website.

By signing the Laptop Acceptable Use Guidelines, you understand that if a student damages computer outside of normal use, they will be charged a \$25 fine. Multiple offenses will result in termination of computer use at the discretion of the school administration.

**South Tippah School District
Laptop Agreement
2020-2021**

By submitting this form, I, the undersigned, acknowledge I have read the following documents and understand that basic use and care of the laptop issued by the South Tippah School District.

The purpose of the South Tippah School District Laptop Initiative in the South Tippah School District is to provide more personalized learning experiences to students in an effort to promote the achievement of college and career readiness skills. As a student, I understand the importance of gaining new skills and appropriately integrating technology into my school experience. I further understand that this technology is a privilege. I agree to take care of the device and use it for instructional purposes only.

Items Received:

_____ Acknowledgement Form/Laptop Agreement
_____ Charger
_____ Laptop/Chromebook Fixed Asset Number _____
_____ Carrying Case when applicable

I understand and agree to the stipulations set forth in the Laptop Acceptable Use Guidelines. I understand that violating any part of the laptop agreement will result in the loss of laptop privileges, and possible disciplinary actions.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____