

Hoven School District 53-2

Laptop Handbook



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2021-2022

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This Handbook was approved by the Hoven School Board August 2021

Hoven High School Classroom Connections Laptop Initiative

The focus of the Classroom Connections Laptop Initiative at Hoven High School is to prepare students for their future, a world of digital technology and information. As we enter the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these 21st century skills is the Laptop computer. 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. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and 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. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

Hoven High School will work to create a learning environment that has a 21st century curriculum, one that is relevant and provides a real-world education. Through participation in the Classroom Connections Laptop Initiative and exposure to our curriculum that has been matched to state standards students will develop the following skills as well as increasing the communication between students, teachers, and parents:

- Research Skills
- Problem Solving Skills
- Writing Skills
- Communications Skills
- Team Building Skills

Receiving Your Laptop

Laptops will be distributed each fall at the beginning of the school year. The Computer Protection Plan outlines two options for families to protect the laptop investment for the school district (you will find this on page 15 the two options are numbered). Please review the Laptop Computer Protection plan included in this handbook. **Parents and students must sign and return the Laptop Policy Sign-off, and the Laptop Computer Protection Sign-Off/Proof of insurance documents before the Laptop can be issued to their child.** This can be found on the backside of the Students Registration form they receive. **It IS NOT IN THIS PACKET.** This packet is information for you and your child, nothing in here needs to be returned. All \$50 deposits are made by parents/students when a laptop is issued for the duration of their junior high/high school career. The \$50 fee is refundable if the laptop is returned in good working condition. Students must also purchase \$20 laptop damage insurance (Max \$60/Family), which will be an annual cost and is not refundable. All fees need to be paid need to be paid one week from the 1st day of school. If you choose to not have insurance on the laptop, your child will not be able to take his/her laptop home but **MUST** still pay the \$50 laptop replacement deposit. That laptop replacement deposit covers the possibility of anything that may happen to the laptop at school.

Failure to sign and return the proper documents and pay the \$50 deposit will be cause for removal of the laptop from the student. Usage will be denied until all forms are in place and the deposit has been paid.

Student laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Staff Laptops will be collected for scheduled summer maintenance and re-issued. Students will retain their original laptop each year while enrolled in the Hoven School District. The Laptops may also be recalled periodically throughout the school year for updates and maintenance.

Taking Care of Your Laptop

Students are responsible for the general care of the Laptop which they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Help Desk located in the High School Library.

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.
- Students should never carry their Laptop while the screen is open unless directed to do so by a teacher.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not property of the Hoven School District.
- Laptops must never be left in a car or unsupervised area not only to protect against theft, but damage from freezing or extreme heat.
- Students are responsible for keeping their laptop's battery charged for the school day.

Carrying Laptops

The carrying case that you were issued with your Laptop or backpack that you have purchased from the school has 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 carrying case/backpack when carried.
- The carrying cases/backpack you have been provided does not have room to carry extra materials.
- The Laptop must be turned off before placing it in the carrying case.

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 that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover
- 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 (Do not use commercial glass cleaners)
- Do not use pen-devices other than the digitizer pen provided with the Laptop PC. This could cause damage to the screen and other devices will not work anyway.

Using Your Laptop PC at School

The Laptops are intended for use at school each and every day. The following activities are not allowed: purchasing or selling of items; use of credit cards; political activity; commercial advertisements. In addition to teacher expectations for Laptop use, school messages, announcements, calendars, and schedules will be accessed using the Laptop computers. Students must be responsible for bringing their Laptop to all classes, unless specifically advised not to do so by their teacher.

Laptops Left At Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

Laptop Undergoing Repair

Loaner Laptops may be issued to students when they leave their Laptop for repair at the Help Desk.

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.

Screensavers

- 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 actions.

Passwords

Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware. Passwords on screensavers are also not to be used.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones are not to be used during school hours unless approved by the classroom teacher.

Printing

Printing may only be done on the school's network printers. Personal printers at home will not be able to be added to the Laptop. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work

Saving Work

Students and staff should save to the "Documents" folder on their Laptop PC. When the student logs on and off the network all files in "Documents" will automatically synchronize with the file server. This will insure that work is backed up properly. This will also allow students and staff to use their files when they are off site. When they log back into the school network, any files that were changed will also be synchronized with the school file server.

Saving Appropriate Content

The content saved in the "Documents" folder should be specific to education. The space provided by the Hoven File Server is limited and there will be a quota of appropriate space allowed for each user. Material deemed "unnecessary for education" that is saved to this location will deteriorate school resources, complicate backups, and could slow down the school's network performance. Files not saved in the "Documents" folder on the Laptops will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

Saving Data to Removable Storage Devices

Students should backup all of their work at least once each week using some kind of removable file storage. In the event of the Laptop being re-imaged, students are responsible for their own data. It is recommended that students save "Other Content" or files that they will not save to the "Documents" folder to removable media such as jump drives.

This will prevent the loss of data in the event of their Laptop being re-imaged. 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.

Saving Inappropriate Content

Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration via the schools Acceptable Use Policy. Inappropriate content includes but is not limited to pornography, offensive content, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

Software on Laptops

Originally Installed Software

The software originally installed on the Laptops must remain on them in usable condition and be easily accessible at all times.

All Laptops are supplied with Microsoft Windows software and are updated as needed. Many other applications are also installed that are typically useful in an educational environment.

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 software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specified software.

Virus Protection

The Laptop has anti-virus protection software. This software will scan the hard 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.

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.

Inspection

Students may be selected at random to provide their Laptop for inspection. Students may also be selected for inspection of their Laptop if a staff member suspects that inappropriate material resides on the device or the student has violated the Hoven School Acceptable Use Policy which is on page 15.

Procedure for Re-Loading Software

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

Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed on how to receive these upgrades.

General Guidelines For Use

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of the Hoven School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Hoven School District.
- Access to the Hoven School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- 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.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

Privacy and Safety

- Do not go into any chat rooms other than those set up in by your instructors or those that are mandated in other distance education courses.
- 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, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the District's Acceptable Use Policy.

- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the Superintendent immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Hoven discipline code. 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 South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Hoven School District.

E-mail

- Students in need of e-mail for academic reasons will only be allowed email access through an address assigned by the district. This e-mail access will be through the State K-12 e-mail interface. This interface is heavily monitored by state officials and district officials and is subject to filtering of inappropriate content.
- 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.
- No private chatting during class without permission is allowed.
- E-mail is subject to inspection at any time by school administration.
- No use of Facebook, Messenger services, Hotmail, or other unapproved social media sites or any other similar program during the school day.

Consequences

The student or staff member whose name is associated with 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 Policy Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Content of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Storing Laptops at Extra-Curricular Events

Students are responsible for the care of their own Laptop on extra-curricular trips. It is the responsibility of the student to either designate another to care for their Laptop while they cannot at an event or to lock it securely in a locker in a locker room. Laptops should not be left on the activities bus at any time.

Students are not permitted to bring their Laptops along with them to the following events. They will be let into the school to retrieve their Laptops from their lockers after such events.

- Any extra-curricular event which takes place on a Friday or Saturday
- Track Meets
- Cross Country Meets
- Any other events designated by the Superintendent.

It is recognized that students will have homework to do on some extra-curricular trips. However, the care of the Laptops on these trips is solely that of the individual student. If the student cannot give proper care on these trips, then they should leave the Laptop locked in their school locker and retrieve it when they get home.

Laptops Left in Unsupervised Areas

Under no circumstances should Laptops be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Laptops will be confiscated by staff and taken to the Superintendent's office. Disciplinary action will be taken for leaving a Laptop in an unsupervised location.

Whenever you need to leave your laptop in school take it to either the Superintendent's office or High School office and leave with an adult. That way they are locked up and have no chance of anything happening to them.

Repairing or Replacing Your Laptop Computer

Fujitsu Warranty

This coverage is purchased by the Hoven 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 constructions 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 Help Desk located in the High School Library.

Accidental Damage Protection

The Hoven School District has purchased through Fujitsu coverage to protect the Laptops against accidental damage such as liquid spills, accidental drops, power surges. This coverage **DOES NOT** provide for damage cause 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 for a three year FUJITSU Warranty and a four-year Accidental Damage Protection Plan. Please report all Laptop problems to the Help Desk.

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 and are the responsibility of the student/parents involved in the loss of property. The following option is available for these types of losses, and the student/parent must commit to the insurance on the Laptop Computer Protection Form within a week of picking up a Laptop.

Failure to sign and return the proper documents and pay the \$50 deposit will be cause for removal of the Laptop from the student. Usage will be denied until all forms are in place and the deposit has been paid.

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

- **School District Laptop Insurance**

All students will purchase insurance for their laptop at a cost of \$20/student computer, with a maximum of \$60/student computer for a family plan. The school district will maintain its own Laptop Insurance policy each school year to protect against any damage to the computer that is not covered under warranty. This fee will be charged annually and is non-refundable. The cost works out to be about \$2.22 a month, which is very affordable. The potential cost to replace a Laptop is between \$1000-\$1300.00. All checks can be made out to Hoven School District for insurance.

Laptop Insurance coverage from the school district will cover theft, fire, flood, natural disasters, and power surge due to lightning for your Laptop as well as some other peripheral devices (printer, scanner, webcam, mouse, headphones, flash drives, zip drives, software, iPod, cell phone, PDA, MP3 player, Digital Camera), which is not covered by the accidental damage or warranty plans explained above.

- **Deposit**

A \$50 refundable deposit is required before the student will be issued a Laptop computer to take home, which will last the duration of their junior high/high school career as long as the computer is returned in good condition. This deposit is refundable upon the return of the Laptop in good condition at the end of a student's senior year of graduation or upon transfer to another school outside of the Hoven School District. The Laptop needs to be returned and properly cared for throughout the school year. Once they are inspecting by the Technology Coordinator they will decided whether you receive you deposit back.

- **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 parent or student for the protection coverage to take place. A copy of the police/fire report must be provided to the Superintendent's office.

- **Intentional Damage**

Students/Parents are responsible for full payment of intentional damages to Laptops. Warranty, Accidental Damage Protection, or Student Insurance Partners **DOES NOT** cover intentional damage to Laptops.

- **Lost or Stolen Accessories**

Students will be required to replace Laptop accessories such as AC adapter & power cord, battery, and carrying case. The replacement costs of these accessories are as follows:

- Replacement of the entire device and accessories (\$1300)
- AC Adapter and power cord (\$49)
- Battery (\$150)
- Digitizer Pen (\$12)
- Carrying Case (\$45)

Laptop Technical Support

The Technology Help Desk will be the point of contact for repair on the Laptops. If the Help Desk is closed, contact the Superintendent or network administrator to coordinate repair of the machines. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging of hard drives
- Updates and software installations
- Requests for future updates and installations
- Coordination of warranty repairs
- Distribution of loaner Laptops, batteries, and power accessories.

Laptop FAQ'S

1. ***Can I use the Laptop computer and software throughout my career at HHS?***

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 HHS. 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.

2. ***What if I already have another model or brand of laptop or 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 software that you will need in your courses. The Hoven School District is also limited to provide maintenance service or assistance for only the school issued Laptop.

For those reasons, other laptop or Laptop computers will not be used on the Hoven School District network at school.

3. ***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 HHS's policy regarding the ethical use of computers.

4. ***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 any questions about what to do you will need to talk to the network administrator at the Technology Help Desk.

5. ***Will there be facilities to back up the files I create on my laptop?***

Yes, when you save your documents to the "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, jump drive, or CD-R or CD-RW disk.

6. ***What if I want to add options to my Laptop later?***

Only the Hoven School District is authorized to add options and upgrades to your Laptop computer.

7. ***What if I want to run another operating system on my Laptop?***

Only the operating system chosen by the Hoven School District will be authorized to run on a student issued Laptop computer.

8. ***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.

9. ***What has the school done to 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 Superintendent's office.

10. ***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, Superintendent, or Network Administrator upon identification. Students who have "objectionable data" on their Laptop but have failed or chosen not to report it, will be referred to the Superintendent's Office.

11. ***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 Help Desk or the Superintendent's office. The cost to replace specific accessories is listed in the REPAIRING OR REPLACING YOUR LAPTOP COMPUTER section of this handbook.

Laptop Privileges

All students will begin the school year with Standard Privileges pending administration approval.

Description of Privileges

Standard Privileges

Laptop Computer
Home use of Laptop computer
Microsoft Office Suite software
Web e-mail
MyCampus account for student information
Google Chrome/Internet Explorer
"My Documents" folder to back up school work
Assistance for home internet and printer set-ups

Suspended Privileges

Laptop use at school
Laptop may be checked out with teacher's permission
Microsoft Office Suite Software
Web e-mail
MyCampus account for student information
Google Chrome/Internet Explorer
"My Documents" folder to back up school work

Criteria for Privileges

Standard Privilege Criteria

All students may begin on this level at the beginning of the school year. To remain at this level, students will have ...

- Less than 2 incidents of accidental damage
- No more than 1 incident of a computer Laptop violation
- No incidents of computer network violations

Suspended Privileges Criteria

Students will be placed at this level if they have....

- Two or more incidents of accidental damage
- Two or more incidents of computer Laptop violations
- One or more incidents of computer network violation

LAPTOP COMPUTER PROTECTION FORM

The Hoven 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 Hoven 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 constructions and will provide replacement parts necessary to repair the Laptop or Laptop replacement. The Fujitsu Warranty **DOES NOT** protect against damage caused by misuse, abuse accidents, or computer viruses.

Accidental Damage Protection

The Hoven 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 cause 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 and are the responsibility of the student/parents involved in the loss of property. The following are two options that are available for these types of losses, and the student/parent must commit to one of them on the Laptop Computer Protection Form before being allowed to pick up a Laptop.

School District Laptop Insurance

All students will purchase insurance for their laptop at a cost of \$20/student computer, with a maximum of \$60/student computer for a family plan. The school district will maintain its own Laptop Insurance policy each school year to protect against any damage to the computer that is not covered under warranty. This fee will be charged annually and is non-refundable. The cost works out to be about \$2.22 a month, which is very affordable. The potential cost to replace a Laptop is between \$1000-\$1300.00. All checks can be made out to Hoven School District for insurance.

Laptop Insurance coverage from the school district will cover theft, fire, flood, natural disasters, and power surge due to lightning for your Laptop as well as some other peripheral devices (printer, scanner, webcam, mouse, headphones, flash drives, zip drives, software, iPod, cell phone, PDA, MP3 player, Digital Camera), which is not covered by the accidental damage or warranty plans explained above.

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 parent or student for the protection coverage to take place. A copy of the police/fire report must be provided to the Superintendent's office.

Intentional Damage Students/Parent are responsible for full payment of intentional damage to Laptops. Warranty, Accidental Damage Protection, or School Insurance Partners Insurance **DOES NOT** cover intentional damage.

Hoven School District Acceptable Use Policy

I. Introduction

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

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 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, 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 District's Acceptable Network and Internet Use Policy applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II. Acceptable Use

Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty, and staff, access may be denied, revoked, or suspended at any time.

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 Acceptable Network and Internet Use Policy.

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 Acceptable Network and Internet Use Policy 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 Acceptable Network and Internet Use Policy 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 Acceptable Network and Internet Use Policy and submit it to the District.

All material and data saved on school servers, computers, or any school equipment or resource including but not limited to email accounts and online learning accounts is considered property of the school district and can be inspected at any time.

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;
- 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.
- L. Installation of any software onto computer equipment with the approval of Technology Staff.
- M. Instant messaging and chatting are prohibited during the school day. Also, the use of non-school email accounts, Facebook, and other forms of social networking are also prohibited.
- N. Only district owned devices are allowed to access the district network either through the wired or wireless network unless approval has been granted from the technology staff.

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 Acceptable Network and Internet Use Policy.

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.

VIII. Technology Guidelines/Regulations

The technology provided by the Hoven School District has become an integral part of the learning environment. State mandated tests, Dakota Digital Network classes and special sessions, staff e-mail, lesson plans, student grades, student information, transcripts and student e-mail, will all be accessible through the internet. Altering or abusing this resource, in any way, is considered (at the very least vandalism) and will result in penalties being imposed. The guidelines/rules are as follows:

- Students are not allowed to download programs to any workstation. If you are caught using a program that was downloaded to the workstation, you are as guilty as the one who downloaded it, and the punishment will be the same for the user, as for the downloader.
- Instant messaging requires that a program be downloaded from the internet, which is not allowed. Instant messaging and chatting are not allowed. Students in grades 9-12 will be assigned a state K-12 e-mail address. E-mail is subject to inspection by school

administration. Use of social media, messenger services, chat rooms or any other similar program during the school day is **NOT** allowed.

- Music and MP3's also require downloading from the internet. Again this is not allowed. Volume should be muted at all times. Headphones are allowed at the workstations if allowed by the teacher in charge.
- Altering the workstation environment is prohibited. This includes changing the desktop, mouse configuration, screensaver, etc. If the settings are not standard on your computer, notify the staff member present, otherwise it will appear that you were the individual who altered the settings.
- State law requires all students to be supervised if they are working at a computer. Any student in a lab or at a workstation must be accompanied by a teacher.
- The school system has an excellent content filter, but occasional inappropriate websites will pop up from time to time. Report the site immediately to an adult who will have the technology director block from being accessed again.
- Students are required to use technical equipment as intended.
- Remember, if you are taking an online or Dual-Credit class or are attending a special session, you are being taped, and you represent your school and community.

The minimum penalties for violation of the above guidelines are as follows:

- First Offense – ½ hour of detention
- Second Offense – 1 hour of detention – Grades 9-12 Suspended Privileges (See Tablet Handbook)
- Third Offense – 1 day of in-school suspension
- Fourth Offense – Banned from using school computers for the remainder of the semester.

LAPTOP INSPECTION CHECK LIST

STUDENT NAME: _____ GRADE: _____
 LAPTOP NUMBER: _____

<i>Item</i>	<i>Condition Date</i>	<i>Fine</i>	<i>Condition Date</i>	<i>Fine</i>	<i>Condition Date</i>	<i>Fine</i>	<i>Fine Description</i>
<i>Laptop is in working Condition</i>							<i>Not working – Send immediately to the help desk</i>
<i>Screen</i>							<i>Cracked Screen – Send immediately to the help desk</i>
<i>Battery</i>							<i>Cracked or Missing \$80</i>
<i>Slimline Battery</i>							<i>Missing or Broken \$120</i>
<i>Power Cord (both parts)</i>							<i>Missing one or both parts \$35.00</i>
<i>Digitizer Pen Working/Not Working</i>							<i>Missing \$30.00 No Charge if present but not working</i>
<i>Rubber Pads (6 on keyboard, 4 on screen, 6 on bottom, 2 on battery)</i>							<i>\$1.00 per missing pad unless reported PRIOR TO INSPECTION</i>
<i>Keyboard</i>							<i>Missing or Broken Keys \$10.00 (if more than 5 keys)</i>
<i>Serial Number Sticker</i>							<i>Missing \$5.00</i>
<i>Software License Sticker</i>							<i>Missing \$5.00</i>
<i>Laptop Numbers (School District ID)</i>							<i>Tampered with \$5.00</i>
<i>Carrying Case</i>							<i>Missing \$45.00 Handles removed, shoulder strap missing, zippers don't zip \$10.00</i>
<i>Laptop Free From Ink, Graffiti, Sticky Residue</i>							<i>Ink Marks, Graffiti, Stickers, or their residue left on Laptop \$15.00</i>
Total Fine							