

Student/Parent Laptop Policy and Procedures revision 5

Overview/Introduction

The Computer Laptop immersion program will provide an equitable opportunity for all students in grades 8 to 12 to experience a technology-rich environment and to ensure as they move toward graduation they are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program. The signed Student/Parent Laptop Agreement, attached hereto, shall establish a contract agreed to by the parties involved.

- I. **Deployment** – A laptop computer will be distributed to students at the beginning of the school year to use during that current year. The laptop and school issued charger are to be turned in at the end of the school year.
- II. **Terms of Loan**
 - A. **Terms of Loan**
 1. River Mill Academy (RMA) will loan a Laptop Computer to students upon receipt of a signed Student/Parent Laptop Agreement.
 2. Legal title to the property (laptop) is with River Mill Academy. A student's right of possession and use is limited to and conditioned upon full and complete compliance with Student/Parent Laptop Policy and Procedures.
 3. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Laptop Policy and Procedures.
 4. A student's possession of the laptop terminates no later than the last day of the school year unless there is a reason for earlier termination (e.g., drop-out, expulsion, and transfer to another school).
 - B. **Optional Insurance**
 1. Insurance will be offered at a yearly cost of \$25 which will cover any unintentional damage to the laptop for the current school year. Insurance coverage is optional but is encouraged. If insurance is not purchased, the student and/or student's parent/guardian will be responsible for covering the cost of damage to the computer (broken cover, missing keys on the keyboard, cracked screen, damage to the exterior case, etc.)
 2. Insurance coverage may be purchased at the beginning of each school year on or before the date on which the laptop is issued to the student.
 - C. **Loss or Theft**

Parents are responsible for the replacement cost of the computer due to loss or theft.
 - D. **Damage**
 1. The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs, or damages. The student and/or parent guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or failure to care for laptop as outlined below. Parent or guardian to pay actual replacement and/or repair costs.
 2. No annual maintenance fee will be charged for the use of the laptop, however, if unapproved changes for software installs are made to the laptop, the laptop will be re-imaged, and the student will be charged a \$25 re-imaging fee.
 - E. **Repossession**

River Mill Academy reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of the Student/Parent Laptop Agreement.
 - F. **Appropriation**

Failure to return the property at the designated time and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of River Mill Academy property.
 - G. **Modification to Program**

As the program is new to River Mill Academy, the River Mill Academy Board of Directors reserves the right to revoke or modify the program or its terms at any time.
- III. **General Care of the Laptop**
 - A. Students are responsible for the laptop they have been issued. Laptops in need of repair or damaged must be reported to the teacher, in writing. It will be the responsibility of the teacher or his/her designee to contact onsite technical support, within twenty-four (24) hours.

B. Technical support will determine whether the laptop can be repaired onsite or a loaner should be issued. Loaner laptops are also covered by all rules and regulations as outlined in this document.

C. Guidelines to follow:

1. Always close the lid before moving your laptop.
2. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
3. When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
4. Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop.
5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
6. Monthly allow your battery to completely drain. Dimming the LC brightness or your screen will extend the battery run time. For help, consult your teacher or technology specialist.
7. Never attempt repair or reconfiguration of the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws – doing so will render the warranty void and will result in disciplinary action.
8. Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
9. Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
10. Do not write, draw, paint or place stickers/labels on your laptop or bag. Remember the laptop is the property of River Mill Academy.
11. Keep your laptop away from magnetic fields, which can erase or corrupt your data. This includes, but is not limited to, large speakers, amplifiers, transformers, and old style television sets.

IV. Cleaning Your Laptop

A. Routine maintenance on laptops will be done by the school technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

1. Always disconnect the laptop from the power outlet before cleaning.
2. Never use liquids on the laptop screen or keyboard.
3. Clean the screen with a soft, lightly dampened, lint free cloth or use antistatic screen cleaners or wipes.
4. Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
5. Clean the touch pad with a lightly dampened cloth.

V. General Security

A. Never leave your laptop unattended or unsecured. Laptops should be secured in a designated storage facility or a secured locker.

B. During after-school activities, you are still expected to maintain the security of your laptop. Unsupervised laptops will be confiscated by staff and disciplinary actions may be taken.

C. Never allow someone else to use your assigned laptop.

D. Each laptop has several identifying labels (i.e. RMA asset number, serial number, and school-specific tag coded to student name). Under no circumstances are you to modify or destroy these labels.

E. Do not cause any intentional damage to the computer, charger and/or computer case.

VI. General Use of the Laptop

A. Students are REQUIRED to bring their laptop to school each day with a fully charged battery.

Students will not be given the use of a loaner laptop if he/she leaves his/her laptop at home. Students leaving laptops at home will be required to complete assignments using alternate means (as determined by the teacher).

B. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring their laptop to class.

C. Students will not be allowed to charge their laptop at school; therefore, power adapters should be left at home.

D. Students will be able to save files directly to the laptop. Files for instructional use should also be backed up on a flash drive. If a laptop is experiencing a technical issue, it is likely to be re-imaged

which will destroy all local data that is not backed up.

- E. Avoid using your laptop in areas which may lead to damage or theft. Do not use your laptop around sporting activities or events in the cafeteria when food is being served.
- F. Laptops are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- G. **LAPTOP USE IS NOT PERMITTED IN THE DINING AREA (LUNCH ROOM) DURING LUNCH PERIODS.** The laptop may be used in designated commons areas (away from food or drink) during this time.
- H. **LAPTOP USE IS NOT PERMITTED ON THE BUS** – laptops must be stored in book bags while students are on the bus.
- I. Laptop sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- J. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
- K. Students may not download or install software applications on River Mill Academy issued laptops.
- L. Students are prohibited from playing games in the classroom.
- M. Chat rooms are not to be accessed without specific permission from the classroom teacher.
- N. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
- O. Student laptops will be subject to routine monitoring by teachers, administrators, and technology staff. While off campus, parental monitoring is highly recommended.
- P. Students will provide access to any laptop computer and/or accessories that they have been assigned upon the school's request. An individual search of the laptop and other stored student files may be conducted by administrators if there is a suspicion that policies or guidelines have been violated.
- Q. Restriction on the laptops will block the student from certain functions such as accessing administrative software, installing certain programs or enabling the web camera. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
- R. After ten (10) unexcused absences in a school year, the student becomes a day user. Overnight checkout for assignment completion will be at the discretion of the principal.

VII. Email

Email accounts will be provided to students by River Mill Academy. Student email accounts provided by RMA utilize a SafeMail filtering system to filter and protect student communication tools.

VIII. Virus Protection

All laptops have anti-virus protection software installed. The anti-virus software will automatically scan any unprotected storage space at startup. Do not remove or add any anti-virus protection software.

IX. Internet Access/Filtering

A. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by River Mill Academy for school use on this laptop. This is a "good faith" effort to block all inappropriate content, but River Mill Academy cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. River Mill Academy will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

B. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.

C. Attempting to disable or circumvent River Mill Academy's network and Internet content filters and firewalls, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.

D. River Mill Academy will not serve as the Internet service provider for home use. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider.

X. Login Procedures

A. Students will log in with the school issued user name. Students will create their own password which must be given to their homeroom teacher.

B. **DO NOT** share passwords. Students are responsible for anything done using their login.

XI. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

XII. Suggested Guidelines to Avoid Repetitive Stress Injuries (Ergonomics)

Ergonomics is defined as the science of making things fit people instead of asking people to fit things. Ergonomics uses knowledge from anatomy, mechanics, physiology and psychology to utilize human energy most effectively. Please read the following guidelines to promote safe, comfortable and efficient use of the student laptop.

- A. Use a pillow, folded blanket or towel to raise the seat high enough so that your elbows are bent at about 90 degrees and hands and wrists are in a neutral posture. If the chair is not high enough or the work surface is not low enough, place the laptop on your lap, but make sure your knees are level with your hips.
- B. Reduce pressure on your neck by tucking in your chin to view the monitor rather than bending your neck down. If possible, lower your eyes instead of bending your head forward to see the screen.
- C. Make sure the screen is adjusted to minimize glare.
- D. Take frequent mini breaks and change your work posture often. For example, place the laptop in your lap to achieve better wrist position for approximately 30 minutes. Then, switch and place the laptop on a table to achieve better neck position.
- E. The arm support and padding of work surfaces is also important when working at a table or desk with hard leading edges. Use a pillow or folded towel as a wrist rest or arm support while typing.
- F. If seated in a chair that does not provide adequate lumbar support, use a rolled up towel or small pillow as a lumbar support device.
- G. Reduce the weight of the laptop bag as much as possible by ensuring only the most needed items are included. Ensure the shoulder straps and handles have adequate padding. Switch shoulders and hands often while carrying the laptop bag or try using a backpack or other bag which has two straps or wheels.
- H. Ergonomic exercises can be helpful for end users.

XIII. Inappropriate/Unacceptable Use

- A. **Tier 1: Inappropriate Use:** Includes but not limited to:
 - Using proxy sites
 - Using any browser other than the one(s) preinstalled on the laptop
 - Using computers not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
 - Videoing or taping on school property is not permitted when not related to an assignment
 - Emailing or chatting during class (when not related to an assignment)
 - Profanity
 - Gaming
- B. **Tier 2: Unacceptable Use:** Includes but not limited to:
 - Pornography (real life or cartoon) can be a felony offense and will be turned over to authorities
 - Possession
 - Manufacturing -using a camera to create pictures/movies
 - Distributing – sending/sharing with others
 - Images of weapons
 - Gang related files
 - Bootleg movies or music
 - Logging into a computer/application using someone else's login
 - Cheating
 - Using a computer to plan a fight, cause harm or commit a crime
 - Profanity directed to the faculty or staff
 - Threats and/or cyber bullying

- Assisting, observing, or joining any unauthorized activity using the laptop, network or Internet

*Disciplinary Consequences will be as directed by the **Student Behavior and Conduct** policy in place at the time of the infraction.*

Student/Parent Laptop Policy and Procedures

Approved by the River Mill Academy Board of Directors



Board Chairperson



Date