School District of Amery
Student Laptop Computer
Handbook

The School District of Amery is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, life-long learners.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high-quality instruction, assessment, and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to play a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members all play a key role in the development of effective and high quality educational experiences.

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1. RECEIVING YOUR STUDENT LAPTOP COMPUTER

Laptop computers will be distributed to students within the first week of each school year. All parents/ guardians are required to attend an orientation and sign the School District of Amery Laptop Computer Agreement before the laptop computer can be issued to their student. This student laptop computer policy handbook outlines the procedures and policies for families to protect the laptop computer investment for the School District of Amery. Laptop computers will be collected at the end of each school year, and students will retain their original laptop computer each year while enrolled at Amery High School.

All parents/guardians of transfer/new students will participate in school orientation which will enable them to pick up their laptop computer from the IT Department. New students who transfer in during the year must stop by the Amery High School information and technology (IT) department to complete all necessary paperwork before receiving their laptop computer. Both students and their parents/guardians must sign the School District of Amery Laptop Computer agreement prior to picking up a laptop computer. All students will receive the same laptop computer back each school year.

Students will be held responsible for all damage done to their laptop computer including, but not limited to the following issues: broken screens, cracked pieces, inoperability, etc. Students will not be held responsible for general computer problems that do not result from negligence. Administration will investigate to determine if damage was due to negligence or faulty equipment/software and may assess full charges for the repair/replacement of the laptop computer.

Potential repairs to the computer could cost a minimum of $100 per incident. A voluntary accident insurance plan is available through the District at a cost of $50 per building to cover accidental damage to the laptop computer. If the student declines this voluntary insurance option, all repairs will be charged to the student at actual cost and will be added to the student's fines and fees. Incidents of vandalism or improper use or storage of the laptop computer, as determined by the District's building and IT administrators, will not be covered by this insurance plan.

No Expectation of Privacy
Students have no expectation of confidentiality or privacy with respect to any usage of a laptop computer, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student laptop computers at any time for any reason related to the operation of the school district. By using a laptop computer, students agree to such access, monitoring, and recording of their use.

2. RETURNING YOUR STUDENT LAPTOP COMPUTER

End of Year: At the end of the school year, students will turn in their assigned laptop computers and cases. Failure to turn in their assigned laptop computer will result in the students being charged the full $900.00 replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students: Students who transfer out of or withdraw from the School District of Amery must turn in their assigned laptop computer and cases to the high school office on their last day of attendance. Failure to turn in the laptop computer will result in the student being charged the full $900.00 replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

3. TAKING CARE OF YOUR LAPTOP COMPUTER

Students are responsible for the general care of the laptop computer issued to them. Laptop computers that are broken or fail to work properly must be taken to the District's IT Department as soon as possible so that they can be properly serviced. ***Do not take district-owned laptop computers to an outside computer service for any type of repairs or maintenance.***

    A. General Precautions
- No food or drink is allowed next to the laptop computer while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Never transport the laptop computer with the power cord plugged in.
- Never store the laptop computer in a carrying case or backpack while the computer is plugged in.
- Students should never carry their laptop computers while the screen is open.
- Vents cannot be covered. Laptop computers must have a School District of Amery audiovisual tag on them at all times, and this tag must not be removed or altered in any way. The student's name shall remain on the device at all times.
- Laptop computers should never be left in a car or any unsupervised area.
- Students should never leave their laptop computers unattended unless locked in their locker.
- Students should never leave or store magnets near their laptop computers.
- Laptop computers should not be used or stored near pets.
- Laptop computers must remain free of any writing, drawing, stickers, and labels.
- Students are responsible for bringing completely charged laptop computers for use each school day.

***** All violations of previously stated laptop precautions are subject to disciplinary action *****

Each student will be issued a protective case for his/her laptop computer that should be used whenever the laptop computer is being transported or not in use. Students may not personalize the outside of the laptop computer or case. If a student wishes to use an approved personal laptop case, the case issued by the district must be returned immediately to the office.

    B. Carrying Laptop Computers and Case Care
- Always transport laptop computers with care and in school-issued protective cases. Failure to do so may result in disciplinary action.
- Laptop computer lids should always be closed and tightly secured when not in use.
- Never move a laptop computer by lifting it from the screen. Always support a laptop computer from its bottom with the lid closed.

Although the cases are reinforced to help protect the laptop computers, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

C. Screen Care
The laptop computer screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the laptop computer when it is closed.
- Do not store the laptop computer with the screen in the open position.
- Do not place anything near the laptop computer that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents on your laptop - always use a water dampened towel or a highly diluted solvent.

4. USING YOUR STUDENT LAPTOP COMPUTER AT SCHOOL

- Laptop computers are intended for use at school each day.
- In addition to the teacher expectations for laptop computer use, school messages, announcements, calendars and schedules may be accessed using the laptop computer.
- Students must be responsible to bring their laptop computer to all classes unless specifically advised not to do so by their teacher.

A. Laptop Computers Left at Home or Not Charged
- Students will have the opportunity to use a replacement laptop computer from Laptop Computer central (if one is available).
- The student will be responsible for any damage to or loss of the issued device. Damage to, or loss of, an issued laptop computer replacement may subject the student to disciplinary action.

B. Laptop Computers under Repair
- Loaner laptop computers may be issued to students when they leave their laptop computer for repair at the District's IT department.
- Students using loaner laptop computers will be responsible for any damages incurred while in possession of the student. Students will pay the full replacement cost if the replacement laptop is lost or stolen.
- Laptop computers on loan to students may be taken home.

C. Charging Your Laptop Computer
- Laptop computers must be brought to school each day fully charged.
- Students will be expected to charge their laptop computers each evening.
- There will be a limited number of charging stations located at school.
- Repeated violations of this policy will result in disciplinary action.

D. Backgrounds and Passwords
- Inappropriate media may not be used as a screensaver or background.
- The presence of material including, but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures are subject to disciplinary action.
- Do not share your password.

E. Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

F. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print directly from their laptop computers at school.

G. Account Access
- Students will only be able to login into their laptop computer using their school-issued account.
- Students should always use the laptop computer with their own account.
- Students should never share their account passwords with others unless requested to do so by the building principal, district administrator, or IT personnel.

5. USING YOUR LAPTOP COMPUTER OUTSIDE OF SCHOOL

Students are encouraged to use their laptop computer for school work at home and other locations outside of school. Students are bound by the School District of Amery responsible use of technology agreement and all other guidelines in this document wherever they use their laptop computer. Upon request parents/guardians will be provided their child's login name and password.

6. MANAGING & SAVING YOUR DIGITAL WORK WITH A LAPTOP COMPUTER

Office 365 is a suite of products (Word, PowerPoint, Publisher, Excel, Outlook) that allows students to create different types of online documents, work on documents in real time with other students, and to store their documents and other files.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

With Internet connection, a student can access their documents and files from any laptop computer, anywhere in the world using Office 365.

All documents will be stored online Office 365 environment and on their laptop computers.

7. OPERATING SYSTEM ON YOUR LAPTOP COMPUTER

Students may not alter in any way the current version of the operating system installed by the IT department on issued laptops.

    A. Updating Students' Laptop Computer
       System updates will occasionally be downloaded and installed automatically by the computer's operating system or by the IT department.

    B. Virus Protections & Additional Software
       The district's licensed antivirus software (Sophos) will be installed along with monitoring/log tracking software on all student laptops.

    C. Procedures for Restoring Students' Laptop Computer
       If a students' laptop computer needs technical support for the operating system, all support will be handled by the district's IT department.

8. RESPONSIBLE USE GUIDELINES

    A. Responsible Use of Technology Agreement

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Amery.

- Students are responsible for the ethical and educational use of the technology resources of the School District of Amery.

- Access to the School District of Amery technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the responsible use of technology agreement.

- 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 laptop computer viruses.

- Any attempt to alter data, the configuration of a laptop computer, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

- Students and parents/guardians understand that the School District of Amery does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while the student is at school. Random checks of student laptop use will be conducted, and students with inappropriate material will be disciplined accordingly. The district will have web-filtering software installed on the laptop, but parents should still supervise the information a student is accessing from the internet while working at home.

B. Privacy and Safety
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change other user files.
- Do not reveal full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all laptop computer equipment are the property of the School District of Amery.
- If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and notify a teacher or paraprofessional.

C. Legal Property
- Comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of the student policy. 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 discipline. Violation of applicable state or federal laws, including the Wisconsin penal code, computer crimes, will result in criminal prosecution or disciplinary action by the district.

D. E-mail Electronic Communication
- Always use appropriate and proper language in communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- E-mail and communications sent/received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at any time.

E. Consequences
- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the responsible use of technology agreement will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act. Proper authorities will be given access to their content.

9. PROTECTING & STORING YOUR STUDENT LAPTOP COMPUTER

A. Laptop Computer Identification
Student laptop computers will be labeled in the manner specified by the school. Laptop computers can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password

Laptop computers are the responsibility of the student.

B. Account Security
Students are required to use their user ID and password to protect their accounts and are required to keep that password confidential.

C. Storing Students' Laptop Computers
- When students are not using their laptop computer, they should store computer in the computer case in a locked locker.
- Nothing should be placed on top of the laptop computer when stored in the locker.
- Laptop computers should be hung by the handles on their case.
- Students are encouraged to take their laptop computers home every day after school, regardless of whether or not the computers are needed.
- Laptop computers should not be stored in a student's vehicle at school or at home for security and temperature control measures.

D. Laptop Computers Left in Unsupervised Areas
- Under no circumstances should laptop computers be left in an unsupervised area.
- Unsupervised areas include, but are not exclusive to, the school grounds and campus, the cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
- Any laptop computer left in these areas is in danger of being stolen.
- If an unsupervised laptop computer is found, students must notify a staff member immediately.
- Unsupervised laptop computers will be confiscated by staff members. Disciplinary action may be taken for leaving a laptop computer in an unsupervised location.

10. STUDENT LAPTOP COMPUTER TECHNICAL SUPPORT

Technical support will be available in the LMC through the student Laptop Computer Central. Services provided include the following:
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner laptop computers

ALL REPAIRS must be completed by District IT Staff