

Logansport Community School Corporation

1:1 Laptop Policy, Procedures, And Information



Student issued laptops are the property of
Logansport Community School Corporation.

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The policies, procedures and information within this document apply to all laptops used in Logansport Community School Corporation

YOU AND YOUR LAPTOP

General Practice:

- You are **responsible** for the laptop that has been issued to you.
- Do not place food or drink near the laptop.
- Lower laptop LCD to 45 degrees when not in use or upon teacher request.
- The laptop must never be left unattended.
- You are expected to come to school with the laptop batteries fully charged, and must recharge the batteries daily. **Having a dead battery and/or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work.**

Carrying Laptops:

- Laptops should always be carried in the Corporation issued carrying case.
- Avoid placing too much pressure and weight on the laptop screen.
- Laptops should always be turned off before placing in the case. The laptop will over heat.

Screen Care:

The laptop screen 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 laptop that could put pressure on the screen.
- Do not place a magnet near the laptop as it will erase the hard drive.
- Do not place anything in the book bag that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (such as pens or pencils).
- Do clean the screen with a soft, dry cloth or anti-static cloth.

Laptop Identification: Student laptops will be labeled in the manner specified by the Corporation.

- Record of serial numbers and asset tag.
- Individual user account name and password..

Password Protection: Students are expected to password protect their laptops and to keep the password confidential.

Laptops Left in Unsupervised Areas: Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the buses, locker rooms, unlocked classrooms, gyms, restrooms and hallways. You are responsible for lost or stolen laptops.

Laptops Undergoing Repair: Depending upon repair and estimated repair return time, loaner laptops may be issued to students when they leave their laptops for repair.

Charging Your Laptop: Laptops must be brought to school each day fully charged. Students need to charge their laptops each evening. In cases where use of the laptop has caused batteries to lose their charge, students may be able to connect their computers to a power outlet in class if available and at the discretion of the teacher.

Screensavers:

- You are expected to select screen savers and wallpaper that are appropriate or provided by your school.
- Guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are inappropriate and are not allowed.
- Passwords on screensavers are not to be used.
- Hard drive passwords and power-on passwords are forbidden. If used, students will be responsible for the costs of replacement hardware.

Managing Your Files and Saving Your Work: You should back up your work on a regular basis.

- You may backup your work to a flash drive or save to the Corporation provided Office 365 account. It is your responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. The Corporation is not responsible for backing up work, music, pictures or files from your computer prior to doing any work.

SOFTWARE ON STUDENTS LAPTOPS

Originally Installed Software

The software originally installed by the Logansport Community School Corporation must remain on the laptop in usable condition and must be easily accessible at all times. The laptop is supplied with the Corporation licensed version of Windows 7 Professional operating system. Licensed software provided with all laptops includes:

- Sophos Endpoint Protection (Virus, Spam and Content Filtering)
- MS Office Pro 2013
- MS Office Updates
- MS OneNote
- MS Silverlight
- Windows Media Player
- Windows Live
- Quick Time
- Mozilla Firefox

- Google Chrome
- Natural Reader
- Photosynth
- Adobe Acrobat Reader
- Adobe Flash Player
- Adobe Shockwave Player
- Java

Other applications may be added by the Corporation or school for use in a particular course. The licenses for this software require that the software be deleted from the laptops upon completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required.

Students are responsible for ensuring that only licensed software is placed upon laptops.

No games can be loaded onto the laptop.

Inspection: Students may be selected at random to provide their laptop for inspection by administrators.

Procedure for re-loading software: If technical difficulties occur or illegal software is discovered, the hard drive will be reimaged. The school does not accept responsibility for the loss of any data deleted due to reimage.

REPAIRING OR REPLACING YOUR LAPTOP

Depending upon repair, loaner laptops may be issued to students when school issued laptops are being repaired.

Lenovo Warranty: This coverage is purchased by the Logansport Community School Corporation as part of the purchase price of the equipment. Lenovo warrants the laptops from defects in materials and workmanship. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. The Lenovo warranty does not warrant against damage caused by misuse, abuse, accidents. Please report all laptop problems to the school technicians.

Third Party Insurance Plan: The policy will cover the replacement of the laptop if it is stolen or accidental damage. The insurance policy covers normal wear and tear but not negligence and/or abuse. I understand that a lost or stolen laptop must be reported to the Administration and Law Enforcement within 24 hours. The insurance is optional from a third party recommended by the Corporation. If you elect not to take the insurance, you are accepting full responsibility of the replacement or repair of a damaged laptop. Please see documentation from the third party insurance for more information.

Replacement Parts: Students and parents will pay for the total replacement of two-part chargers, cases and batteries. Students can obtain the cost of these items from the building Treasurer.

The school technicians coordinate the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password changes
- User account support
- Operating system or software configuration support
- Reimaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops

The following is the limited number of replacements allowed under warranty as a student at LCSC. This would be while you are a student starting in the 6th grade and until you graduate or leave LCSC and are assigned a laptop.

- Each student will be allowed one (1) free laptop keyboard replacement under warranty unless the repair is needed due to physical damage to the laptop or keyboard. For example, if you lose a key on the keyboard and there is no physical damage, you will be allowed one replacement under warranty. If the key is missing due to visible damage to the laptop or keyboard, you are responsible for the damage and will not be covered under warranty
- Each student will be allowed up to two (2) free hard drive replacements under warranty unless the hard drive failure is due to physical damage to the laptop.
- Other components will be replaced under warranty for the warranty period of the laptop unless there is physical damage to the laptop and Lenovo warranty will not cover the replacement of that damaged component.

Logansport Community School Corporation

Laptop Agreement & Regulations

Laptop Regulations

General Precautions:

- You are responsible for the laptop that has been issued to you and must care for it in such a way as to prevent loss, theft, or damage.
- Do not have food or drink near the laptop.
- Any instruction not involving the laptop will require the student to use the 45 degree angle rule when directed.
- Sound must be turned off, except when directed by the teacher.
- Selection of appropriate, tasteful screensavers and wallpaper is expected.
- The laptop must never be left unattended and must be taken home daily and batteries are to be recharged.
- You are expected to come to school with the laptop batteries fully charged, and must recharge the batteries when necessary. **A dead battery and/or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work.**

Physical Care:

- The laptop should be transported in its book bag and stored carefully to prevent damage.
- The laptop should not be left inside a vehicle where temperature extremes can permanently damage the screen and hard drive.
- Modifications, alterations or repairs to any of the hardware are not permitted.
- You may not physically decorate or deface the laptop in any way, including the use of stickers, labels, drawings or decorations. These actions will **void** the warranty and optional insurance policy.
- The laptop screen is fragile and can be damaged when the laptop is open or closed by pressure from heavy objects, poking at the screen, or by stacking objects on the laptop or carrying case.
- The laptop screen can only be cleaned with a soft dry cloth, anti-static cloth, or specially-designed screen cleaner. The screen can never be cleaned with glass cleaner.
- The laptop should never be lifted or carried by the screen only; this will cause severe damage to the laptop.
- Turn laptop off before placing in book bag so it will not overheat.

Laptop Use and Privacy Issues

- The Corporation's Student Acceptable Use Policy extends to both home use and school use of the laptop.
- The Corporation uses SOPHOS filtering and monitoring software to monitor student use of the Internet, email and instant messaging.
- You cannot use the laptop for dishonesty of any type. Violation in this manner will result in disciplinary action and may result in the loss of the laptop for a specified length of time.
- You are responsible for the specific laptop issued to you, and may not share or swap the laptop, unless directed by the teacher.
- You will be required to produce the laptop for periodic laptop software and communications audits.
- The laptop is Corporation-owned property and you have no expectation of privacy.
- Modifications, alterations or repairs to any of the software or hardware is not permitted. Only approved, licensed software is allowed. If additional software is needed to run programs or complete projects, ask your teacher before downloading the software.
- You must adhere to printer, scanner and other peripheral guidelines.

LAPTOP FAQ'S

1. How long can I use the laptop?

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 high school career in LCSC.

2. What if I already have another model or brand of tablet computer?

You will use the School Corporation issued laptop for school purposes. This is necessary to ensure that you have a computer that can log onto Corporation's network and the ability to run the software that you will need in your courses. The Corporation will only provide maintenance service or assistance for LCSC issued laptops.

3. Will I have my laptop in the summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning and software update purposes. Students will be reissued laptops in the fall of the upcoming school year.

4. Where do I find a Lenovo authorized service technician?

Only the school based technicians who are employed by Logansport Community School Corporation are authorized to service and repair the laptop. If you have a question or a service need, take your laptop to one of your school based technicians.

5. What about insurance against theft or breakage through carelessness?

Your laptop is very portable and very valuable, making it an attractive target for thieves. Therefore, LCSC recommends you purchase the third party laptop insurance n plan. Abuse, carelessness and negligence are the responsibility of the student. The onsite techs will review the damage and cost to fix the laptops. The bill is your responsibility.

The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

6. Does LCSC provide maintenance on my laptop?

Yes. Students enrolled in LCSC will be covered by a maintenance agreement for items described in the LENOVO warranty agreement and LCSC s

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

LCSC stocks a limited number of laptops computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the technology staff. If you are in possession of a loner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss. If the laptop can be fixed in one day or less the student may not get a loaner.

9. What if I want to add options to my laptop later?

Only LCSC employees are authorized to add options and upgrades to your laptop.

10. What has the school done to help prevent students from going to inappropriate sites?

Each laptop is equipped with software that monitors all Internet sites that students attempt to access with the LCSC laptop. This software blocks inappropriate sites and also logs a history of every site that is accessed. Students who access inappropriate sites are in violation of the Logansport Community School Corporation Discipline Code and will be referred to an administrator for disciplinary action.

11. Are Student laptops subject to school “snooping”; what if they bring their laptop in for repairs and “objectionable data” is detected?

Corporation personnel have the capability of monitoring student and teacher laptops even though these are assigned to students, they remain the property of Logansport Community School Corporation. Inappropriate material found on the laptop will be reported to the administration and removed.

Appendix A

Network and Student Email Infraction Matrix

Infraction	First Intervention	Second Intervention	Third Intervention
Login/Password Violation	Loss of Computer privileges for one grading period	Loss of Computer privileges for semester	Loss of Computer privileges for school year
Misuse of E-mail – Inappropriate Language, Harassment, Threats	Immediate removal from school; parent notified; 2-10 day OSS; & possible recommendation for expulsion; Police notified; suspension of email privileges for semester	Immediate removal from school; parent notified; 10-day OSS & possible recommendation for expulsion; Police notified; permanent suspension of email privileges	*****
Inappropriate Use of the Internet	5-day Suspension of Internet Privileges	ISS/Lunch Detention 30-day suspension of Internet Privileges	Semester Suspension of all Computer Privileges
Computer Tampering: Vandalism, Misuse of Hardware and/or Applications	Loss of computer privileges for semester; Restitution; 1-10 day OSS; Police notified; possible recommendation for expulsion	Loss of computer privileges for school year; Restitution; 3-10 day OSS; Police notified; possible recommendation for expulsion	*****
Computer Tampering: Hacking, Deliberately Changing Registry, Network, or System Settings	Loss of computer privileges for school year; Restitution; 2-10 day OSS; possible recommendation for expulsion; Police notified	Permanent suspension of computer privileges; 3-10 day OSS; possible recommendation for expulsion; Police notified	*****
Downloading/Installing Gaming Software, MP3's, Unlicensed Application	6-week suspension of Computer Privileges	Loss of computer privileges for semester	*****
Attempt to Create or Deliver Computer Virus/WORM	Permanent suspension of computer privileges; 3-10 day OSS; possible recommendation for expulsion; Police notified	*****	*****

Logansport Community School Corporation

Student/Parent Laptop Agreement & Regulations

Student Name (Print): _____

School: _____ Date: _____

Laptop Model: Lenovo X131e/140e

Please Read Before Signing:

Ownership: The laptop, two-part charger, battery, software and case belong to the Logansport Community School Corporation.

Warranty: The Lenovo warranty covers the laptop from defects in materials and workmanship. This warranty covers normal use, mechanical breakdown or faulty construction and will provide for the installation for replacement parts necessary to repair the laptop. The LENOVO warranty does not cover damage caused by negligence and/or abuse.

Insurance: The third party insurance available is optional. It will provide coverage if your laptop is stolen or accidental damage occurs. The policy does not cover negligence and/or abuse, misplaced or stolen from a car. A stolen laptop (does not cover peripherals) must be reported to the Administration and Local Law enforcement within 24 hours. You will then contact the insurance company to start the claims process.

Length of Possession: Your right to possess the laptop and its peripherals terminates not later than the last day of the current year unless earlier terminated by the Corporation or upon your withdrawal from the Corporation.

Repossession: Failure to return laptop and peripherals for annual repair and refresh will result in a certified letter sent to you indicating items not returned. You will have five (5) days to return the items or pay replacement costs or this will be turned over to the Police. Your son/daughter can be charged with theft.

Replacement Parts: Students and parents will pay for replacement of two-part charger, battery and/or case. See the Treasurer on site for cost of these items.

I understand that I am expected to abide by the Corporation's Student Acceptable Use Policy for Laptop Technology and Student/Parent Laptop Regulations, which extends to both home and school use of the laptop. Failure to follow the guidelines and regulations in the Acceptable Use Policy violates school, Corporation, state or federal laws will result in disciplinary action and can result in the loss of the laptop for a specified length of time.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Logansport Community School Corporation

Acceptable Use Policy for Grades 6-12

Utilization of the network by users must be in support of and consistent with the educational objectives of the Corporation. When utilizing the network all users must adhere to the provisions of this policy and the standards of conduct established School Board Policy 3210 – *Staff Ethics*, 5500 – *Student Ethics*; 5513 *Care and Use of Equipment*.

The **Logansport Community School Corporation** views the use of technology as a tool for productivity and for learning. As such, technology operates as an extension of the classroom and library media center and as an integral part of the curriculum. This policy extends to both school and home use of the Corporation network and all Corporation-owned technology (e.g. computers, laptops, printers, handheld devices, digital cameras, digital media players, televisions, digital white boards, projectors). Employees with Corporation-owned laptops are also expected to abide by the guidelines in the Student/Parent Laptop Agreement and Regulations.

The **Logansport Community School Corporation** expects responsible behavior from technology users. Technology use is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action as well as repair or replacement charges.

The **Logansport Community School Corporation** uses software designed to prevent access to certain sites and will monitor network activity (e.g. email, websites, chat rooms, bulletin boards) visited by users of the network.

1.0	Appropriate Uses
1.1	Corporation technology resources are for educational use.
1.2	The primary use of technology is for reference, inquiry and production of educational documents.
1.3	Students shall not play games or use technology resources for other non-academic activities during instructional time without the teacher's authorization.
1.4	Copyright laws must be followed when using information from electronic resources (e.g. on-line databases, electronic encyclopedias, news services), including appropriate reference citation. Plagiarism and copyright violations will not be tolerated.
1.5	Downloading or using illegal music, games, software, or other files is prohibited. Copyright violations will not be tolerated.
1.6	Procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet are governed by School Board Policy 9130 – <i>Public Complaints and Concerns</i>
2.0	Use and Care of Technology Resources
2.1	Students must ask for assistance if they do not know how to operate any equipment.
2.2	Appropriate procedures must be followed, including proper startup, shutdown and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, mice,

	cables) must be used with care. Keep food, drink, gum and magnets away from all equipment.
2.3	Students must use only their assigned equipment or peripheral and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or technician. Students must ask for permission before printing.
2.4	Damaging, marring, or defacing technology resources in any manner is prohibited. Technology resources refers to the monitor, CPU, keyboard and mouse, printer, modems and any associated equipment. Technology resources also includes network systems such as cables, connections, switches, wireless access points or electrical supplies.
2.5	Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktop controls, menu settings or network security settings.
3.0	Communications and E-Mail
3.1	Creation or transmission of material in violation of school Corporation policy or any local, state, or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying, gang-related activities, obscene material, or material protected by trade secrets.
3.2	Communication with other Internet users is limited to use of Edline or Office 365 accounts unless approved by the supervising teacher. Only approved Social Networking sites will be allowed. All other Social Networking sites are strictly prohibited.
3.3	All electronic communications must be conducted in a polite and considerate manner.
3.4	The school Corporation is required by the federal government to archive email.
3.5	For safety purposes, students should not share or post their own or anyone else's personal data (e.g. full name, address, social security, driver's license number, personal photograph). Any activity that results in the loss of another person's privacy is prohibited.
4.0	Software and Internet
4.1	Only Corporation-approved software may be used on computers. Installing, copying or executing software not approved by the Corporation is prohibited.
4.2	Making illegal copies of software or other copyrighted media (e.g. CDs, DVDs, music, movies, downloaded files) is prohibited.
4.3	All access to the Internet from school or home is protected by filtering software provided by the Corporation. Circumventing any filtering software (e.g. proxy and ghost server websites) is prohibited.
4.4	Computers connected to the network must have security software installed. Any computer brought from home must first be physically checked by Corporation personnel to ensure it has appropriate software and licensing.
5.0	System Security
5.1	Abuse of network or personal passwords, obtaining the passwords of other users, or circumventing system security measures in any way is prohibited.
5.2	Do not engage in any activity that might be harmful to the computer or network (e.g. create viruses, damage files, disrupt service intentionally, access hacking programs).

5.3	Altering files, changing BIOS settings or hiding directories or files is prohibited.
5.4	Unauthorized remote access or hacking to school resources is prohibited.
5.5	If a user can identify a security problem on the network, the user must notify or system administrator. The user must not demonstrate the problem to others.
6.0	Controversial Material
6.1	Students should not attempt to access inappropriate sites such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
6.2	The Logansport Community School Corporation attempts to filter inappropriate material through a selected list of sites deemed as inappropriate due to content.

Enforcement

The **Logansport Community School Corporation** considers any violation of the Acceptable Use Policy to be a serious offense and reserves the right to copy and examine any files or information resident on Corporation systems allegedly related to unacceptable use. Violators are subject to disciplinary action, see Appendix A for Acceptable Use Infraction Matrix. Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act.

Summary

This Acceptable Use Policy is designed to describe how the **Logansport Community School Corporation** expects technology resources to be used. Persons violating this policy may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The Corporation's goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As a user of these technologies you are expected to read, understand, and acknowledge this policy before using the technology resources.

Please note: **Logansport Community School Corporation** monitors all computer usage through a security system. Federal law (CIPA) mandates that all computer activity within schools be closely watched in order to ensure the safety of our students.

Signatures

I understand and agree to abide by the Logansport Community School Corporation's Acceptable Use Policy. I understand that there are consequences if I don't follow this Acceptable Use Policy.

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date