

# Paris Special School District Laptop Procedures & Information 2020-2021



The focus of providing laptops at Paris Special School District is to provide current tools and resources to the 21st Century Learner. Students will be learning through a virtual teacher if at home or a classroom teacher who will facilitate their assignments on the laptop.

## **1. Receiving and Returning a Laptop**

### **1.1 Receiving a Laptop**

- a. Students will have an orientation session at the beginning of the school year before they receive their Laptop.
- b. Laptops will be labeled in a manner specified by PSSD; this will include a numbered Laptop matched to the student's name.
- c. The Laptop and school-issued email account are the property of PSSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Laptop or a school supplied or supported email service.

## **1.2 Returning a Laptop**

Laptops must be returned immediately when a student transfers out Of PSSD, is suspended or expelled, or terminates enrollment for any reason.

## **1.3 Fines Related to a Laptop**

- a. Laptops will be turned in to the Technology Department, when requested, in satisfactory condition. Laptop will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Laptop. The PSSD administration will make the final determination of any fees assessed based on the type of damage to the device.
- b. If a student fails to return the Laptop, the student/parent/guardian will pay the replacement cost of the laptop.

## **2. Taking Care of a Laptop**

Students are responsible for the general care of the Laptop they have been issued by PSSD. Laptops that are broken or fail to work properly must be returned to the Charlotte Robertson for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Laptop or their login.

Laptops are the property of PSSD and all users will follow these procedures and PSSD Acceptable Use Procedure.

### **2.1 General Precautions**

- a. Laptops are assigned to individual students. The responsibility for the care of the laptop solely rests with that individual or parent/guardian.
- b. Students should not lend their laptop to another person.
- c. Laptop must be charged for school each day. This is considered the responsibility of the student.
- d. While the laptop is considered scratch resistant, the laptop will scratch. Avoid the use of using any sharp object(s) on the laptop.

- d. Laptops do not respond well to liquids. Avoid the use of applying liquids to the laptop. Please clean with a soft, lint-free, dry cloth. Avoid the use of getting moisture in the openings, the use of household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop.
- f. Laptops should be placed appropriately on a flat surface to avoid putting pressure on the screen.
- g. Carry and handle the laptop carefully; never throw or slide.
- h. Cords and cables must be inserted carefully into the laptop to prevent damage.
- i. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of PSSD or approved by the PSSD Technology Department.
- j. Laptops must not be left in a vehicle or any location that is not temperature controlled.
- k. Do not attempt to gain access to the internal electronics or modify/repair the laptop. If the laptop fails to work or is damaged, report the problem to the PSSD Technology Department. Or email [helpdesk@parisssd.org](mailto:helpdesk@parisssd.org)
- l. There is no “Jail Breaking” of this device. (Jailbreaking is the process of hacking into device to bypass PSSD restrictions, allowing the use of “unauthorized” software or to make other changes to your operating system.)
- m. Laptops can be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the PSSD Laptop Procedures Contract and grounds for disciplinary action.
- n. Laptops have a unique identification and at no time should the ID number or labels be modified or removed.
- o. **CONTACT Joey Brush at (731) 642-9322 x 3 or Charlotte Robertson 648-0961, extension 4642 at any time with any issues.**

## 2.2 Damages

- a. Laptops are built to be durable devices and normal wear is expected over time. However, this device is a computer and should be treated with great care.
- b. In the case of accidental damage (to be determined by administration) and normal wear of the device, students will not be held responsible.
- c. AC Adapters if lost or damaged, students/parents will be responsible for replacement.
- d. The students and parent(s) are responsible for the cost of Laptop repairs due to neglect, misuse, and/or intentional damage not to exceed the cost of the Laptop. Determination of monetary responsibility will be determined by PSSD administration and/or Technology Department on a case by case basis after a full investigation.

## 2.3 Claims

PSSD has purchased and insured these Laptops and will generally assume the financial liability for Laptop repairs or replacement due to normal and typical daily use.

- a. Lost, damaged, or stolen Laptops in the care, custody, and control of a student will be covered by the school's insurance policy.
- b. **An official police report must be filed if the Laptop is stolen and report to Charlotte Robertson immediately.**
- c. In the event of a lost or stolen Laptop, the PSSD Technology Department may deploy location software which may aid in recovering the Laptop.
- d. Failure to report a stolen Laptop in a timely manner may result in a request for compensation for the replacement cost of the Laptop.

## 3. Using a Laptop at School or Home

Laptops are intended for use each day. In addition to teacher expectations for the Laptop use, school messages, announcements, calendars, and schedules may be accessed using the Laptop.

### **3.1 Laptop Undergoing Repair**

A loaner Laptop may be issued to students when their Laptop are being repaired by the school. A limited number of "loaner" Laptop are available, so having a "loaner" is not guaranteed.

### **3.2 Charging a Laptop Battery**

- a. Charging the Laptop is the responsibility of the student.
  - 1. Loaners will not be given to students who have failed to charge their Laptop.

### **3.4 Sound, Music, Games, Software/Apps**

- a. Sound must always be muted unless permission is obtained from the teacher for instructional purposes. It is important for the student to mute themselves when attending a Microsoft TEAMS meeting until the student is speaking.
- b. Students should provide their own headsets (not required).
- c. All software/apps must be school provided. Data storage will be available in their Office 365 cloud account.
- d. Unauthorized apps not approved by PSSD are not allowed on the Laptop.

### **3.5 Legal Propriety**

- a. Plagiarism is a violation of the PSSD Code of Conduct. 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.
- b. Use or possession of hacking software is strictly prohibited and violators will be subject to PSSD disciplinary action. Violation of applicable state or federal law may result in criminal prosecution.

### **3.6 Printing**

Student printing can be discussed with teachers (or parents if at home) on a class by class basis. Our goal with a Laptop is to utilize as little printing as possible.

### **3.7 Using the Laptop Camera/Recorder**

The Laptop comes equipped with both camera and video capacities. You must ask permission before recording or posting an image/video online. Cameras may never be used in a locker room or restroom. The taking of pictures and recording of videos with school Laptop should only occur if they are part of classroom assignments/activities.

### **3.8 Network Connectivity**

PSSD makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## **MEDIA GUIDELINES**

### **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of media applications and content creation sites. To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Teacher Responsibility**

- Ensure suggested sites are age-appropriate for student use.
- Monitor student for on task work.
- Be aware of and adhere to the federal Children's Online Privacy

Protection Act laws and School Policies.

### **Student/Parent Responsibility**

- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Protect the Laptop from damage and theft. If the Laptop is lost or stolen, it should be reported to school personnel immediately.
- Parents or guardians are financially responsible for any lost or stolen Laptop that is not recovered in good working order by administration.
- Understand the PSSD Laptop Procedures & Information

### **Student User Agreement and Parent Permission Form Information Rules and Appropriate Usage**

PSSD Schools encourage the use of Laptop devices and the network, including the Internet, as a tool for research and education. Laptop devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Laptop issued to students are the property of Paris Special School District. The distribution of a Laptop to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before being issued a Laptop, students and parents or guardians must sign a Student Handbook. Students are expected to abide by the following rules and behavioral expectations within the school:

### **USE OF EQUIPMENT (Hardware and Software)**

- PSSD technology is to be used for educational purposes only.
- The use of the technology must not violate existing policies of PSSD.
- Student may not destroy, deface, or alter Laptop equipment or files not belonging to the student. Stickers and other markings are not allowed on the Laptop.

- Students may not hide files or activity on the Laptop.

## **THE NETWORK**

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring Internet use.
- Engaging in activities that are pornographic, violent, or drug related will result in automatic termination of the student's network/Internet privileges.
- Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Laptop security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, or spyware while at school or on the School network, or transferring the school network, will be considered a violation.

## **PRIVACY**

- It is a violation to share your password with anyone else (other than a parent) or to access any account belonging to other students, faculty, or staff.

## **APPROPRIATE LANGUAGE**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

## **MANAGEMENT**

- PSSD reserves the right to monitor all school technology use. The school also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of PSSD technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

## **RESPONSIBILITIES**

- Students will submit their Laptop to school authorities upon request. Such a request may be made in order to ensure Laptops do not contain any unapproved software or files, as well as to check browser histories and caches.
- Accept monitoring of student usage of the Laptop at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Laptop or stored on school technology are not private property.
- Charge their Laptop overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Laptop available to them at the start of each day.
- Protect the Laptop from damage and theft. Parents or guardians are financially responsible for any lost or stolen Laptop that is not recovered in good working order by administration.
- If the damage is deliberate, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Laptop and/or AC power adaptor. Replacement cost for a Laptop will follow the replacement scale located above.

## **Consequences for Breaches of any policy or procedure:**

In the event a student breaches any part of policy or procedures there will be consequences imposed by the school, consistent with the Parent/Guardian/Student Information and School policies. Each situation will be considered independently, and consequences will range from a discussion

about the rules and expectations regarding Laptop usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

## **STUDENT EXPECTATIONS**

As a learner I will:

1. Look after my Laptop very carefully at all times.
  - Laptops must be situated securely on the working surface.
  - Laptops will not be subject to careless or malicious damage (i.e. as a result of horseplay)
  - Laptop will be transported as securely as possible and with extreme care.
2. Ensure that my Laptop is charged every evening in cart and ready for use the next day (i.e. plugging it in for charging overnight)
3. Store my Laptop in a safe place when not in use (i.e. lunch, PE class, etc.). No items will be stacked on top of the Laptop.
4. Focus on the task assigned by my teacher at all times.
5. Printing is only allowed with teacher approval.
6. Not decorate the Laptop and not allow it to be subject to graffiti.
7. Not install or download additional software.

**Parents'/Guardians' Guide to Safe and  
Responsible Student Internet Use**

**Read and share with your child the PSSD Laptop Procedures and Information.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

**Talk with your child about online behavior, safety, and security early on and continually.**

**CONSEQUENCES FOR VIOLATION OF LAPTOP/INTERNET**

**RULES:** Like any property assigned to your student, you commit to the student expectations and understand the consequences for violation. If you want to opt out of the program, please look in the school's student handbook for the information.

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Student Name Printed

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Guardian/Parent Name Printed

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Student Signature

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Guardian/Parent Signature