Spearfish High School

Laptop Policy Handbook

2016 – 2017

HP Elitebook Revolve 810 G3 Tablet PC

Laptop Policy, Procedures and Information

Spearfish High School

Spearfish, South Dakota

Spearfish High School Laptop Program

The focus of the One to One Program at Spearfish High School is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources and online based information and textbooks are essential to survive in the 21'st century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not have regular access. With this in mind, every effort will be made to provide access to quality resources that will hopefully reshape how students learn. With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops. Each student will be issued a laptop computer for their use at orientation. For those students registering during the school year, a laptop will be issued as part of the registration process. The laptop will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students will sign for the equipment.

Students live in an on demand, technology dependent world. They learn differently and approach schoolwork differently than students did even a few years ago. This impacts learning. As we enter the twenty-first 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 twenty-first century students 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 the 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. One to One computing integrates technology into the curriculum anytime, anyplace.

Establishing this type of an environment for learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices and practical solutions and consequences. This guidebook is not meant to be "all inclusive" and will remain a work in progress as the One to One Program develops over the years. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning and personnel – certain strategies can be universal. The keys to our goal and objective setting process will focus around the enhancement of student learning and aligning our technology policies and instructional policies into one.

Technology and technology empowered students are here to stay. Spearfish High School wants to capitalize on young people's affinity for technology and engage those students in learning in a more relevant way in a world that is becoming increasingly technology driven.

Thank You

Steve Morford	Jim Seyer	Scott Hardesty	Tony Mayer	Steve Overby	John Mitchell
Principal	Ass't Principal	Technology Director	Help Desk	Ass't Tech Director	Tech Support

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The policies, procedures and information within this document apply to all laptops used at Spearfish High School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

Spearfish High School – One to One Tablet Laptop Computer 2016 - 2018

Spearfish High School has chosen HP Computers as the selected Tablet Laptop provider for the "Classroom Connections One to One Project". The HP Revolve 810 Tablet computer is bundled as described below and has been selected by the State Dep't of Education for state pricing.

HP Elitebook Revolve 810 G3 Tablet PC

Operating System: LOC W7PRO64 wW8.1 Pro LIC MSNA US Windows 7 Pro 64 with Windows 8.1 Pro License

Processor: Intel® Core™ i5-2420M Processor **with vPro**

Memory: 4GB Total 1600Hz DDR3L 1DM Memory

Hard Drive: 128GB M2 SATA-3 Solid State Drive

Screen: 11.6 inch LED HD UWVA (1366x768) Touchscreen

Keyboard: DualPoint Keyboard

Battery: 6 Cell (44Whr) Long Life & 45 Watt Smart n PFC AC Adapter & Power Cord

Modem and Network Adapter: MDC v.92 Modem

Wireless: 802.11a/g/n I2 WLAN Card

Video Graphics: Integrated

Optical: No Optical Drive

Limited Warranty: 3 year

2. RECEIVING YOUR TABLET LAPTOP COMPUTER

Laptops will be distributed each fall during "*Student Registration & Laptop Orientation.*" **Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at SHS.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop 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 Technology Center Room 90.

3.1 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 laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, etching, etc.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- No stickers may be placed on your Tablet Laptop computer

3.2 Carrying Laptops

The protective cases provided with laptops have 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 protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.

3.3 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 laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- 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.

4. USING YOUR LAPTOP AT SCHOOL

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

4.1 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.

4.2 Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk pending the availability of "warranty pool" laptops.

4.3 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.

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

4.5 Sound
Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.

4.6 Printing
Students may use the printers located in various locations around the school with teachers' permission during class or breaks. Students will be limited as to the number of pages they will be allowed to print during the course of the school year. Once the limit is reached, students may purchase additional print space. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the laptop computer. SHS will not tolerate printing of unused print quota at the end of school year. Students will be charged per page for abuse.

4.7 Deleting Files
Do not delete any files that you did not create. Deletion of certain files can affect your laptops performance.
There will be a $25 Re-Image Fee to Correct These Problems

4.8 Music, Games, or Programs
Music and games are not allowed on the laptop during school hours in the classroom without permission from the teacher. Do not save any music, games, or programs to the Novell Filr or the Home Directory File. All software must be district provided.
There will be a $25 Re-Image Fee to Correct These Problems

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory
Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. The laptops will be set up with Novell Filr in which students should save their work when off campus. When on campus students will save their work in their network drive (H). The Novell Filr will automatically save a copy of all student

documents saved to the Novell Filr to the high school server while they are on the high school network. When a student adds a document to the Novell Filr while working off campus, that document will be copied automatically to the school server if the laptop is connected to the internet or when the student logs onto the network at school. Additional folders in the Novell Filr may be created or added by the student. All student work should be stored in either the network drive (H) or Novell Filr. Only files stored in the network drive (H) or Novell Filr will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable USB devices may be purchased at a local retailer or from the school if available. 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.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by the SHS must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with HP's proprietary version of Microsoft Windows Professional operating system and with additional software. Licensed software provided with all new laptops includes:

- Adobe CS6
- SynchronEyes
- GroupWise E-mail Client
- Microsoft Office 2016 Professional
- Microsoft Windows 10 Professional
- Data Studio
- SecureW2 Client
- Microsoft One Note
- Novell Filr
- Thinkstation
- Sketchpad
- Symantec AV

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 students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 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.

6.3 Additional Software

No additional software will be installed on the laptop. There will be a $25.00 re-image fee to correct these problems.

6.4 Inspection

Students may be selected at random to provide their laptop for inspection. The laptop may be inspected by Tech Department Personnel, Administration or the School Resource Officer.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in the Novell Filr. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the Novell Filr. **The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.** ***There will be a $25 Re-Image Fee to Correct These Problems***

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

(1) 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 Spearfish School District.

(2) Students are responsible for their ethical and educational use of the technology resources of the Spearfish School District.

(3) Access to the Spearfish School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.

(4) 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.

(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

7.2 Privacy and Safety

- Do not go into chat rooms, send group emails or send chain letters without permission.
- 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, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the SHS disciplinary procedures. 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 procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

- 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. Group emails may be sent only with permission from the Principal's office.
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- SHS e-mail is subject to inspection by the school staff, administration and the School Resource Officer.

7.5 Consequences

The student in whose name 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 Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the disciplinary procedures. 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 School Resource Officer is included in the designated District staff. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7.6 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- Students may not share their laptop with other students.
- All laptop components are to be carried in the laptop bags ***at all times.***
- Students may not loan laptop components to other student ***for any reason***.
- Students may not load or download any software on the laptop.
- Students are responsible for charging and maintaining battery units in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. ***There will be a $25 Re-Image Fee to Correct These Problems***
- All students have access to a Flash drive and or a network drive on which to store data. ***It is the responsibility of the student to see to it that critical files are backed up regularly to one of these two locations.***
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- ***Do not*** leave the connector to the N-Charg battery unit on the unit when placing it in the laptop bag. This causes damage to the unit /connector.
- ***Do not*** leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.

7.7 Parental Responsibility

- Parents will be responsible for monitoring student's use of the laptop at home and away from school.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and senior high asset tag
- Individual User account name and password

8.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Assistant Principals' or Integrationist's Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 HP Warranty

This coverage is purchased by the Spearfish School District as part of the purchase price of the equipment. HP warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. **The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.** Please report all laptop problems to the technology Help Desk located in the Technology Center Room 90.

9.2 Accidental Damage Protection

The Spearfish School District has purchased through HP 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 caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.** HP 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 three-year HP Warranty and Accidental Protection Plan. SHS technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the technology Help Desk located in the Technology Center Room 90. **Students will be charged a fee for misuse and damage to their laptop.**

9.3 School District Protection

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 additional charge for each claim. Students or parents may wish to

carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9.4 Claims

All insurance claims must be reported to the Technology Help Desk located in the Technology Center Room 90. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Spearfish Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the Technology Center Room 90 and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

11. LAPTOP FAQ'S

1. What is the configuration of my HP Revolve 810 Tablet Computer?

See page 2

2. Can I use the HP Revolve 810 tablet computer and software throughout my career at SHS?

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 SHS. 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.

3. What if I already have another model or brand of 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 the software that you will need in your courses. The Spearfish School District is also limited to provide maintenance service or assistance for only the HP Revolve 810 laptop. For these reasons, other laptop computers will not be used on the Spearfish School District network at school.

4. Can I have my laptop computer this 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 SHS's policy regarding the ethical use of computers.

5. Where do I find a HP authorized service technician?
Spearfish High School will work with the authorized service RTI service technicians placed in the State of South Dakota as part of the Classroom Connections Project. If you have a question or a service need, take your laptop to the Help Desk located in the Technology Center Room 90.

6. What about insurance against theft or breakage through carelessness?
Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Spearfish School District laptop protection is recommended. The protection covers the laptop for a $25.00 payment. You will be responsible for paying an additional charge of $200.00 for each theft or loss claim. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, commons, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

7. Does SHS provide maintenance on my HP Revolve 810 laptop computer?
Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at SHS will be covered by a maintenance agreement for items described in the HP warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

8. 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?
Spearfish High School stocks a limited number of laptop computers that will be loaned out on a first come, first-served basis. You will be able to apply for a loaner "warranty pool" unit at the Help Desk in the Technology Center Room 90, the same area where you will go for service on your laptop computer. If you are in possession of a loaner warranty pool laptop, treat it as if it were your own computer. You will be responsible for any damage to the warranty pool unit or for its loss.

9. If I purchase software in addition to the available software provided through SHS, will the Technical Help Desk staff load it for me?
No. Additional software is not allowed on the laptops.

10. Do I need a printer?
You need not own one since printers are located in the library and the guidance conference room. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk and ask to have your printer software installed.

11. Will I need to buy a modem?
No. A modem is built into the HP Revolve 810.

12. 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 service with Midcontinent Communications or Vast, you simply need to plug the Ethernet cable into the Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Dial-up Internet connections will not work on the school laptop until the Spearfish High School technicians format your laptop for a dial-up connection. Please take your laptop to the technology Help Desk if you want your laptop configured for your home dial-up Internet access.

13. Will there be facilities to back up the files I create on my laptop?
Yes. When you save your documents to the Novell Filr, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the USB drive on the laptop.

14. What if I want to add options to my laptop later?
Only the Spearfish School District is authorized to add options and upgrades to your laptop computer.

15. What if I want to run another operating system on my laptop?
Only the operating system chosen by the Spearfish School District will be authorized to run on a student-issued laptop computer.

16. 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.

17. What has the school done to help 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 Principal's or Assistant Principal's Office.

18. 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, assistant principal, Integrationist or Help Desk immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's or Assistant Principal's Office.

19. 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, Integrationists' or Assistant Principals' office. The cost to replace specific accessories is listed below:

a) AC adapter & power cord: $35.00
b) Battery: $80.00
c) Laptop Bag: $25.00
d) Tablet Pen: $30.00

20. What is unacceptable behavior?

<u>Unacceptable conduct includes, but is not limited to the following:</u>

A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
B. Using the network for financial or commercial gain, advertising, or political lobbying.
C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
G. Gaining unauthorized access anywhere on the network.
H. Revealing the home address or phone number of one's self or another person.
I. Invading the privacy of other individuals.
J. Using another user's account, password, or allowing another user to access your account or password..
K. Coaching, helping, observing or joining any unauthorized activity on the network.
L. Forwarding/distributing E-mail messages without permission from the author.
M. Posting anonymous messages or unlawful information on the system.
N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.

O. Falsifying permission, authorization or identification documents.
P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
Q. Knowingly placing a computer virus on a computer or network.

21. What are some general guidelines?
A. 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 Spearfish School District.
B. Students are responsible for their ethical and educational use of the computers on-line services at the Spearfish School District.
C. All policies and restrictions of computer on-line services must be followed.
D. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Spearfish High School student disciplinary procedures.

22. What is Network Etiquette?
A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
D. Transmitting obscene messages or pictures is prohibited.
E. Revealing personal addresses or phone numbers of the user or others is prohibited.
F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

12. LAPTOP REWARD SYSTEM

All students will begin the school year with Standard Privileges. Student records will be reviewed quarterly to determine whether they have earned the opportunity to keep all standard privileges.

Description of Privileges

Standard Privileges:

- Tablet Laptop computer
- Home use of laptop computer
- Microsoft Office Suite software
- GroupWise school and web e-mail
- Account for student information
- Internet Explorer
- Novell Filr to back-up school work
- Assistance for home internet & printer set-ups
- Approved Software installation at the Help Desk

A student may be put on Suspended Privileges

Suspended Privileges:

- Tablet Laptop computer use at school
- Laptop may be checked out with teacher's permission
- Microsoft Office Suite software
- GroupWise school and web e-mail

- Account for student information
- Internet Explorer
- Novell Filr to back-up school work

Criteria for Privileges

Standard Privileges Criteria

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

- Less than 3 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…

- Three or more incidents of accidental damage
- Two or more incidents of Computer Laptop Violations
- One or more incidents of Computer Network Violation

Use of Technology Resources Policy

Spearfish School District

Purpose

The Spearfish School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Spearfish School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Spearfish School District.

Definition – Technology Resources

The Spearfish School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Spearfish School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Spearfish School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Spearfish School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Spearfish School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Spearfish School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

<u>Computer Laptop Violations:</u>

a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
b. Downloading or transmitting multi-player game, music, or video files using the school network.
c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
d. Accessing another individual's materials, information, or files without permission.
e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
g. Promoting or soliciting for illegal activities.

h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
i. Violating copyright or other protected material laws.
j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
k. Intentionally wasting school resources.

Consequences: 1st offense – Office intervention or 5 day computer laptop suspension
2nd offense – 10 day computer laptop suspension
3rd offense – Laptop suspended for remainder of quarter or not less than 10 days.

Computer Network Violations:

a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
d. Creating, uploading, or transmitting computer viruses.
e. Attempting to defeat computer or network security.
Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Spearfish School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

a. Computer batteries must be charged and ready for school each day.
b. Only labels or stickers approved by the Spearfish School District may be applied to the computer.
c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Center Room 90. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in to the Assistant Principal's office

after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.

f. Individual school laptop computers and accessories must be returned to the SHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at SHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Spearfish Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the SHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

SPEARFISH

SPARTANS

Spearfish School District 40-2
Board Policy Code: 4030/5131/6242

Acceptable and Ethical Use of Technology Resources
Spearfish School District Network and Computer Systems

Definitions: The" District's Computer Systems" and the "District's Networks" are defined as any configuration of hardware and software, including all of the computer hardware, operating system software, application software, stored text, and data files. This also includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and any and all new technologies as they become available.

Policy: The use of the District's Network, inclusive of the Wide Area Network (WAN) and the Local Area Network (LAN) is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with educational, efficient, ethical, and lawful use of network resources. If a person violates any of these provisions, privileges may be terminated, access to the District Network may be denied, and the appropriate disciplinary action shall be applied. The District's discipline policy shall be applied to student infractions.

In compliance with applicable laws, including SDCL 22-24-55, the District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure is intended to protect against access by adults and minors to content that is harmful to minors, abusive, obscene, profane, sexually explicit, threatening, illegal or pertaining to pornography, including child pornography. The District shall make reasonable efforts to restrict access to inappropriate materials and shall take reasonable measures to monitor the online activities of the end users; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District, or for access by a minor user to obscene materials under SDCL 22-24-57. Teachers may file a request with the Technology Coordinator to unblock websites that they believe have significant educational value. If the website is determined to be appropriate, the site will be unblocked.

Disciplinary action may be taken against students whose on-site communication causes a substantial disruption to the education environment or interferes with another student's rights. Disciplinary action may also be taken against students for non-communication violations affecting the District's Computer Systems and District's Networks. Criminal action by law enforcement authorities may be taken against students if their on-site communication constitutes a threat or otherwise constitutes illegal conduct.

The parent/guardian shall notify building administrators each year if the parent/guardian does not want his or her child to independently use the District's Computer Systems to access the Internet. Unless the District receives a proper authorization from the student and parent/guardian, students will not be permitted Internet access (See Code 6245). If a parent/guardian denies Internet access, this does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using computers and being supervised by District staff in the directed use of specific Internet sites as part of the class curriculum. Teachers should be prepared to provide alternate activities for students who have lost privileges through disciplinary action.

User accounts are considered the property of the District. The District expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons using the District's Computer Systems or District's Networks shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received, or stored on the District's Computer Systems or District's Network.

The District does not guarantee that the District's Computer Systems or District's Networks will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by them.

Access to the District's Computer Systems or District's Network is provided on an "as is" basis without warranties of any kind, express or implied, and all implied warranties including those of merchantability or fitness for a particular purpose are excluded. Neither the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the District's Computer Systems or District's Network or out of any breach of any warranty, express or implied.

Security of all networks connected to the District is a high priority. Anyone observing a security problem on the District's Computer Systems or District's Network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Computer Systems or District's Network.

The District's Network may not be used for personal gain, which includes District email and/or web pages, to solicit sales or conduct business.

Proper Use of District Network and Computer Systems

Proper use of the District's Computer Systems and the District's Network requires that District staff and students abide by the following guidelines. District staff and students shall:

(a) be responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent;

(b) immediately notify the District if the person suspects any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the District is notified of the suspected unauthorized use and the District has a reasonable opportunity to act upon such notice;

(c) be responsible for any costs, fees, charges, or expenses incurred under the person's account number in connection with the use of the the District's Computer Systems and the District's Network except such costs, fees, charges, and expenses as the District explicitly agrees to pay;

(d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;

(e) ensure that student information shared electronically complies with the Family Educational Rights and Privacy Act;

(f) delete non-District authorized or adopted software if disk-space or system conflict issues arise;

(g) abide by all District policies and regulations when accessing personal email accounts, chat rooms, social networking sites or other forms of direct electronic communications via the District's Network;

(h) not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;

(i) not transmit copyrighted material without the express consent or authorization of the owner of the copyrights;

(j) not disclose passwords;

(k) not intentionally damage the District's Computer Systems, equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses. The persons responsible for such actions or their parents/guardians shall be responsible for damages or the cost of correcting the problem;

(l) not install equipment on or make modifications to the District's Computer Systems or District's Network without pre-authorization from the District Technology Coordinator;

(m) not utilize proxy sites or other means to circumvent the District's filter;

(n) not include in student folders executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), media player files (*.mp3), or network files unless the file(s) directly relate(s) to a classroom assignment;

Educational Use of District Technology Resources
Online communication and network resources are an important part of 21st Century teaching and learning. The network and technology resources are considered an extension of the classroom. An educator's role includes fostering development of students who are reasonably equipped to communicate effectively, ethically and safely through appropriate guidance to students using telecommunications and electronic information resources related to the District curriculum. Teachers may allow students to use forms of online collaboration such as email, wikis and blogs, etc. for educational purposes only and with proper supervision. Proper supervision shall include the teacher having documentation of the identities of participating students and being able to monitor the account. Spearfish School District or designated representatives will provide age-appropriate training on educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and
in chat rooms and cyberbullying awareness and response.

Ethical Use of District, Public, or Private Technology Resources
Ethical behavior requires that District staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, District staff and students shall:

(a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face to- face communication;
(b) not disclose, use, or disseminate unauthorized personal information of another person;
(c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current District students, except for the staff person's relatives, into any personal social networking sites; and
(d) evaluate all information for its accuracy, reliability, and authority.

Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education environment or substantially interferes with another's rights. Criminal action by law enforcement authorities may be taken if the off-site communication constitutes a threat or otherwise constitutes illegal conduct.

LAPTOP COMPUTER PROTECTION

The Spearfish 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.

HP WARRANTY: This coverage is purchased by the Spearfish School District as part of the purchase price of the equipment. HP warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. **The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.**

ACCIDENTAL DAMAGE PROTECTION: The Spearfish School District has purchased through HP 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 caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.** HP 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.

Warranty, Accidental Damage Protection, or the District Laptop Protection does not cover intentional or neglectful damage of the laptop computer.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the HP Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance	☐	You agree to pay for the replacement of the laptop at a cost not to exceed $998.00 should the laptop be stolen, lost or damaged by fire.
Personal Insurance	☐	You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed $998.00.
School District Protection	☐	You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of $25.00 or $50.00 for family coverage when there are two or more children in high school using laptop computers. The $25.00 payment is non-refundable. This protection coverage has a **$200.00** additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. *(Families eligible for free/reduced lunches will have the $25.00 fee waived)*

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 student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The $200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.

2. I will never leave the laptop unattended.

3. I will know where my laptop is at all times and never loan out my laptop to other individuals.

4. I will charge my laptop's battery daily.

5. I will keep food and beverages away from my laptop since they may cause damage to the computer.

6. I will not disassemble any part of my laptop or attempt any repairs.

7. I will protect my laptop by only carrying it while in the sleeve or bag provided or an approved case.

8. I will use my laptop computer in ways that are appropriate and educational.

9. I will not write, carve or put stickers on the District Tablet laptop computer.

10. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Spearfish School District.

11. I understand and agree to follow the criteria described in the *Laptop Reward System*.

12. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.

13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.

14. I will be responsible for all damage or loss caused by neglect or abuse.

15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.

16. I agree to return the District laptop, power cords, tablet pen and bag in good working condition.

17. I will not reveal my own or anyone else’s personal address or phone number

18. I agree to abide by all copyright and license agreements.

19. I agree that no financial transactions of any kind will be allowed using the school account.

20. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

21. I have read and understand Policy 4030/5131/6242 Acceptable & Ethical Use of Technology Resources (Spearfish School District Network & Computer Systems)

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____