

SCASD's Laptop Program

2016 – 2017 Digital Conversion for Grades 7-12

Guidelines and Fee Information for Student Laptop Program



Student laptops will be assigned to all students in grades 7th-12th who are enrolled on a full-time basis. The district will issue ChromeBooks to grades 7 & 8, and PC Laptops to students in grades 9-12. All laptops are the property of the Southern Columbia Area School District and if/when a student withdraws from the District the laptops must be returned. All laptops will also be collected at the conclusion of each school year, and must be returned in the original working condition. Current students who had PC laptops last year will receive the same unit, following upgrading during the summer. Some students will receive a year-old laptop, depending on their grade level and availability.

Laptop computers are educational tools and are to only be used in an educational capacity. The Southern Columbia Area School District's Acceptable Use Policy- #815, (*updated 2012*, found on the district's website, www.scasd.us) applies to students' use and responsibility of District-owned computers. **Inappropriate use or neglect of a student laptop, its carrying case, charger, Internet, and all installed software may result in restrictions placed upon or the loss of the student's privilege to use the laptop. Should a student's laptop privileges be revoked, they will still be expected to meet all educational requirements in their coursework, as well as any other District requirements necessary to obtain a diploma from SCASD.**

Internet and Software Guidelines:

The SCASD Acceptable Use Policy (#815) must be followed at all times. Students should have no expectation of privacy as related to the laptop computer and can expect teachers, technical support staff, and administrators to conduct random checks of any student's Internet history, logs, and other records of computer usage. Inappropriate web activity, including but not limited to, the viewing of inappropriate sites, posting inappropriate messages, attempting to bypass the District's content filter or the sending of inappropriate email will result in the loss of the privileges, access or use of a District-provided technology device and network. If a student "accidentally" accesses an inappropriate website, he/she should close the site, note the date and time of the incident, and report it to a teacher or administrator immediately.

General Rules / Guidelines for Laptop Use:

1. Students are responsible for their laptop and charger at all times. Laptops should never be left unattended.
2. Laptops must remain in the school-issued protective case when being transported or not in use.
3. Laptop **POWER CHARGERS SHOULD NOT BE STORED IN THE CASE, they should be LEFT AT HOME.**
4. Laptop labels showing ID# and student names must remain on the laptop, charger, and case.
5. When not in use, (ie. PE Class) student laptops should be locked in the student's assigned locker.
6. Students are not authorized to use other students' laptops.
7. Students must keep their network and laptop passwords confidential.
8. Students are responsible for backing up all school documents to the District server or cloud resource.
9. Students are only allowed to copy pictures, music, or video to the server if given permission to do so by a teacher or administrator. Such files must be related to a school project.
10. Students may use headphones during class if permission is obtained from the instructor.
11. Student use of laptops during study halls is restricted to instructional use only.
12. Obscene language and/or inappropriate materials, including screen savers, backdrops, and or pictures are strictly prohibited.
13. Inappropriate use of the built-in laptop camera is strictly prohibited.
14. Illegal use of copyrighted materials is prohibited.
15. Stickers or other decorations are not permitted.
16. Food and drink should not be used near the laptop. (Spills are one of the major causes of laptop damage.)
17. Always use your laptop on a flat, stable surface, and do not leave it unattended on the floor.
18. Student must report the loss/theft of their laptop to the building administrator and/or technology staff immediately. Students should report any damages or technical issues affecting the performance of the laptop to the district's technical department via a "help-desk email" to "helpdesk@scasd.us" or take it to HS Technology Office as soon as possible.

LAPTOP BORROW & MAINTENANCE FEE INFORMATION:

1. All parents & students are required to sign the Student Laptop Borrow & Maintenance Form.
2. Students who “Opt Out” of the Laptop Fee are not permitted to remove the laptop from school premises and must return the laptop to an assigned charging station at the end of each school day.
3. The “Borrow & Maintenance Fee” guarantees that each laptop will be provided with updated software, virus protection, and internet content filtering for both on and off campus use.
4. An ADDITIONAL incident fee of **\$10.00** will be charged if **ANY DAMAGES TO THE LAPTOP OCCUR.** (see below)
5. Laptop case or power charger damage or loss will result in a fee of \$10.00 for each incident

Maintenance/ Incidence:	Regular Cost	Reduced Lunch	Free Lunch
Laptop Annual Fee	\$10.00	\$5.00	\$0.00
1st Damage Incident	\$10.00	\$10.00	\$10.00
All Other Incidences	\$40.00	\$25.00	\$25.00
Laptop Case or Charger Damage/Loss	\$10.00	\$10.00	\$10.00

INCIDENT FEE OF \$ 10.00 WILL BE CHARGED IF ANY OF THE FOLLOWING OCCUR:

For 1st incident only! 2nd or additional incidence will cost \$40.00 each (less if Free/Reduced status)

- **Damage:** Covers damage to the laptop on school property or any other another location.
- **Accidental Damage:** Covers accidental damage caused by liquid spills, drops, falls, and collisions.
- **Theft:** Covers loss/damage of laptop due to theft; providing claim includes an official copy of a Police Report.
- **Fire:** Covers loss or damage due to fire; providing the claim includes a copy of the official Fire Report from the investigating authority.
- **Electrical Surge:** Covers damage of the laptop due to an electrical surge.
- **Stress Fracture to case or screen:** Covers damage of the laptop or screen due stress, puncture or pressure.
- **Vandalism:** Covers damage caused by vandalism.
- **Natural Disasters:** Covers loss caused by a Natural Disaster.

COMPUTER CHARGING & CLEANING GUIDELINES:

1. Students should always come to school each day with a fully charged laptop. Batteries should provide between 6-7 hours on a full charge.
2. **NEW! DO NOT BRING CHARGERS TO SCHOOL!** (They damage laptops when compressed in laptop cases!)
3. At all times, when not in use, laptops should remain in the neoprene laptop cases!
4. There are charging stations available at various locations throughout the school for emergency use only.
5. Align the power cord carefully when connecting it to or removing it from the laptop.
6. If the battery is not charging, remove the power cord and carefully reconnect it to the computer.
7. Do not clean your computer with any items not approved or provided by the technology department.
8. Never spray cleaning solutions directly onto the laptop.
9. Students may take their computer to the district’s technology department for track pad/screen cleaning.

EXCLUSIONS: Negligent, Dishonest, Fraudulent, Intentional, or Criminal Acts WILL NOT be covered!

Any and all damages due to an exclusions similar to those below, which will be determined by the building principal or the District’s Technology Coordinator, will result in full restitution of the total replacement cost of a student’s laptop. (the total cost estimate is \$200-350, including the laptop case & charger) Other disciplinary action and consequences may also ensue pending a thorough investigation of the facts.

Exclusion Examples include but are not limited to:

1. Leaving laptop unattended/neglected where it “gets knowingly or unknowingly damaged”.
2. Leaving an unattended laptop in an unlocked automobile.
3. Failure to transport the computer in the protective case provided by the District or one of equal.
4. Unauthorized downloads that lead to damages on the computer.
5. Lying on the damage report form.

DISCLAIMERS:

- The Southern Columbia Area School District reserves the right for final determination of insurance claims.
- The Southern Columbia Area School District will not be responsible for any unauthorized financial obligations incurred through the use of the laptop computer.