

Greensburg Community High School
Technology Policy &
Responsible Use Policy

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Student Technology Acceptable Use and Safety

Students shall use School Corporation Technology Resources (see Neola Policy 7540) for educational purposes only. Corporation Technology Resources shall not be used for personal, non-school related purposes. Use of Corporation Technology Resources is a privilege, not a right. When using Corporation Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of Corporation Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using Corporation Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of Corporation Technology Resources that is in accord with their personal and family values, in addition to the School Board's standards.

This guideline also governs students' use of their personal communication devices (see Neola Policy 7540) when they are connected to Corporation Technology Resources or while the student is on Corporation-owned property or at a Corporation-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using Corporation Technology Resources.

- A. All use of Corporation Technology Resources must be consistent with the educational mission and goals of the Corporation.
- B. Students may access Corporation Technology Resources only by using their assigned account and may send only school -related electronic communications using their Corporation-assigned e-mail addresses. Use of another person's account/e-mail address is prohibited. Students shall not allow other users to utilize their passwords. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers, laptops, tablets, and personal communication devices when leaving them unattended.
- C. No user may have access to another's private files. Any attempt by users to access another user's or the Corporation's non-public files, or voicemail or e-mail messages is considered theft. Attempts to gain access to unauthorized resources or information either on the Corporation's computer or telephone systems or any systems to which the Corporation has access are prohibited. Similarly, students shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students shall not intentionally disable any security features used on Corporation Technology Resources.
- E. Students shall not use Corporation Technology Resources or their personal communication devices to engage in vandalism, "hacking," or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel – - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting

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such a statement to the public.” (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is “public” to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

2. Students shall not use Corporation Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in Corporation Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of Corporation Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", and attempts at hacking into any internal or external computer systems using any method will not be tolerated. Students shall not engage in vandalism or use Corporation Technology Resources or their personal communication devices in such a way that would disrupt others’ use of Corporation Technology Resources. Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creating computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must notify the teacher, building principal, or corporation technology department immediately if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
4. Students shall not use Corporation Technology Resources to access, process, distribute, display or print prohibited material at any time, for any purpose. Students may access, process, distribute, display or print restricted material, and/or limited access material only as authorized below.
 - a. Prohibited material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children’s Internet Protection Act.
 - b. Restricted material shall not be accessed by elementary or middle school students at any time, for any purpose. Restricted material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or staff

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member for legitimate research purposes. Materials that arguably may fall within the description provided for prohibited material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the building Principal.

- c. Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher or during periods that a school may designate as “open access” time. Limited access material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.
 - d. If a student inadvertently accesses material that is considered prohibited or restricted, s/he must disclose the inadvertent access to the teacher or building principal immediately. This will protect the student against an allegation that s/he intentionally violated the provision. The determination of whether material is prohibited, restricted, or limited access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for students to access.
5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on Corporation computers must be approved by the Technology Director, and the Corporation must own, maintain, and retain the licenses for all copyrighted software loaded on Corporation computers. Students are prohibited from using Corporation Technology Resources for the purpose of illegally copying another person’s software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited. Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.
- F. Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.
 - G. Corporation Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying.

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This provision shall not limit the use of Corporation Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.

- H. Use of Corporation Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey (<http://www.cyberbullying.org>)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, and voting booths.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 2. sending e-mail or instant messages that are mean or threatening or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 4. posting misleading or fake photographs of students on websites.
- I. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing Corporation Technology Resources. Do not use obscene, profane, vulgar, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing Corporation Technology Resources.
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personally identifiable information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without prior parent approval and participation.
 8. Check e-mail frequently, and delete e-mail promptly.
 9. Students should disclose promptly to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator.
- J. If a student transfers a file or software program that infects Corporation Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the Corporation Technology Resources once again fully operational.

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- K. Students must secure prior approval from a teacher or the building Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may use their school-assigned accounts/email addresses only when accessing, using or participating in real-time electronic communications for education purposes.
- M. Privacy in communications over the Internet and through the Corporation's computer network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using its Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The following notice will be included as part of the computer log-on screen:

"Corporation Technology Resources (see Neola Policy 7540) are to be used for educational and professional purposes only. Users are reminded that all use of Corporation Technology Resources, including Internet use, is monitored by the Corporation and individual users have no expectation of privacy."

Monitoring includes active attacks by authorized employees and/or agents of the Corporation to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized or inappropriate use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes."

- N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation makes no warranties of any kind, either express or implied, that the functions or the services provided by or through Corporation Technology Resources will be error-free or without defect. The Corporation is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Corporation is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Corporation is not be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Corporation harmless from any losses sustained as the result of a student's misuse of Corporation Technology Resources.
- O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on Corporation Technology Resources.

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- P. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the Corporation's users will be investigated fully and disciplinary action will be taken as appropriate.
- Q. Preservation of Resources and Priorities of Use: Corporation Technology Resources are limited. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to Corporation Technology Resources for class- or instruction-related activities have priority over other users. Students not using Corporation Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction related activities. The following hierarchy will prevail in governing access to Corporation Technology Resources:
1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (e-mail – checking, composing, and sending).
 4. Training (use of such programs as typing tutors, etc.).
 5. Personal discovery ("surfing the Internet").
 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal. Game playing is not permitted unless under the supervision of a teacher.

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

Corporation printers may be used to print only school -related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The Corporation monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer. Any questions and concerns regarding these guidelines may be directed to the Director of Technology.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 20 U.S.C. 6777, 9134 (2003) © NEOLA 2017

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Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the Laptop, case, or USB charging cable/charger if the property is:

- a. not returned.
- b. intentionally damaged.
- c. lost or damaged because of negligence.
- d. stolen, but not reported to school and/or police by the end of the next school day.

Personal Safety

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

Netiquette

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

Cyber-Bullying

- a. The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

Laptop Use, Care, and Routines

- a. Never pile things on top of the laptop.
- b. Keep the laptop in the district-issued case when traveling.
- c. Do not leave the laptop out in extreme heat or cold.

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- d. Do not leave the laptop in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the laptop at all times.
- f. Do not drop the laptop as the screen is made of glass and will break.
- g. Do not leave the laptop unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.
- h. Labels, stickers, or screen protectors placed on the laptop by the technology department will not be removed.
- i. Any stickers on the laptop or district-issued case must be school appropriate and not placed over school-issued labels on the device by the district.
- j. Do not alter the laptop in any manner that will permanently change the laptop including but not limited to permanent markers, pens, or hardware.
- k. Do not remove the serial number or identification sticker on the laptop.
- l. The lock screen and/or wallpaper image must be school appropriate.
- m. Do not lend the laptop to a classmate, friend, or family member.
- n. Clean the laptop screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- o. Fully charge the laptop each night with the appropriate laptop A/C adapter and carry charger in laptop bag for when need arises.
- p. Do not attempt to repair a damaged or malfunctioning laptop. All damaged and malfunctioning laptops need to be taken to the Technology Help Center located in the GCHS Library.
- q. Do not upgrade the laptop operating system.
- r. Do not remove or circumvent the management system installed on each laptop. This includes removing restrictions or “jailbreaking” the device.
- s. Do not sync the laptop with a district or home computer.
- t. Avoid touching the screen with fingers, pens, or pencils.
- u. Students are responsible for the safety and security of their laptop.
- v. Students will be permitted to take the laptop home.

Email for Students

Purpose: All students will receive an individual Gmail account. They can sign in with [network username]@greensburg.k12.in.us as the email and [network password] as the password. With these Gmail accounts, students will have access to Google Apps for Education, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more.

All laptops will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email account is required to remain on the laptops through the course of the school year. All official GCHS electronic communications will be sent to their GCS student Gmail email.

The effective use of email will:

- a. Develop 21st Century Communication Skills.
- b. Allow students to develop positive professional relationships with peers and staff.

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- c. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their laptop. No other personal email accounts should be set up on the laptop.
- c. ALL digital communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of the Greensburg Community School Corporation.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.

Examples of Unacceptable Use

- a. Non-educational emails of a personal nature or related forwards (e.g. jokes, chain letters, images).
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

Use of Camera

Purpose: Each student laptop is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of Use

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

Use of Music

- a. Music apps will not be available on student laptops.
- b. Streaming music is not allowed at school.
- c. Students may stream music at home with permission from parents.

Use of Movies

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on laptops with teacher permission.
- c. Students will have access to YouTube for Education with teacher recommended video clips being authorized.
- d. Students may watch movies at home with parent permission.

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Use of Games

- a. Students may not play games on the laptop during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.
- c. Students must have parent permission to play games outside of school hours.

Student Files and Storage

All students should store their files using their Google Drive. A student's school issued Google Drive is accessible on any device and can be configured to run offline. Students have an unlimited drive space for storage. Files saved to hard drive are subject to loss.

Printing

If printing is necessary, printing may be done to the XeroxFindMeColor located in the GCHS library. Print jobs are stored then released by the student using their student identification number.

Laptop Background

Any picture used as the background for a school issued laptop must be school appropriate and align with the Responsible Use guidelines.

Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see GCHS Student Handbook, "Academic Dishonesty."

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Behaviors and Discipline Related to Student Laptop Use

Technology Related Behavior Violations	Equivalent “Traditional” Classroom Violations
<ul style="list-style-type: none"> ● Failure to bring Laptop to school 	<ul style="list-style-type: none"> ● Coming to class unprepared
<ul style="list-style-type: none"> ● Missing cover 	<ul style="list-style-type: none"> ● Not having required supplies
<ul style="list-style-type: none"> ● Email, texting, skyping, internet surfing, gaming, etc. 	<ul style="list-style-type: none"> ● Passing notes, reading magazines, games, etc.
<ul style="list-style-type: none"> ● Damaging, defacing, placing stickers, etc. to laptop 	<ul style="list-style-type: none"> ● Vandalism/Property damage
<ul style="list-style-type: none"> ● Using account belonging to another student or staff member 	<ul style="list-style-type: none"> ● Breaking into someone else’s locker/classroom
<ul style="list-style-type: none"> ● Accessing inappropriate material 	<ul style="list-style-type: none"> ● Bringing inappropriate content to school in print version
<ul style="list-style-type: none"> ● Cyber-Bullying 	<ul style="list-style-type: none"> ● Bullying/Harassment
<ul style="list-style-type: none"> ● Using profanity, obscenity, racist terms 	<ul style="list-style-type: none"> ● Inappropriate language, harassment
<ul style="list-style-type: none"> ● Sending/Forwarding assignment to another student to use as their own and/or copy 	<ul style="list-style-type: none"> ● Cheating, copying assignment, plagiarism
Violations Unique to the GCS 1:1 Device	
Not having Laptop fully charged when brought to school.	
Attempts to defeat or bypass the district’s internet filter and/or security settings.	
Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
Unauthorized downloading/installing of Apps.	

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Discipline

The discipline process with all laptops and all digital material will be handled on a case-by-case basis by administration. Parents will be notified on administrative action taken. Serious and/or repeated offenses are subject to the removal of their laptop for a specified period of time.

Examples of Unacceptable Use

Unacceptable use of the laptop includes, but isn't limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the laptop as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the laptop.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of a network administrator.
- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

Power Management

Users are responsible to recharge the laptop's battery so it is fully charged by the start of the next school day. A limited number of loaner chargers are available for check out by the Technology Help Desk. Students should keep their charging brick in their school-issued case should their laptop require charging throughout the school day.

Laptop Security & Content Filtering

Content filtering is present on the school network. The *Children's Internet Protection Act* requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Content filtering is present on the device regardless of the location.

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Damaged and Lost Laptops

- a. Users will report any damaged or lost laptops to School Authorities.
- b. Users will bring damaged laptops to the Technology Help Desk in the library.
- c. Technology Help Desk will have a group of students who will be able to do minor troubleshooting.
- d. Without insurance, users are responsible for any and all repair costs to laptop up to and including the replacement of the laptop regardless of how the damage occurred.
- e. With insurance, we will accept one claim.

Estimated Replacement/Repair

* Prices are subject to change due to supply and demand of part(s).

Replacement/Repair Dell 3380 Windows	With Insurance (\$38.99/year)	Without Insurance
Laptop - Lost	Not covered \$550.00*	\$550.00*
Laptop - Stolen	Covered with Police Report	Covered with Police Report
Cracked Screen	Covered	\$104.47*
Lost Charger	\$65.65*	\$65.65*
Damaged or Lost Case	\$29.00*	\$29.00*

Lost or Stolen Equipment

The Laptop assigned to the student becomes the student/parent financial responsibility. Please reference the damaged/lost Laptop section for repair/replacement costs both with and without insurance.

Payment Timeline

Annual Laptop rental fee will be charged on the students' book rental. Any damages or repairs that need to be made to the school issued laptop will be billed to the students/parents and will be due immediately upon receipt. Please reference the damaged in lost laptop section above for costs.