

Rensselaer City School District



Laptop Handbook

Laptop Procedures and Information

Rensselaer City School District Laptop Program

The focus of the Rensselaer City School District Laptop Program 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, online based information, and textbooks are essential to survive in the 21st century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over those who do not have this opportunity. 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 registration. 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 school work differently than students did even a few years ago. This impacts learning. As we enter the 21st 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 21st 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. The laptop program integrates technology into the curriculum anytime, anyplace.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices, and practical solutions. This guidebook is not meant to be “all inclusive” and will remain a work in progress as the laptop 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. Rensselaer City School District 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,

Joe Kardash – Superintendent

David Howell – Director of Technology

Table of Contents

1. RECEIVING YOUR LAPTOP
2. TAKING CARE OF YOUR LAPTOP
 - 2.1 General Precautions
 - 2.2 Carrying Laptops
 - 2.3 Screen Care
3. USING YOUR LAPTOP AT SCHOOL
 - 3.1 Laptops Left at Home
 - 3.2 Laptop Undergoing Repair
 - 3.3 Charging Your Laptop's Battery
 - 3.4 Screensavers
 - 3.5 Sound
 - 3.6 Printing
 - 3.7 Music & Games
4. MANAGING YOUR FILES & SAVING YOUR WORK
 - 4.1 Saving to the cloud
 - 4.2 Saving data to Removable storage devices
5. COMPUTER INSPECTION AND CONFISCATION
6. ACCEPTABLE USE
 - 6.1 General Guidelines
 - 6.2 Privacy and Safety
 - 6.3 Legal Propriety
 - 6.4 E-mail
 - 6.5 Consequences
 - 6.6 Student Responsibilities
 - 6.7 Parental Responsibilities
7. PROTECTING & STORING YOUR LAPTOP COMPUTER
 - 7.1 Laptop Identification
 - 7.2 Password Protection
 - 7.3 Storing Your Laptop
 - 7.4 Laptops Left in Unsupervised Areas
8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER
 - 8.1 Accidental, Malicious, and Warranty
 - 8.2 School District Protection
9. LAPTOP TECHNICAL SUPPORT
10. LAPTOP FAQ'S
11. LAPTOP REWARD SYSTEM
12. USE OF TECHNOLOGY RESOURCES POLICY
13. LAPTOP COMPUTER PROTECTION
14. STUDENT PLEDGE FOR LAPTOP USE

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

If a student fails to return the computer at the end of the school year or upon termination of enrollment at RCSD, 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 local 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 RCSD 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.

1. RECEIVING YOUR LAPTOP COMPUTER

Laptops will be distributed each fall during “*Student and Parent 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 RCSD.

2. 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 IT Office located in Room M200.

2.1 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. When this is deemed necessary, the laptop should be carried by the bottom, not by the screen.
- 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 battery charged for school each day.
- No stickers may be placed on your computer.

2.2 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.

2.3 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.
- Most student devices have touch screens. Screens should not be touched with sharp objects or too much force, use your finger or a stylus.
- 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.

3. 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.

3.1 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.

3.2 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.

3.3 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.

3.4 Screensavers, Desktop Backgrounds and Avatars

- Inappropriate media may **not** be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Sound

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes. The use of headphones is solely at the discretion of the classroom teacher.

3.6 Printing

Students may use the printers located in various locations around the school with teachers’ permission during class or breaks. Students will be monitored as to the number of pages they will be allowed to print during the course of the school year. Excessive printing will be communicated. If excessive printing continues after a warning, it may result in usage fees for the student. Students who want to print on a home printer may ask the technology Help Desk to help add their printer to the laptop computer.

3.7 Music & Games

Music and games are not allowed on the laptop during school hours in the classroom without express permission from the teacher.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Cloud

All student work will be saved on RCSD assigned accounts (Google Drive, Classroom, etc.). The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for ALL actions that occur on his/her account. School work shall be completed on school accounts.

4.2 Saving data to Removable storage devices

Students may also backup all of their work 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.

5. COMPUTER INSPECTION AND CONFISCATION

Students may be selected at random or upon suspicion to provide their laptop or other device for inspection. This is applicable to both district provided equipment and personal devices that are used in the district. The inspection may be completed by IT Department Personnel, Administration, or a faculty member.

6. ACCEPTABLE USE

6.1 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 Rensselaer CSD.
- (2) Students are responsible for their ethical and educational use of the technology resources of the Rensselaer City School District.
- (3) Access to RCSD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use 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 Director of Technology will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures. This action may also result in a fine for any damage caused to the computer.

6.2 Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your name, number, address, social security number, 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, hate-related or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 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 RCSD 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 New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail

- Always use appropriate language.

- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam. Group emails may be sent only for instructional purposes
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- RCSD email is subject to inspection by the school staff and administration.

6.5 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 Acceptable Use 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 District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the New York State Open Records Act; proper authorities will be given access to their content.

6.6 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may only log in under their own 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 the laptop daily.
- 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.

6.7 Parental Responsibility

- Parents are responsible for overseeing their child's use of the Internet while at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 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

7.2 Password Protection

Students are expected to keep their passwords confidential.

7.3 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.

7.4 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, mezzanine, 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 office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Accidental, Malicious, and Warranty

The student is responsible for any accidental or malicious damage to the machine. The student is also responsible for the full replacement value of any loss or theft of the machine. Any warranty work will be covered by the school district.

8.2 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 \$15.00 annually for each laptop with a maximum cost of \$30.00 per family and includes up to a \$100.00 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. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the IT Office Room M200 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
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

10. LAPTOP FAQ'S

1. Can I use my laptop throughout my career at RCSD?

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 RCSD.

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

You will not be required to use the school district issued laptop for school purposes. Any personal device that a student chooses to use as a substitute will be treated as school property during the school day and all rules outlined in this handbook and any other school documentation will be applicable. Your laptop must be inspected by the computer coordinator before it can be connected to the school network. Minimally, the following expectations are made;

- a) It must be fully updated and automatic updates must be set.
- b) It must have an antivirus product installed, be receiving automatic AV updates, configured to deep scan regularly, and shown to be virus free. Approved antivirus products include but are not limited to, Norton AntiVirus, Norton Internet Security, McAfee, Sophos, Avast, AVG, Kaspersky, Panda or Microsoft Security.
- c) You give permission for the laptop to be configured such that internet content is subject to the school filters and classroom management (e.g. GoGuardian), and that you will not attempt to defeat this setting.
- d) You allow for the Chrome browser to be installed for a consistent experience when working with Google Apps.

e) RCSD will not be responsible for any breakages, damages or theft of either hardware or software, accidental or not to your laptop. The RCSD Accidental Damage Protection insurance is not available for personal equipment- you should contact your own insurance agent.

3. 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 RCSD's policy regarding the ethical use of computers.

4. 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 RCSD laptop protection is recommended. The protection covers the laptop for a \$15.00 payment. You will be responsible for paying an additional charge of \$100.00 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.

5. Does RCSD provide maintenance on my laptop computer?

Yes. The IT Department Help Desk staff will coordinate maintenance for students. Students enrolled at RCSD will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

6. What will I do without a computer in my classes if my laptop unit is being repaired/replaced or is lost/stolen?

RCSD stocks a limited number of laptop computers that can 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 IT Office Room M200, 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.

7. If I purchase software in addition to the available software provided through RCSD, will the Technical Help Desk staff load it for me?

No. Additional software is not allowed on the laptops.

8. Do I need a printer?

You need not own one since printers are located in the library and around the school building. If you want to connect to a printer at home with the school laptop, you will need to visit the IT Office Help Desk in Room M200 and ask what your options are. RCSD encourages you to share documents electronically whenever possible instead of printing.

9. How do I connect to the Internet at home?

You may connect to the Internet using a wireless WiFi connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

10. 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 may be directed to the Principal's Office.

15. 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; vulgarity, ethnic or racial slurs, or 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.

11. 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	Criteria for Privileges
<u>Standard Privileges:</u> <ul style="list-style-type: none">• Laptop computer• Home use of laptop computer• Account for student information	<u>Standard Privileges Criteria</u> <p>Students will begin on this level at the beginning of the school year. To remain at this level, students will have...</p> <ul style="list-style-type: none">• Less than 2 incidents of accidental damage• No more than 1 incident of a Computer Laptop Violation• No incidents of Computer Network Violations
<u>Suspended Privileges:</u> <ul style="list-style-type: none">• Laptop computer use at school• Laptop may be checked out with teacher's permission• Account for student information	<u>Suspended Privileges Criteria</u> <p>Students will be placed at this level if they have...</p> <ul style="list-style-type: none">• Two or more incidents of accidental damage• Two or more incidents of Computer Laptop Violations• One or more incidents of Computer Network Violation

12. Use of Technology Resources Policy

Purpose

The Rensselaer City School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Rensselaer City 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 Rensselaer City School District.

Definition – Technology Resources

The Rensselaer City 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 Rensselaer City 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 Rensselaer City 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 Rensselaer City School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

Use of Rensselaer City School District's technology 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 Rensselaer City 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:

Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Discipline referrals related to classroom computer usage.

Computer Network Violations:

- Attempting to log on to any account (servers, routers, switches, printers) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security or circumvention of internet filtering.

Consequences:

- Assignment to the "Penalty Box", which applies more restrictive filter settings.
- Restricted Laptop Usage.
- Suspension of Laptop Usage.
- Referral to law enforcement authorities.

4. Rensselaer City 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 IT Department 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.

- Computer batteries must be charged and ready for school each day.
- Only labels/stickers approved by RCSD may be applied to the computer.
- Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
- Computers that malfunction or are damaged must first be reported to the IT Department Help Desk located in the IT Office Room M200. 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 2 or more instances of accidental laptop damage may be asked to check their laptop into the 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.
- Computers that are stolen must be reported immediately to the school and the police department.
- Individual school laptop computers and accessories must be returned to the IT Department Help Desk at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at RCSD for any other reason must return their individual school laptop computer on the date of termination.

LAPTOP COMPUTER PROTECTION

The Rensselaer City 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.

WARRANTY: This coverage is purchased by the Rensselaer City School District as part of the purchase price of the equipment. The manufacturer 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 warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.**

ACCIDENTAL DAMAGE PROTECTION: Rensselaer City School District has purchased 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.** RCSD 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 manufacturer's 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 \$500 should the laptop be stolen, lost or damaged by fire.

Parent Signature: _____ **Date:** _____

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 \$500. You submit proof of insurance to the IT Department.

Parent Signature: _____ **Date:** _____

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 \$15.00 or \$30.00 for family coverage when there are two or more children in school using laptop computers. The \$15.00 payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Parent Signature: _____ **Date:** _____

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 \$100.00 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 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 never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop as they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the sleeve or bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, carve or put stickers on the District Tablet laptop computer.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Rensselaer City School District.
12. I understand and agree to follow the criteria described in the *Laptop Reward System*.
13. 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.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. 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.
17. I agree to return the District laptop, power cords, tablet pen and bag in good working condition.
18. I will not reveal my own or anyone else's personal address or phone number
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. 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.

Student Name: _____ (Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____