

Hicksville High School

Laptop Policies and Procedures

Introduction

The Apple® MacBook that has been issued to you are the property of Hicksville High School. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and email are a *privilege and not a right*. These items are provided for educational purposes only, and are intended to support the learning objectives of Hicksville High School.

Using the Computer at School

- ♣ Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Laptops should be in a student's possession or secured in a classroom at all times.
- ♣ Students are not allowed to leave their laptops in their locker. If a student is participating in an activity that is not conducive to using their laptop (i.e., field trip, assembly, etc.), they are required to leave their laptop in a secured classroom.
- ♣ Students may never share their password with another student. Passwords should always be kept confidential.
- ♣ Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day.
- ♣ Students are not allowed to take their computer into the cafeteria. Laptops must be left in the student's 5th period classroom during the lunch period. Students may pick up their laptops after lunch for use in their afternoon classes.
- ♣ Students are responsible for saving or backing up their documents to the server.
- ♣ Students are not allowed to download or install any software or other materials without the permission of the District Technology staff.

Using the Computer at Home

- ♣ Students must have the written permission of their parent or guardian before they will be allowed to take their computer home
- ♣ When at home, the computer should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- ♣ If the computer is lost or stolen, a parent or guardian should immediately report the loss or theft to the Hicksville High School staff.
- ♣ If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair or replacement. Parents or guardian are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.

Students are responsible for recharging the laptop at home on a daily basis

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Using the Computer for Internet and Email

- ♠ Hicksville High School does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- ♠ Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
- ♠ Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
- ♥ Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Computer

- ♥ When transporting their laptop to and from school, students should always be sure it is placed in a carrying case, and the case is fully closed.
- ♥ Students are expected to treat their laptop with care and respect. The computer is the property of Hicksville High School, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop is not allowed and will result in loss of privileges.
- ♥ Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
- ♥ Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- ♥ Students should not use their laptop while walking. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- ♥ Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- ♥ Computers should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- ♥ Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- ♥ Students should use care when plugging in their power cord and when using their CD ROM drive.
- ♥ Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

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Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Middle School and the Hicksville High School.

- ♣ Cancellation of student use and/or access privileges, including the privilege of taking the computer home.
- ♦ Suspension from school.
- ♠ Expulsion from school.
- ♥ Civil or criminal liability under applicable laws.

Cost of loss or Damage

Students will be given the option of participating in the Computer Protection Fund for any accidental damage or loss that may occur with the MacBook. This agreement covers the computer loaned to the student against all damage or loss over \$200.00. Accessories and damages valued at less the \$200.00 are not covered. Coverage is 24 hours per day.

FAQs

What do I do when my MacBook need service?

Bring the computer to the Technology Office in the Media Center. Please get permission from your teacher before coming to the Technology Office.

How long will it take to fix?

Every attempt to troubleshoot and repair the MacBook will be made in a timely manner. Some repairs may require sending the MacBook to Apple.

If a computer is sent to Apple, how long will I be without it?

Typically, the repair process will take 2-5 days.

Will I get a replacement computer while my computer is being repaired?

There are a limited number of spare computers. Spare computers will be signed out to students whose computers are being repaired by Apple. Spares will not be provided to students who lose, misplace, or forget their laptop.

Will I lose my files?

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. If possible, files should be backed up before turning in the computer for repair.

Who will back up my files?

Every student is responsible for backing up his/her files. Students can back up files to the server or to CDs. It is recommended that important files be archived to CDs so the student will be able to access those files in the future when they may no longer have access to the school owned computer.

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Students will be given 1 gigabyte of storage space on the school server in which to backup their documents. Music, Pictures, Movies, etc will not be part of the backup process. These items will need to be backed by the student to CDs or DVDs.

What about internet usage at home?

Internet and filtering will ONLY be provided when the MacBook is used on the CCHS campus. Families are responsible for internet and security at home. The best security is to require the student to use their laptop computer in a "family" area. That way parents can monitor what the students are doing and when the computer is being used. Parents should set limits and enforce them.

Privacy

Hicksville High School retains control, custody and supervision of all MacBooks, networks, and Internet services owned or leased by Hicksville High School. Hicksville High School reserves the right to monitor all activity by students. No expectation of privacy in their use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Hicksville High School has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate or illegal. The Hicksville High School Code of Conduct is in effect and applies to students