

Kelliher School Acceptable Use Policy for Laptop Program

Kelliher School provides students in grades ten through twelve with laptop computers for the entire school year. The purpose of this policy is to provide students with the requisite technological support to assist them in learning and developing to their fullest potential in accordance with the district's mission statement: *Developing leaders and life-long learners in a community that promotes rigor, relevance, and respect.*

Each eligible student will be issued a laptop by serial number barcode through the media center. Laptops and backpacks will be marked and the labels are not to be removed. Laptops and backpacks will be checked in at the end of the school year and reissued at the beginning of the next school year contingent on continued funding of the laptop program.

If a student who has been issued a laptop computer leaves the district, the laptop and backpack is to be returned along with the textbooks upon withdrawal. All laptops issued to students are the property of Kelliher Public School District #36. If a laptop is lost, stolen, or damaged due to student neglect, the student may be liable for replacement or repair costs.

PRIVILEGES

The use of school laptops is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their computer. Decisions of Kelliher School administration regarding unacceptable computer use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School.

NETWORK ETIQUETTE

Kelliher School students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic activities during class. Students may not download large files over the Internet during school hours.
- Do not damage computers, computers systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences.
- The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.

LOSS OF PRIVILEGES

Students must maintain the privilege of using school laptops by following academic, behavioral, and attendance guidelines that are in accordance with Kelliher School student policies. All students will be or for remainder of quarter (whichever is longer).

- 3rd offense – loss of full laptop privileges for remainder of school year
3. Revealing a password to another user; using another user's password to gain access to the network, Internet, or laptop; trespassing onto another user's files; using another student's laptop without permission; defacing laptops or carrying cases with names or graffiti.
 - 1st offense – loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
 - 2nd offense – loss of full laptop privileges for rest of school year
 4. Intentional damage to computers, computer systems or network, or other acts of vandalism
 - 1st offense – loss of laptop privileges for remainder of school year

RESPONSIBLE CARE OF LAPTOP COMPUTERS

Students are responsible for their own computers. They must keep their laptops with them or secured at all times. Students involved in after-school activities need to insure that their computers are secure. The computers must be kept in the approved/issued backpack or carrying case provided and not placed in conventional book bags.

Any student whose laptop has been confiscated will not be allowed to borrow a school laptop or use another student's laptop. The school reserves the right to institute additional disciplinary consequences or monetary fines should it be deemed necessary.

PRIVACY

The laptops are the property of Kelliher Public School. All information will be accessible to the support staff/faculty. Additionally, the school retains the right to look at a student's hard drive if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably.

provided with laptops at the beginning of the school year. If a student's mid-term grades cause the student to become deficient, he or she will lose laptop privileges for two weeks. If the student is deficient in any class at the end of a grading period, the student will lose laptop privileges until the following midterm grading period provided his or her grades are no longer failing.

If a student is identified as a continuing truant (absent from school, as defined in Minn. Stat. 120A.05 without valid excuse for three or more class periods on three days during a school year), the student will lose laptop privileges until the end of the quarter.

If a student's behavior causes him or her to be given an out-of-school suspension, an in-school suspension, an after-school detention, or a noon detention, the student may lose computer privileges as follows:

Detention or suspension

1. Noon detention or after-school detention
 - 1st offense – one-day loss of laptop privileges
 - 2nd offense – 3-day loss of laptop privileges
 - 3rd offense - 10-day loss of laptop privileges
2. In-school suspension
 - 1st offense – 3-day loss of laptop privileges
 - 2nd offense – 10-day loss of laptop privileges
 - 3rd offense - loss of laptop privileges for 4 weeks or for remainder of quarter (whichever is longer).
3. Out-of-school suspension
 - 1st offense – 10-day loss of laptop privileges
 - 2nd offense – loss of laptop privileges for 4 weeks or for remainder of quarter (whichever is longer).

Classroom behaviors

1. Use of chat rooms, e-mail, games, music, or browsers without permission during class
 - 1st offense – 3-day loss of laptop privileges
 - 2nd offense – 10-day loss of full laptop privileges
 - 3rd offense – loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
2. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, or attacks on others.
 - 1st offense – 5 days loss of full laptop privileges
 - 2nd offense – loss of laptop privileges for 1 month

SECURITY

To protect the integrity of a computer system involving many users, Kelliher students are not permitted to:

- Reveal passwords to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files.
- Deface laptops or backpacks with names or graffiti.

Students must notify the school immediately if a computer is missing. If the laptop is reported as stolen, the school district will require a police report to be filed. If the computer is lost, the school district will require a parent conference with the building principal, district technology coordinator, and/or a building teacher to determine if there was negligence in the loss of the laptop.

Students who leave laptop computers unattended will lose laptop privileges as follows:

Unattended computers

- 1st offense – 1 day loss of laptop privileges
- 2nd offense – 5 day loss of laptop privileges
- 3rd offense - 10 day loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).

Violation of any of the procedures addressed in this document will result in disciplinary action.

PARENT/STUDENT

Both Student and Parent must sign this Acceptable Use Policy for Laptop Program. Parents are responsible for monitoring their child's use and care of the laptop during off-school hours. Laptops may be used by other family members for educational purposes. All procedures set further in this policy apply to all users.

If laptops are damaged, they must be returned to the service provider for repairs. Students will be without the use of a laptop during that time.

Student must not have been suspended from in school computer use in the past year. Student will be responsible for repair and replacement costs not to exceed the original purchase price, of any computer damage due to abuse, misuse, negligence or loss. Repair cost may vary significantly depending on the problems and labor costs. Suspension of laptop privileges will result from misuse, disregard for rules, policies or procedures, or presentation of false information.

Examples of Misuse:

- Using the laptop to gain unauthorized access to any computer systems.
- Knowingly performing an act that will interfere with the operation of the laptop for future use.
- Attempting to circumvent data protection schemes or uncover security loopholes.

Computer Use Rules:

- Use of the computer for commercial, unethical or unlawful purposes is prohibited.
- Users must not eat, drink, or smoke near the computer.

- Computer and assorted peripherals must be returned to the appropriate school employee, in the same condition it was issued to the student, when requested. Reasonable wear and tear is to be expected. Any delay in returning will be subject to \$5.00 per day late fee and/or replacement cost.
- Students may not use their own software programs on the laptop computer no matter how they may be obtained, unless the school Technology Coordinator grants prior permission.
- Use of school technology to create, update, post, or communicate using personal websites such as myspace, picso, xanga, etc. type locations is expressly forbidden. Use of these types of service will result in loss of privileges.
- Use of instant messaging software such as messenger, yahoo pager, icq, etc is expressly forbidden.
- Sharing/downloading software for music, video and other types of media is expressly forbidden. Use of these types of service will result in loss of privileges.
- The only email/communications system students will be allowed to utilize on the laptops will be the school email system. Special requests may be forwarded to the school principal for further consideration. Use of other types of services will result in loss of privileges.
- Use of the school network services, including Internet access, will be available to the student while the student is at school. Appropriate agreement forms for Internet and email access must be on file to utilize these services.
- Any Internet access service the parents or students use at home is strictly the responsibility of the parents and student, not the school. The school filtering software is not functional when the laptop is used off campus.
- Any knowledge of potential virus infection must be reported to the appropriate school employee as soon as reasonably possible.
- The School district is not responsible for user data loss.
- The laptop computer is to be used by the student assigned to it, and the student is expected to have the laptop computer available for use in classes where and when teachers require.

Kelliher Public School hereby disclaims all express and implied warranties, including without limitation, the implied warranties relating to the computer and the software of merchantability and fitness for a particular purpose. The student agrees to accept the computer and software "as is". In no event shall the school district be liable to the student, parents, guardian, or legal representative for any incidental, special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging the districts failure to perform its obligation under this agreement or its breach of any duty, common law or otherwise, owed to the student.

The School district reserves the right to randomly check laptops for policy and rule compliance. In the event violation of school policy or rules are discovered disciplinary action will be taken.

Kelliher Public School Email Use Policy

1. Account security and safety.

It is the responsibility of students to maintain the confidentiality of the student email account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a campus email monitor, teacher, or district official immediately. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.

Students will not use email to share personal information, such as full names, locations, family information, phone numbers, etc.

2. Student use guidelines.

Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/submission of classroom assignments or materials.
- Creation of accounts for classroom web-based tools, such as blogs, wikis, podcasts, etc.
- Correspondence with students/partners in collaborative class activities (e.g. pen pals).
- Occasional and reasonable personal use

Students may not use email accounts for:

- Bullying or harassment of other students.
- Forwarding of chain email, spam, or commercial content.
- Sending inappropriate or immoral content or language.

3. Privacy.

Student email accounts are the property of Kelliher Public School. Students should expect email to be subject to monitoring at all times and should not expect any email to be private. Additionally, active software-based filtering will monitor student email for content and dangerous/malicious programs.

4. Parent access to student accounts.

Kelliher Public School values parents' roles in educating their students and wants to facilitate open communication and participation between schools and families. Parents may, at any time, request and receive student email usernames, passwords, and access information from their students' campuses (valid identification required). Email accounts may be accessed via any Internet-enabled computer or device, and parents are welcome and encouraged to participate in educating their children in safe, proper, and ethical use of email communications.

5. Consequences of violation of acceptable use policies.

Students who violate student email policies are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student
- Communication only.
- Temporary or permanent loss of access to student email accounts.
- Disciplinary action as determined to be appropriate by School Administration.

6. End of Account. The student will be removed from the system after graduation or leaving the school.

I have read and understand the terms listed above and agree that by signing this, it will be in effect for the duration of my tenure at Kelliher Public Schools:

Student Signature

Printed Student Name

Parent or Guardian Signature

Printed Parent/Guardian Name