

*Each school year, every student and his/her parent/guardian will be required to sign this "Student/Parent/Guardian Laptop Acceptable Use Guidelines" These Guidelines is for the 2015-2016 school year.*

The Huntsville City Schools Digital 1:1 initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 3<sup>rd</sup>-12<sup>th</sup> grader in the district daily access to a laptop, and more technology opportunities to all students.

In support of the Digital 1:1 Initiative, students will be issued a laptop, power cord, and carrying case. Student curriculum will be digitally accessible for all core subject areas. Students/parents/guardians should report any problems with the laptop to their school. There are system technicians at each school to assist with hardware and software troubleshooting and support.

There will be a one-time \$35.00 assessment collected at the time the student receives his/her laptop. The balance will be used to subsidize procurement of an Accidental Damage Policy through Lenovo Corporation and/or Lenovo Financial Services insurance. The Accidental Damage Policy will cover cost to repair or replace laptops for accidental damage that occurs during the course of the students' use of the laptop(s). The Accidental Damage Policy will not cover the cost to repair or replace laptops for intentional misuse or otherwise avoidable damages that occur during the course of the students' use of the laptop(s). Any cost to repair or replace laptops for intentional misuse or otherwise avoidable damages will become the responsibility of the student(s). Special accommodations may be made for those students who qualify for free and/or reduced lunch status through the process of Direct Certification through the Alabama State Department of Education.

1. Proper Use and Care of Issued Laptop:

- The issued laptop is an educational tool and should only be used in that capacity. Once the laptop is issued to the student and his/her family, the student is responsible for it at all times.
- Students/Parents/Guardians should NOT:
  - Use laptop near food or drinks
  - Store laptop outside its carrying case
  - Swap, reconfigure, or tamper with hardware or existing software to include the following:
    - Altering or removing any software setting(s) or hardware components
    - Deleting programs or altering setups
    - Installing unauthorized software or downloading unauthorized files, viruses, games, programs, or other electronic media - prohibited for student and parent/guardian
    - Adding or changing passwords, or other lockout devices
    - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware
  - Use a laptop other than their assigned laptop.
  - Leave laptop unattended (during lunch, in the locker room, after school, etc.). The laptop should be in the possession of the student to whom it is assigned or locked in a secure location at all times.
- If a laptop is found, it must be turned in immediately to the school office.
- The student is responsible for fully charging the laptop each night.
- Laptops should be brought to school every day for use during classes. Assignments will be downloaded/uploaded and accessible on the laptop. Failure to return the laptop to school for classroom use may result in disciplinary action.

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- Any inappropriate or destructive use of a laptop or its carrying case should be reported to the teacher or an administrator immediately
- Any inappropriate use, unattended laptop, or destructive care of a laptop or its case will result in:
  - Parent/guardian notification
  - Disciplinary sanctions as outlined in the Code of Student Conduct

2. Proper Disposition of Laptops:

- Permanent tracking software has been installed on the laptop so that missing devices can be located by law enforcement.
- If the laptop is lost or stolen while signed out to a student, a police report must be filed immediately and the school principal must be notified. In addition, the board may require restitution of property and damages where appropriate.
- The laptop is to be returned to the school:
  - At the end of the school year.
  - If the Student transfers to another school within Huntsville City Schools.
  - If the Student withdraws from Huntsville City Schools.
  - When requested by school administration

If the laptop is not returned it will be reported stolen and a police report will be submitted to law enforcement. In addition, the board may require restitution of property and damages where appropriate.

3. Prohibited Activities:

- Students/Parents/Guardians should NOT:
  - Attempt to bypass the district's Internet filtering systems and features.
  - Use their issued devices or the district's network to engage in illegal activities, or violate any local, state, or federal laws such as; harassment, discrimination, defamation, threatening or violent communications and behaviors, infringement of copyright or trademark laws, offering for sale, purchase, or use of any prohibited or illegal substances, etc.
  - Damage or disrupt the District's network or attempt to do so.
  - Gain or attempt to gain, unauthorized access to other laptops, Internet sites, networks or user accounts.
  - Plagiarize works or violate copyright or trademark laws.
  - View, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
  - Use the laptop in any way that would cause harm to others or damage to their property.

4. Student Personal Safety:

- The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet.
- Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.
- Student should be supervised while using the laptop at home. If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
- If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
- The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its laptops such as copyright violations.

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5. No Expectation of Privacy:

- Use of the District's Internet access carries no expectation of privacy. The District may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

6. Violations and Discipline:

- A student who violates any HCS policies and guidelines will be subject to:
  - Parent/Guardian Notification
  - Disciplinary sanctions as outlined in the Code of Student Conduct.
- Students/parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.

7. Policies and Procedures: The following District policies and procedures should be followed at all times, including:

- 4.11 – Internet Safety-Students
- 6.26 – Student Harassment
- HCS Official Student-Parent Handbook

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**Signatures of Acknowledgement:**

Registered Student:

I acknowledge that I have read and understand the Huntsville City Schools Laptop Acceptable Use Guidelines.

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Student's Last Name

Student's First Name

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Student's Signature

Date

Parent/Guardian:

I acknowledge that I have read and understand the Huntsville City Schools Laptop Acceptable Use Guidelines.

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Parent/Guardian Last Name

Parent/Guardian First Name

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Parent/Guardian Signature

Date