

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

6.18

**Effective Date:** April 16, 2019

**Revised Date:**

**Section:** Students

**Subject:** Personal Use of Student-Owned Laptops in School

**Related Policy:** 6.312 Use of Personal Communication Devices by Students

**I. DEFINITIONS**

**PURPOSE:** Marshall County School System will provide students access to a wireless network and the option of bringing in a personal laptop as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to these guidelines, the use of any computer in school, including laptop computers, requires students to abide by the District Policy and Acceptable Use of Computer Network/Computers and Resources.

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this administrative procedure.

**II. PROCEDURES**

**General Usage**

Marshall County School System provides the opportunity for students in grades 4 to 12 to bring a personal laptop to school to use as an educational tool. **The use of these laptops will be at teacher discretion.**

1. Students must obtain teacher permission before using a personal laptop during classroom instruction. Students using laptops will be allowed access to the Internet via wireless access and note taking or word processing at the teacher's discretion.
2. Student use of a personal laptop must support the instructional activities currently occurring in each classroom and lab.
3. Students must turn off and put away a personal laptop when requested by a teacher.
4. Students may use their personal laptop before school and after school in **adult supervised areas only**, such as the Media Center or classrooms when the teacher is present. The laptop should also be used for educational purposes during these times. If an adult asks a student to put his/her laptop away because of playing games or other non-instructional activities during these times, the student must comply.

## **Expected Student Behaviors and Responsibilities**

The Marshall County School System accepts no responsibility for personal property brought to the school by students. Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable measures to protect against the theft or damage of their personal laptop.

1. Access appropriate information, images and data and use appropriate language, images and information.
2. Ask for permission before accessing the Internet with personal portable devices.
3. Never view, use, or copy passwords of another user.
4. Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.
5. Never distribute personal information regarding yourself or anyone else to anyone online – such as, but not limited to:
  - Phone numbers, addresses, or last name
  - Arrangements to meet someone online unless this is part of an approved school assignment, pre-approved by school personnel, and with a teacher present
  - Photos or videos of anyone – as per the media policy
6. Immediately report threatening, discomfoting, or indecent or inappropriate materials found on the internet or in a file to a teacher or someone in authority.
7. Never buy, sell, advertise or otherwise conduct business, unless this is approved as a school assignment.

### **Physical security**

Users should take the following physical security preventative measures:

- Your laptop should NEVER be left unattended for ANY period of time.
- Laptop computers must not be:
  - Left unattended at any time (**If a laptop is left unattended, it will be picked up by staff and turned in to the principal**).
  - Left in view in an unattended vehicle.

### **Access Control and Authentication**

1. To use a laptop within the school, students must register the MAC address and serial number of the laptop with the Technology Support Tech for that school.

**YOU WILL BE NOTIFIED OF DATE FOR LAPTOP REGISTRATION. DO NOT BRING YOUR LAPTOP TO SCHOOL UNTIL YOU ARE NOTIFIED.**

2. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.

### **III. ATTACHMENTS**

Personal Laptop Agreement

Signature on File

*Jacob Sorrells, Director of Schools*