

Student MacBook Guidelines



**Sunset Ridge School District 29
Guiding Principles for Laptop Initiative
Grades 6, 7 & 8
2011-2012**

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The guidelines in this booklet have been specifically developed for those students who are assigned a Sunset Ridge District 29 laptop and carry it from class to class. This includes all students in grades 6, 7 and 8. Section III pertains specifically to students in 7th and 8th grade who have opted to take their laptops home. All Sunset Ridge students, whether or not they take a laptop home are accountable for all rules pertaining to general use, care, responsibilities at school, prohibited activities, and consequences for inappropriate use.

I. General Use Rules

1. The student is responsible for his or her laptop throughout the school day.
2. The student is the only authorized user of the assigned laptop and is responsible for keeping their password confidential. Laptops should never be shared with other students.
3. Students should have no expectations of privacy. Teachers, administrators, and/or technology staff members will conduct spot checks of their Internet history, documents, e-mail, etc.
4. Teachers, administrators, and technology staff have access to each student's computer login and password.
5. The District applied name label and tag may not be removed by anyone other than a District employee.
6. Laptops are school property. If a student stops attending Sunset Ridge School he or she will relinquish the laptop.
7. All students are expected to agree to and abide by the Acceptable Use Procedures (AUP) and Agreement for Sunset Ridge School (Appendix A), and as part of that agreement will be held financially responsible for any careless or willful damage to their assigned or any other laptop.

8. Seventh and eighth grade students who have opted to take their laptops home are also held accountable to the Shared Responsibility Agreement(Appendix B).

II. Care of the Laptop

1. Students are expected to treat their laptops with care and respect. Students should not deface the laptop or its carrying case in any way. This includes, but is not limited to marking, painting, drawing, or marring any surface of the laptop and its case. Stickers, glitter, and any other decorative markings are expressly prohibited.
2. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
3. Laptops should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating or drinking.
4. Objects should never be placed or stacked on top of the laptop or keyboard. This includes books, binders or “trappers,” musical instruments, sports equipment, etc.
5. Do not rest pencils/pens on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
6. Students should use care when inserting any device into their laptop. This includes power cords, headphones, flash drives, digital cameras and CDs.
7. Laptops should not be placed on or under soft items, such as pillows, chairs, sofa cushions, or blankets. This will cause the computer to overheat and will result in damage to the computer.
8. Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a clean soft cloth. Never use any cleaner, such as Windex, or water to clean the laptop screen.
9. When transporting their laptop to and from school, students always should be sure to shut down the laptop, place it in the carrying case, and fully close the case. Laptop bags can then be placed inside the student’s book bag or backpack.

III. Expectations and Responsibilities at Home

1. Laptops are to be used for educational purposes only.

2. Parents will have access to their child's computer login and password.
3. Parents are encouraged to be "inquisitive" and interact with their children about their work on the laptops.
4. It is the student's responsibility to be sure that the laptop battery is fully charged each evening.
 - a. Laptops left in school should be placed in the appropriate laptop cart for overnight charging.
 - b. Laptops that go home with students need to be fully charged every evening.
5. For safety reasons, laptops should not be used while riding in any vehicle.
6. All laptop repairs must be provided by District 29 technical staff. Under no circumstances should students or parents attempt any repairs on laptops.

IV. Expectations and Responsibilities at School

1. It is the student's responsibility to ensure there is enough hard drive space to engage in instructional activities.
2. Students are responsible for backing up important files to a jump drive or the server.
3. Student file sharing is limited to school-related projects and activities as approved by the teacher.
4. Laptops that are being stored at school overnight must be placed in the appropriate laptop cart and properly recharged. Overnight carts are located in student advisor rooms and Learning Center. It is the student's responsibility to put his or her laptop in the appropriate cart by 4:00 p.m. and pick it up before school.
5. Laptops must be stored on the bottom shelf in a LOCKED locker during the day when not with the student. Students should avoid taking laptops to P.E. class, but if necessary, laptops can be stored in a secured designated laptop area near the gym.
6. Students may not take the laptop to after school activities. If participants wish to take their laptop home after their event, it should be stored in their hall locker.
7. Laptops are not to be used during lunch, and should not be brought to any location where food or beverages are being consumed.

8. The laptop should be in sleep mode and placed in its case when carried outside the classroom. The carrying case strap should be worn over the student's head and shoulder and across the chest.

V. Shared Responsibility

1. Only students whose parents have signed a Shared Responsibility Agreement Option 2 form (Appendix B) may take home a District-owned laptop. Please refer to the attached Shared Responsibility Agreement for details.
2. The same rules contained within these guidelines pertain to District 29 laptops that are housed at the Northfield Branch of the Winnetka Public Library. Students using laptops stored at the library must present a Sunset Ridge School I.D.
3. It is important to note that Shared Responsibility Agreement does not cover willful or intentional damage or theft of District-owned laptops. In addition to the consequences outlined in Section VII, theft or intentional damage caused to laptops may include full restoration/restitution. This applies to all students, even those who have opted not to take their laptop home.

VI. Restricted and Prohibited Activities

1. Students are prohibited from sending e-mail and instant messages, or chatting on their laptop except for curricular activities.
2. Students are prohibited from hosting any Internet services (including Web page hosting, ftp hosting, etc.) on their laptop.
3. Any inappropriate material, including obscene or violent text, photos, animation, videos, and music is prohibited from being installed on the laptops.
4. Students are allowed only to play educational games when permitted by faculty members.
5. Downloading music, games, and videos onto the laptop is prohibited, except when directed by a faculty member.
6. No illegal use or transfer of copyrighted materials, such as music, movies, images, etc. is allowed.
7. Students may only add, modify or delete files in their own folders.

8. Students are prohibited from installing any application onto the laptop.
9. Students are allowed to connect laptops to data jacks at school only when directed by a faculty member.
10. Headphones are allowed in class only when directed by a faculty member.
11. Students are prohibited from any inappropriate or mischievous behavior involving any laptop.

VII. 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 Student Laptop Guidelines, the District Acceptable Use Procedures (AUP) and Agreement, and any applicable laws. Failure to comply with these guidelines and any administrative regulations and guidelines governing the use of District Technology will result in disciplinary action by staff, administration, and/or the Board of Education. Consequences may include but are not limited to the actions listed below.

1. Minimum disciplinary action may result in a reprimand by teacher or administrator.
2. Additional actions as deemed appropriate may include
 - a. Parent notification
 - b. Parent conference
 - c. Loss of access to specific technology/and or designated area for an undetermined amount of time
 - d. Restoration/restitution of equipment (within the terms of Shared Responsibility Agreement)
3. Multiple infractions, egregious misuse or willful damage may result in
 - a. Extended or permanent loss of privileges
 - b. Confiscations of inappropriate item(s)
 - c. Restoration/restitution of equipment (beyond the terms of Shared Responsibility Agreement)
 - d. Administrative and/or Board of Education action, including possible suspension and expulsion
 - e. Legal action