

***Laptop Policy,  
Procedures and  
Information***



***2017-2018 School Year***

## **George-Little Rock Community School District Laptop Program**

The focus of the 1:1 Laptop Program at George-Little Rock Community School District is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of higher education and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at George-Little Rock Community School District, including any other device considered by the District to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

## 1. Receiving Your Laptop

Laptops will be distributed each fall during the first day of school. **Parents & students must sign and return the GEORGE-LITTLE ROCK CSD LAPTOP AGREEMENT and Technology Device Damage Plan before the laptop can be issued to their child.** Please review the Laptop Agreement included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Efforts will be made for students to retain their original laptop each year while enrolled at GLR.

## 2. Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Office located in the Technology Center.

### 2.1 General Precautions

1. No food or drink is allowed next to your laptop while it is in use.
2. Students should never carry their laptops while the screen is open.
3. Laptops should be logged out and placed in protective sleeve when moved between classes.
4. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the George-Little Rock Community School District.
5. Laptops must never be left in a car or any unsupervised area.
6. Students are responsible for keeping their laptop's battery charged for school each day.

### 2.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school.

The guidelines below should be followed:

1. Laptops should always be within the protective case when carried.
2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
3. The laptop must be turned off before placing it in the carrying case, for extended periods of time.



### 2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry cloth or anti-static cloth.

## **3. Using Your Laptop at School**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### 3.1 Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school.

### 3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Technology Office.

### 3.3 Screensavers

1. Inappropriate media may not be used as a screensaver.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
3. Passwords on screensavers are not to be used.
4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### 3.4 Printing

Students are not allowed to print. If a teacher needs a printout from a student, the teacher will print it themselves. Students who want to print on a home printer must add their printer software to the laptop computer on their own.





## 4. Managing Your Files and Saving Your Work

### 4.1 Saving to your “G” Drive

The laptops will be set up with **access to a folder on the server (G drive)** in which students should save their work. Only files stored in **G drives** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

### 4.2 Saving While Off Campus

When students are not on GLR property, they need to save files on their local machine. They should save in their **“Documents” folder**. Once they get back onto GLR property, they need to move those files to their G drives. Files located in the “Documents” folder on the local machines will not be saved once a laptop is turned into the GLR Technology Department for service or at the end of the school year.

## 5. Software on Your Laptop

### 5.1 Originally Installed Software

The software originally installed by GLR must remain on the laptop in usable condition and be easily accessible at all times.

### 5.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and other connected drives for known viruses on boot up. The virus software will be upgraded from the network.

The school’s storage server and e-mail server are also installed with virus protection software and hardware.

### 5.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

1. Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
2. Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
3. Violent games and computer images containing obscene or pornographic material are banned.

### 5.4 Inspection

Students may be selected at random to provide their laptop for inspection.

### 5.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will be re-formatted. Authorized software will be installed and the data files reinstated on the hard drive. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

### 5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to bring their laptops to the Technology Office in the Technology Center to upgrade their software from the school's network periodically.

## **6. Acceptable Use Policy**

### 6.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the George-Little Rock Community School District.
2. Students are responsible for their ethical and educational use of the technology resources of the George-Little Rock Community School District.
3. Access to the George-Little Rock Community School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GLR Policy Handbook.
6. Students are not to use technology to harass, bully or abuse other students, teachers, parents or community members.

### 6.2 Internet Guidelines

1. Users shall not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

- i. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
2. Users shall not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
3. Users shall not disseminate or solicit sexually oriented messaged or images.
4. If any user gains access to any service via the internet which has a cost involved or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs. Students will not be allowed to access the shopping malls or apply for any service that will result in a payment without permission or supervision of a teacher or other personnel.
5. Users are strongly encouraged that they do not publish personal or private information about yourself on the internet.
6. Users shall not publish personal or private information about others without their prior written permission.
7. Users shall not arrange or agree to meet with someone met online.
8. Users shall not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
9. Users shall not repost a message that was sent to you privately without written permission of the person who sent the message. **If** any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only unless as outlined by the District's directory information policy.

### 6.3 Computer & Other Technology Guidelines

1. Users shall not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

2. Users shall not subscribe to or access non-educational listservs, bulletin boards, online services, email services or other similar services during school hours without prior permission from the technology coordinator or other personnel.
3. Users shall not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
4. Users shall not alter, modify, corrupt or harm in anyway the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from external storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.
5. Users shall not download or install any programs or applications without prior permission from the District's technology coordinator or other personnel.
6. Users shall not use any encryption software from any access point within the District.
7. Users shall not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
8. Users shall not access the District's computers or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other personnel.
9. Users shall not give out personal information or expect privacy when using an instant messenger service or program, internet relay chat or other forms of direct electronic communication or when entering a chat room while using the District's computers, computer network systems, and/or the District's internet connection. During school hours, any instant messenger service or program, internet relay chat, or other forms of direct electronic communication should be used for educational purposes.

10. Users shall not disable or circumvent or attempt to disable or circumvent filtering software.
11. Users shall not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or an instructor.
12. Users shall not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities online. Users must report any security breaches or system misuse to the administration, technology coordinator, or instructor. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account.
13. Users shall not attempt to log on to any device as a system administrator.
14. Users shall not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other personnel, staying on the network longer than is necessary to obtain needed information).
15. Users shall not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying.
16. Users shall not use the District's computers, computer network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
  - i. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the

technology coordinator or other personnel of the contact with inappropriate information.

17. Users shall not plagiarize information accessed through the District's computer, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify the technology coordinator or other personnel of what occurred.

Students will be able to access the District's computers and computer network systems, including use of the internet as directed by District personnel. Students will be allowed to use District provided email accounts under specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that email account or use that address to send and receive email while at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents/guardians to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, email, external storage devices and/or other computer related records of any user of the system. The use of email is limited to appropriate electronic communication. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and

employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of the information users access on the internet. Any risk and/or damages resulting from the information obtained from the District's computers, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or appropriate use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or appropriate use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the George-Little Rock Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

#### 6.4 Privacy and Safety

1. Do not go into chat rooms or send chain letters without permission.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### 6.5 Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is illegal and a violation of the GLR Policy Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences listed in the GLR Policy Handbook. Violation of applicable state or federal law, including the Iowa Penal Code 716A, will result in criminal prosecution or disciplinary action by the District.

#### 6.6 E-mail

1. Always use appropriate language.
2. Do not transmit language or material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission.
6. GLR e-mail is subject to inspection by the school.



## 6.7 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the GLR Policy Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Iowa Open Records Law; proper authorities will be given access to their content.

## **7. Protecting and Storing Your Laptop Computer**

### 7.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified by the serial number.

### 7.2 Password Protection

Students are expected to use and keep their log-on password confidential to protect information stored on their laptops.

### 7.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home. Laptops must be stored in a controlled environment between 45 and 80 degrees. (Monitors will crack if temperatures are extreme).

## **Use of Technology Resources Policy**

George-Little Rock Community School District

### **Purpose**

The George-Little Rock Community School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the George-Little Rock Community School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the George-Little Rock Community School District.

### **Definition – Technology Resources**

The George-Little Rock Community School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### **Regulations**

The use of the George-Little Rock Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by GLR is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the George-Little Rock Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The George-Little Rock Community School District's Policy Handbook shall be applied to student infractions.

### **User Terms and Conditions**

The use of George-Little Rock Community School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the George-Little Rock Community School District's along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users inside and outside the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.



3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

**Consequences:**

1<sup>st</sup> offense – Office intervention or 5 day computer laptop suspension

2<sup>nd</sup> offense – 10 day computer laptop suspension

3<sup>rd</sup> offense – Laptop suspended for remainder of quarter or not less than 10 school days.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

- c. Any violation of the Acceptable Use Policy
- d. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- e. Creating, uploading, or transmitting computer viruses.
- f. Attempting to defeat computer or network security.

**Consequences:**

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- 4. George-Little Rock Community School District's does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Office or Principal's Office.
- 7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a. Computer batteries must be charged and ready for school each day.
  - b. Only labels or stickers approved by the George-Little Rock Community School District may be applied to the computer.
  - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d. Computers that malfunction or are damaged must first be reported to the Technology Office located in the Technology Center. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

**Accidental laptop damage: Students who have recorded 2 or more instances of laptop damage may be asked to check their laptop in at the Technology Office after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.**

e. Computers that are stolen must be reported immediately to the Principal's Office and the sheriff's department.

f. Individual school laptop computers and accessories must be returned to the GLR Technology Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at GLR for any other reason must return their individual school laptop computer on the date of termination.

8. In the event that laptop accessories are stolen, you should report the lost items to the Technology Office or Principals' office. The cost to replace specific accessories is listed below:

a) AC adapter & power cord: \$40.00 b) Battery: \$40.00 c) Laptop Bag: \$20.00  
d) Keyboard: \$15.00 e) Laptop Lid: \$20.00 f) DVD Drive: \$20.00

9. Cost to replace accidental broken LCD monitor: First offense \$50.00, Second Offense \$50.00, repeat offense \$50.00. An intentional act would result in total cost of replacement: \$200.00.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at GLR, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Lyon County Sheriff's Office. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the GLR Technology Office in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

## **GEORGE-LITTLE ROCK CSD LAPTOP AGREEMENT**

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students, and parents/guardians agree to follow the Policies & Procedures. Students and parent/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

### **Parent Responsibilities:**

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the GLR Acceptable Use Policy be followed to ensure safe, efficient, and ethical operation of the district's computer. **In order for your child to use the laptop in class and take it home, you must be willing to accept the following terms and responsibilities.**

- I will read the Acceptable Use Policy and discuss it with my child.
- I will supervise my child's use of the laptop at home.
- I will make sure my child charges the laptop nightly and begins the school day with a fully charged battery.
- I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.
- I will discuss the appropriate use of the Internet and supervise my child's use of the internet.
- I will not attempt to repair the laptop.
- I agree to the Use of Technology Resources Policy.
- I agree to pay the fines set up if any damage to the laptop occurs.
- I will report any problems or damage to the GLR technology coordinator.
- I will not load or delete any software from the laptop except personal documents of my child.
- I agree to the Acceptable Use Policy
- I will report loss/theft of the laptop to school and proper authorities within 24 hours.
- I agree to make sure that the laptop is returned to the school when requested and upon my student's withdrawal from the GLR CSD.

### **Student Responsibilities:**

Your laptop should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- I will read the Acceptable Use Policy and discuss it with my parent/guardian.
- I will adhere to the terms of the GLR CSD Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school.
- I will recharge the laptop nightly and begin the school day with a fully charged battery.
- I will bring the laptop to school each day and when not in use, keep it in its protective sleeve.
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will never share personal information over the internet.
- I will not remove programs or files from the laptop.
- I will not use the laptop to record (audio or visual) other without their permission.
- I will not install, download, or otherwise utilize any software that is not authorized by the GLR Technology Department.
- I will treat the laptop with care by not dropping it, leaving it outdoors, or using it with food or drink nearby.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will return the laptop when requested and upon my withdrawal from the GLR CSD.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock Community School District not to discriminate on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, disability, marital status, socioeconomic status, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. There is a grievance procedure for processing complaints of discrimination. If you have any questions or grievances related to compliance with this policy by George-Little Rock Community School District, please contact Kevin Range, Equity Coordinator, George-Little Rock Community School, 500 E. Indiana Ave., George, IA 51237; phone number 712-475-3311, email: [krange@george-littlerock.org](mailto:krange@george-littlerock.org). Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov>.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877- 8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.