

Powell Middle School

Laptop Responsibility Handbook

District Mission: Partnering with our community in a dynamic, global society, our mission is to empower our students to be lifelong learners by providing a safe, progressive, student-centered learning experience.

Overview

Park County School District #1 is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st Century skills they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which he/she will live. To accomplish this vision, the District is making laptop technology available to Powell Middle School students as described below.

The following requirements and guidelines must be adhered to in order for a student to check out a laptop from Powell Middle School.

I. **Student Responsibilities**

- a. Students are expected to use the school laptop appropriately for educational purposes.
- b. Students are expected to have their school laptop in school each day with a fully charged battery.
- c. Students are to save documents and other files to their school-issued OneDrive @ Park County School District #1 cloud folder. Files and documents should not be stored on the laptop's hard drive.
- d. Students may not attempt to reconfigure or alter the hardware and/or software of the school laptop. If non-conforming programs are discovered on a school-owned laptop, the laptop will be restored to its original settings, and disciplinary actions may be enacted. Any damage intentionally caused by the student or that results from negligence on the student's part will lead to a fine being issued to the student.
- e. Students must immediately submit a damage report to the librarian any time their school device is damaged or does not operate properly.
- f. Students must immediately submit an incident report to the school administration any time loss or theft of the school laptop is suspected.
- g. Students are encouraged to limit printing from the laptop to essential items only.
- h. **Students may not have their school laptop out in the restroom or locker room.**

II. **Parent Expectations**

1. In order for a student to check out a school laptop, a fee is required. The fee for the 2019-2020 school year is \$25. From that point, the first incident will cost \$25. A possible second incident will cost \$50. Further incidents and intentional damage will result in the loss of the privilege of utilizing a district device and may require purchasing a new device to replace the damaged.
 - a. The School asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the school laptop at home.
 - b. Parents are responsible for filling out and signing the Powell Middle School Laptop Agreement Form.
 - c. If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage.
 - d. Parents are encouraged to become familiar with the school laptop and help ensure the use of the technology to track their child's progress. The school laptop allows parents and students to view teachers' assignments and calendars, as well as track homework and monitor progress toward coursework completion.
 - e. Parents should help to ensure that only the student to whom the laptop is loaned uses the laptop. Parents should discourage their student from sharing their school laptop with other students.

III. **Terms of the laptop Loan**

- a. School laptops will be checked out to students at the discretion of the District Administration upon confirmation that Powell Middle School Laptop Agreement Form and Acceptable Use Policy have been signed and the appropriate lab fee has been paid.
- b. Legal ownership of the laptop remains with Park County School District #1. The use of the school laptop is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- c. School laptops and laptop accessories will be checked in at the end of each school year and at any other date and time determined by the District Administration. Students who transfer, withdraw, or are suspended/expelled will return the laptop and accessories at the time of withdrawal.
- d. Wyoming Statute 21-4-308 allows school districts to withhold diplomas and credits as earned until payment has been made for all indebtedness due to the school district. This statute will be implemented with students who fail to pay fines associated with the school laptop and/or accessories.

- e. The District reserves the right to repossess the laptop and/or accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- f. Failure to return the school laptop and/or accessories in a timely fashion may result in the involvement of law enforcement.
- g. The school laptops will be subject to routine monitoring by teachers, administrators, and/or tech staff. Users should have no expectation of privacy when using Park County School District #1 equipment or technology systems.
- h. If technical difficulties arise with school laptop, or non-conforming content is discovered, the laptop will be restored by tech staff. If the tech staff need to restore a laptop, the District will not be responsible for any content loaded onto the laptop by the student.
- i. The use of electronic devices during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.
- j. If a student is suspected of having illegal information, pictures, content, etc., on his or her school laptop, law enforcement may become involved with the review of the information and possible consequences.

IV. **General Care Instructions**

- a. Laptop screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the school laptop.
- b. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the laptop. When disconnecting, remove the cable from the laptop before pulling the cord from the wall outlet.
- c. Students should never put weight on the laptop, stack items on top of the laptop, or wedge the laptop tightly into a backpack or case.
- d. Liquids, food, and other debris can damage the laptop. Laptops should be closed in cases and away from food and liquids when students are eating. Laptops should not be out in bathrooms and locker rooms.
- e. Laptops should not be exposed to temperature extremes. Students should not leave the laptop in any location where the temperature falls below freezing or exceeds 95 degrees. If the laptop is cold, it should be allowed to warm up to room temperature before use. A laptop exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- f. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage the power settings on the school laptop to improve battery performance.

V. **Security and Theft Prevention**

- a. The laptop may ONLY be used by the student to whom it was checked out. The student may not loan the laptop to another student.
- b. The student is responsible for the security of the school laptop at all times. The laptop should never be left unsecured. When not with the student, the laptop should be secured or stored in the student's locked locker. During after-school activities and/or away events, students are still responsible for securing the laptop.
- c. Students should keep personal information about themselves and others off the laptop. It is the responsibility of the student to keep his/her information secure.

VI. **Damage, theft, repair**

- a. Damage or hardware issues must be reported immediately to the school librarian. The student must complete a damage report. With administrative approval, a different school laptop may be checked out to the student in cases of hardware failure or accidental damage.
- b. Students/parents are responsible for the full cost of any willful, negligent, or intentional damage to the laptop. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.
- c. Incidents of loss or theft must be reported immediately to the middle school administration. The student must submit a report of the incident. The tech staff will attempt to locate missing school laptops. Where appropriate, law enforcement will be included in the investigation. With administrative approval, a different school laptop may be checked out to the student.