

# West Central



## Laptop Policies and Procedures

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**Notice:**

**By completing student registration you as a parent and by extension your children have agreed to abide by everything contained within this document. This includes the partial or full repayment of the cost of the device in certain situations.**

# I. The costs associated with a school computer

## A. The non-refundable annual fee

\$50 per High School student

If the fee is not paid then the laptop assigned to the student cannot be taken off school property. The student in question will need to check the laptop in nightly. Failure to do so will result in disciplinary action. In the event that repair fees are assessed any laptop issued to the student in question cannot be taken off school property until the fee is paid in full.

The same laptop will be checked out to the same student each school year for the duration of their enrollment at West Central High School. This is to encourage responsible care of the laptop over its lifecycle.

Students who leave the school district must return all technology and associated items assigned to them immediately to the West Central School District. Failure to do so will result in the household owing the district the full value of all the items that had been assigned to them, and the involvement of law enforcement to recover the technology items in question.

Laptops will be collected at the end of each school year for maintenance, cleaning and new software installations. Laptops must be immediately returned to the school district upon completion of the school year at the latest. The school district does not borrow or rent out current model laptops for use over the summer months. State email passwords will be reset sometime in either July or August every year as part of the process of preparing the laptops for the next school year.

## B. Accidental damage.

- 1) When a laptop is damaged, school staff will attempt to confirm the situation that preceded the cause of the damage and a Service Request Form will be sent home. We ask that a parent/guardian: See the nature of the damage that has occurred and acknowledge that they have seen said damage by signing the Service Request Form before we begin the repair process.
- 2) The first incident of accidental damage over the course of a student's HS enrollment will be covered in full by the school district. The second incident and every one thereafter will be the sole financial responsibility of the student. Theft is not accidental damage. Should theft occur, the student will owe the school the full replacement value of the stolen equipment. We encourage everyone to add the school computer to their homeowner or renter insurance policy in case of fire or theft. The value of the MacBook Air being issued is \$979.00
- 3) Repairs will be made by a third party provider when they cannot be done in-house. Only the school district may initiate repairs for the laptop or issue replacements for lost components. Once we have received the third party invoice then the student will be responsible for repaying the school district. A bill listing the balance due to the school district will be physically mailed to the home address. A copy of the third party invoice for the repair is available upon request. It is the student's responsibility to either make full payment or setup a payment plan with the business office once the bill arrives.

- 4) A temporary computer may or may not be assigned to the student while their assigned computer is in for repair. Depending on availability, it may not be the same model as the assigned computer.

### **C. Malicious damage**

- 1) When a laptop is damaged, school staff will attempt to confirm the situation that lead to the cause of the damage and a Service Request Form (SRF) will be sent home. We ask that a parent/guardian, to see the nature of the damage that has occurred, acknowledge that they have seen said damage by signing the SRF before we begin the repair process.
- 2) If we have determined that the situation that lead to the cause of the damage was malicious in nature, a disciplinary action will be started. The student must speak with the HS principal concerning the matter. The student must be willing to assist in the identifying of the person or persons responsible for the malicious act. All costs associated with malicious damage are paid for by the perpetrator of the act. The school provides no grace fixes. If the student assigned to the the laptop knows who perpetrated the malicious act but refuses to name them, then they assume all costs associated with the malicious act.
- 3) Once the disciplinary action has been completed, any opportunity to present further evidence will be concluded. At that point the outstanding bill must be paid.
- 4) A temporary computer will be assigned to the student while their assigned computer is in for repair. Depending on availability, it may not be the same model as the assigned computer. If the student assigned the computer has assumed the costs associated with the malicious act, the issuance of temporary and replacement computers may be delayed until the outstanding bill is paid.

In the event of malicious damage by someone who is not attending West Central, or in the event of theft or fire, it is the student's responsibility to file a police and/or fire report and bring a copy to the business office before another laptop will be issued. These situations will be evaluated on a case by case basis. Fraudulent reporting of theft, loss or catastrophic damage will be turned over the the police for prosecution. The district works with the Minnehaha County Sheriff's Department and all other applicable law enforcement agencies to recover equipment.

### **D. Outstanding bills.**

Outstanding bills must be paid in full by the start of subsequent school year. Students will not be able to take home the issued laptop on student registration day or any day thereafter until the outstanding bill is paid in full. Please consult with your insurance agent for details about your personal coverage of a school owned laptop. The value of the MacBook Air being issued is \$979.00. This does not include the cost of the laptop bag or any other accessories issued.

Apple Inc. warrants their laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to the repair. This does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

## **E. Replacement Chargers**

Only official Apple chargers are to be used. Third party chargers will not be accepted by the Help Desk when MacBooks are handed in. **It is the student's sole responsibility to keep track of their charger. Do not loan it out to others if you wish to see it again. It is not uncommon for loaned or unattended chargers to disappear.**

### **In the event that a charger or cord is lost:**

The West Central School District no longer requires replacement chargers be purchased from the help desk. We do offer these parts, if you do choose to buy them.

The parts in question are:

Apple 30W USB-C Power Adapter ( part number: MD836LL/A )

USB-C Charge Cable (1 m)

## II. Physical care of the laptop

### A. Report damage to the help desk!

**All repairs are to be initiated by the school district. Do not take the laptop to a 3rd party repair shop on your own.**

Please report any and all damage to the Help Desk using the Service Request Form which is available in the Help Desk. We only use genuine replacement parts and components from vetted providers.

### B. Do not do the following things to your laptop.

- Do not remove any identifying tags or marks from the laptop or its bag. All identifying information must remain visible.
- Do not personalize the hardware directly. Case covers are available for purchase from 3rd party vendors and only those case covers may be personalized. Again, do not cover up identifying tags or marks.
- Laptops must be in their bags when in transit. The laptop and associated cables are to be the only things kept in the issued laptop bag (no pens, pencils, books, etc, that might damage the laptop). Failure to comply with this will void any claim of accidental damage.
- Unattended laptops left on school grounds will be taken to the help desk or HS office to be reclaimed. Multiple infractions may result in consequences.
- Never leave the laptop unattended in a vehicle.
- When laptops are stored in a school locker, they should be in their issued bag and the locker locked. Laptops are not to be kept in athletic lockers at any time.

Laptop screens are commonly damaged by applying excessive pressure on the screen. With this in mind, please do not:

- Carry the laptop by the screen, carry from the keyboard base.
- Lean on the top of the laptop when it is closed.
- Place other items in the issued bag along with the laptop.
- Apply excessive direct contact to the screen or carry the laptop by the screen.
- Place anything on the keyboard before closing the lid.

Only clean the screen with a soft, anti-static or microfiber cloth. Only use a citrus based cleaner on the screen, or better yet, bring your laptop into the Help Desk for a cleaning.

### III. Approved uses for the laptop

#### A. During school hours / On the school network

**1. Laptops are for school approved uses in the school building each day.**

Laptops are for educational use. If you are challenged to provide an educational reason why you are viewing a particular website or using a given computer program and you cannot provide a reasonable justification then you may be in violation of policy.

Teachers will provide expectations for laptop use in their classrooms. A teacher's expectations are expected to conform to written policy. Students will use their laptop to access school messages, announcements, calendars, homework, and grade results. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

**If students leave their laptop at home, they must take home a service sheet and return it to the help desk with a parent or guardian signature. Repeat violations will result in disciplinary action.**

Laptops must be brought to school each day in a fully charged condition. Students need to charge the laptops at home. **We discourage bringing a charger to school each day as it may be lost or stolen.**

Loaner laptops, when available, will be issued to students when they leave the laptops for repair at the Help Desk.

Sound must be either muted or headphones used at all times, unless permission is obtained from the teacher for instructional purposes.

**2. Students will not purposely disconnect their laptop from the school network during school hours.**

**3. A student will not use their laptop in a non-educational manner.**

Using a laptop in ways that contradict either your student handbook, this HS Policies and Procedures document, the acceptable use policy, or other school policies will result in disciplinary action. The school district has limited bandwidth and non-educational use deprives others of educational use during peak traffic periods. Just because you have a few minutes of downtime during a class or during your lunch break doesn't exempt you from the rules.

Staff that are remote viewing student laptop screens may challenge the student's usage with a message. A polite and quick reply to any questions is expected, and the student should immediately cease the behavior if it is in violation of policy. Staff will report student activity to the HS Principal for appropriate disciplinary action as necessary. Students that regularly repeat this behavior can expect to have their laptop remotely shut down and/or technical staff to come to a classroom and take the laptop from them.

Student printing will be allowed in classrooms according to teacher permission to the



student copier. Color printing will need to be done by copying the file to a USB drive and with the assistance of a teacher whose laptop has the color printer setup on it.

### **Examples of the difference between educational use and non-educational use.**

This is not an all inclusive list. It is here merely to expound upon some commonly misunderstood activities observed during the course of a school day.

- Using an audio or video streaming service to access media at any time by a teacher for an assignment is considered educational use. Using an audio or video streaming service during the school day for a recreational purpose is considered non-educational use.
- Downloading video or audio during the school day by a teacher for an assignment is considered educational use. Illegally downloading audio or video files at any time is not considered educational use. Downloading a couple hours worth of audio or video media while on the school network with the intent of recreational viewing at home at a later date or time is a non-educational use.
- Using any kind of email, IM, chat, social media related website, or other methods of electronic communication for discussions that do not pertain to specific school assignments is a non-educational use.
- Playing video games at any time is considered non-educational use. There are times when a teacher will assign a video game for educational use. These will be communicated to the IT department in advance, will occur during specific blocks, and will have a definitive end date. If you would like to use a game, such as Minecraft, as part of an assignment, please get your teacher's approval first and then remind your teacher to contact the IT department about it.

### **B. After school hours / Off the school network**

Use of the school computer after school hours and when off the school network is expected to conform to the rules laid out in school board policy JFCK-E, the HS Student Handbook and this HS Laptop Policies and Procedures document.

URLs and search queries entered into student laptops are recorded 24/7 by the school district's content filter. Instances of computer violations that occur either after normal school hours or off the school network will result in disciplinary action.

### **C. Disciplinary Actions Issued by the HS Principal.**

- Any disciplinary action issued by the HS principal may also include:
  - Checking your computer in every night for a period of time.
  - Checking your computer out only during blocks where an assignment specifically calls for its use.
- In cases where child pornography is suspected to be on a school owned device, that device is immediately turned over to the appropriate police authorities and is dealt with as a legal matter. School officials take every possible precaution to not view the images directly. Once the device is in police possession, we are unable to retrieve any data from it. Any saved data will be counted as permanently lost. In the event that the laptop is not returned or returned in a non-functional manner after the legal matter has been resolved, financial restitution to the school district for the replacement or repair of the laptop will be the responsibility of the person whom the device was checked out to.

For questions regarding South Dakota Codified Law regarding Sex Offenses & Child Pornography, please reference Chapter 22-22 & Chapter 22-24A which can be found at:

[https://sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=22-22](https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=22-22)

[https://sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=22-24A](https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=22-24A)

- Parents may also request that a laptop be checked in overnight every night for a period of time if they feel the device isn't being used appropriately at home.

## IV. Software

The student laptops will contain software apps pertinent to the curriculum of the West Central school district. This software is loaded via imaging software during the summer and maintained and expanded by an app called Self Service.

The software installed by West Central High School must remain on the laptop in a usable condition. Updates may be remotely pushed out to the laptops, or updated apps may be retrievable from Self Service by the student. If you are in need of an update and need assistance, please come to the help desk.

The school may add software apps for use in a particular course. The licenses for this software may require that the software be deleted from the laptop at the completion of the course.

Students must fully shutdown laptops before leaving school and boot laptops freshly every morning to properly disconnect and connect from the school network. Failure to do so will eventually result in a host of problems from printing issues to file corruption.

Lightspeed Systems is the content filter and mobile filter used by the school district. This program records all website addresses and IP numbers visited and will prevent a laptop from displaying any website in the event that communication back to the Lightspeed servers hosted at the school is disrupted. Circumvention of the Lightspeed content filter is a serious offense.

Students will be given some leeway in loading additional software. However, there are times when a program is deemed unacceptable either due to a technical or usage reason. If instructed, students are expected to remove offending programs and not reinstall them. An example of this would be Spotify, a streaming music player that functions like a P2P network and was found to be creating significant internal network traffic. Students were informed via email to remove the program or have the Help Desk remove it within a given timeframe. Failure to have the software removed in the given timeframe was then treated as a disciplinary action going forward.

## **Inspection:**

Inspection of laptops may occur at any time by a teacher in the classroom, remotely by a staff member, or by technical staff collecting the laptop and returning to the Help Desk with it in order to ensure appropriate use. The laptops are the property of the West Central School District. Any data residing in the laptop, or on cloud based services should not be considered private or confidential. The district cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be granted access.

## **Daily Technical Support:**

Help Desk hours are typically from 8:00 am to 4:00 pm on school days. Technical duties may require staff to leave the help desk unattended at times. Call ahead and schedule a visit to the help desk in advance so that we do not keep you waiting. During school hours, a student will either need a signed permission slip or a call to the help desk from a teacher to leave a classroom for a help desk visit.

## **Regulations:**

The use of the West Central School District's technology resources is a privilege, not a right. This privilege is non-transferable by students to other people or groups outside of the district and terminates when a student is no longer enrolled in the West Central School District.

Parents/Guardians have the right to: 1) Request that the laptop assigned to their child be checked in overnight every night for a period of time. Contact the HS Principal to initiate this request. 2) Request additional restrictions to the content filter of their child's laptop. The school district reserves the right to refuse these requests if they directly interfere with the functionality of the device for assigned learning purposes. Contact Christopher Waltner, the Director of Technology, to initiate this request. 3) Choose not to participate in the 1:1 program. In this situation, do not sign any of the forms, and do not pay the fees. Your child will only be provided access to a laptop for specific class use and will need to either complete all assignments in class or have other means to complete assignments out of class. The school district only provides software (paid-for or free) needed to complete assignments on school issued devices.

These guidelines are provided to make sure everyone is 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 document or the Acceptable Use Policy, privileges may be terminated, access to technology resources may be denied, and the appropriate disciplinary action as outlined in the HS Student Handbook shall be applied.