

USD 487 Middle School Laptop Guidelines

The laptop and carrying case that have been issued to each student grades 6 through 8 are the property of the USD 487 Schools. This computer is on loan to the student and must be used in accordance with the following guidelines:

- Laptop Computer Security Policy During the school day
 - Students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.
 - Laptops must be kept in the backpack issued with the laptop. They may **not** be kept in regular book bags or backpacks.
- Students are not to deface their laptops or carrying cases in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car.
- Computer Acceptable Use Guidelines: USD 487's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 487. Failure to adhere to these standards may result in disciplinary consequences.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor's permission.
- The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network.
- Deliberate attempts to degrade the USD 487 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Herington Middle School reserves the right to define inappropriate use of technology.
- If a computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves or to contract with any other individual of business for repair of the laptop.
- Before a student is issued a laptop, the student and parent must have signed the Student Laptop Loan Agreement and the Computer Acceptable Use Guidelines form. Attendance at an orientation session by the student and parent together is strongly recommended.
- Lost power cords and batteries are the responsibility of the student/parent.