School Town of Munster
1:1 Laptop Computer Student Guidelines/Agreement

Introduction

The vision of School Town of Munster is that all of its students function successfully in an ever-changing world of technology. Therefore, technological tools are provided for educational purposes and are intended to support the learning objectives of the School Town of Munster.

The laptop computers (including Chromebooks in 4th grade) that have been issued are the property of the School Town of Munster. The computers are on loan to the student and must be used in accordance with the policies and procedures of the School Town of Munster's Acceptable Use Policy. The use of computers, as well as access to the computer network, the Internet, and e-mail are privileges, not rights.

Computer Use at School

- Students are responsible for bringing their laptops, fully charged, to school each day.
- Laptops are to be used in the classrooms as directed by teachers.
- Laptops and batteries are assigned to an individual student. The laptops and batteries should be in the student's possession or secured properly at all times. Students should never "swap" or "share" their computers or batteries with another student.
- Students must never share their passwords with other students. Passwords must always be kept confidential.
- Students are responsible for saving or backing up their documents to the server, the computer hard drive, or a portable flash drive.
- Students participating in activities that are not conducive to using their laptops (i.e., field trip, assembly, etc.), are required to leave the laptops in their locker or other designated secure location.
- As Chromebooks were purchased through a grant, there is no repair budget to cover the costs of damages. Any damages to Chromebooks must be paid for by the parent.

Computer Use at Home.

- Each time students change their passwords they should pass this information on to their parents/guardians.
- Students are responsible for recharging the laptop at home on a daily basis to be prepared for school.
- If the computer is damaged or not working properly, students should report to the school Media Center Student Help Desk.
- If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the local police, the designated school Help Desk, and administration.

Computer Use on the Internet, E-mail and Network

- Computer usage is monitored by the School Town of Munster at school and at home.

- The sole purpose of email is for educationally-related activities and not social networking.
- Students and parents/guardians should understand that the School Town of Munster does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material while the student is at school, the district is not able to monitor completely student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students are responsible for their behavior and communication on the Internet. Students must always be respectful to others and never use obscene, profane, vulgar, sexually explicit, defamatory or abusive language in their messages.
- Students must understand that distribution of sexually explicit photos to minors from minors is a serious offense punishable by state and federal laws and school discipline. <u>All such incidents will be reported to the Munster Police Department</u>.
- Students must never intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent themselves or other users on the network or the internet.
- Students must never use the computer to harass an individual or any particular group. Cyber Bullying is a serious offense and will be treated as such through disciplinary and or legal actions.
- Students must never "hack" into any computer system, access proxy servers, bypass filters, elevate privileges or engage in unauthorized use of the network.
- Students should not use chat rooms, instant messaging or social networking sites unapproved by the School Town of Munster.
- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name as well as photos.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the School Town of Munster. All communications and information accessed via the network is public property. The School Town of Munster has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Academic Dishonesty is monitored through the School Town of Munster filtering system. See school handbooks for consequences associated with Academic Dishonesty.

<u>General Use and Care of the Computer</u>

- Students are expected to treat their laptops with care and respect. The computer is the property of the School Town of Munster and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop are not allowed and will result in loss of privileges.
- Students should not use their laptops while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be easily damaged when mishandled.
- Students should protect laptops from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.

- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptops, or use their laptops near others who are eating and drinking.
- When transporting their laptops to and from school, students should always be sure they are placed in an approved backpack, fully closed without the power cord or other peripherals attached.
- Laptops should be placed inside approved backpacks in the padded laptop section. The laptop should be separated from books or heavy objects. No heavy objects should be placed or stacked on top of the laptop.
- Students are encouraged to help each other in learning to operate their computers. However, such help should be provided with voices and not hands. Students should operate their own computers at all times.
- Students are not allowed to download or install any software or other materials without the permission of the STM Technology Department.
- Students should use care when plugging in or disconnecting their power cords. Always remember to pull on the plug itself, not the cord.
- Students must use only the provided power cords. Others may damage the computers.
- Computers must be shut down before being placed in the cases or school bags.
- Computers 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.
- Cleaning of laptop screens and keyboards must be done with approved cleaners only or by the Help Desk staff.
- Malicious, negligent or repetitive damages to the laptops is prohibited.
- Anyone observing inappropriate or careless use of a computer should report to a teacher or other staff member immediately.

Consequences of Inappropriate Use

The use of any School Town of Munster technology ***is a privilege and not a right***. Students are expected to use their computers in accordance with these 1:1 Student Guidelines, the District Acceptable Use Policy, and any applicable laws. Failure to use these computers appropriately will result in the following consequences, as determined by the staff and administration of the School Town of Munster:

- Limit student use or access privileges.
- Loss of the privilege of using the computer at home.
- Financial restitution.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.