

1:1 LAPTOP INFORMATION:

Each student will receive an LCSC laptop (13" MacBook Air) and accessories for the school year. The student who is issued the computer and other technology equipment is responsible for it.

- Students are expected to use LCSC Technology in a responsible, ethical, and legal manner.
- No food or drink should be next to the laptop
- Cords, cables, removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used or stored near pets, water or other liquid, food, and weather.
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain free of any writing, drawing, stickers, labels, etc.
- Heavy objects should never be placed on top of laptops.
- Never swap or share your computer. You are responsible for your assigned computer.
- Computers are NOT to be taken inside a locker room. Leave computers locked in your school locker and pick them up after class, practice, game, etc.
- Students are not allowed to download or install any software or other materials
- Laptops should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times
- Charging is done at home unless you have teacher permission to charge at school and that you remain with your computer while charging.
- Students are not to videotape or audio record without the permission of the teacher and must be of educational purpose.

Cost:

- The Technology Fee of \$50/year

Collection:

- After Final Exams During School LMS Seminar Room
- Computers & Accessories not turned back in may result in theft charges being filed by the Lebanon Schools Police Department

Summer School:

- Computers will be available for summer school students at school only. No computers will be taken outside the school.
- The same rules will apply for computer usage in the classroom.

Transporting Laptops:

- Each student will be issued an LCSC computer bag to transport the laptop at all times.
- Always transport laptops with care and inside the LCSC issued computer bag.
- Do not place any other items other than the LCSC-issued computer in the main part of the LCSC issued computer bag.
- Do not over stuff the computer bag; extreme pressure on the computer can cause permanent damage to the screen and other components.

- Do not place computers in backpacks even if in the computer bag.
- Never open the laptop by pushing on the screen
- Never pick-up the laptop with the screen open
- Computers may not be used in the cafeteria for lunch. They must remain in the computer bag at all times. It is encouraged that they are left locked in the classroom or your school locker.
- Never leave the computer in a car.
- Students attending or participating in physical education class and/or extracurricular activities should leave laptops in their school locker, which must be locked, when not in use. Student attending or participating in activities outside of school should exercise extreme caution to protect the computer from harm. Students are liable for all damages and theft.
 - School lockers are available to students both before and after practice, games, meets, etc. Monday through Friday when school is in-session.

Screen Care:

The laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a laptop when it is closed.
- Do not store a laptop with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Only clear cases are permitted if you so choose.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

Asset Codes:

- All laptops and bags will be labeled with a LCSC sticker.
- These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a laptop for tampering with an LCSC asset sticker or turning in a computer and/or bag without an LCSC asset sticker.

Using your Laptop at School:

- Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher.
- A loaner computer will be given to a student who does not bring his/her laptop to school with a consequence assigned at that time.

Laptops being repaired:

- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.
- Loaner laptops may be issued to students when they leave their school-issued laptop in the Technology Center for repair.
- A student borrowing a loaner laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Laptops on loan to students having their school-issued laptop repaired may be taken home.

- A member of the Technology Center or Technology Department will contact the student when their laptop is repaired and available to be picked-up.
- All repair and replacements must go through LCSC. Students should report all problems, issues, etc. to the Technology Center.

Backgrounds:

- Inappropriate media may not be used as laptop backgrounds. The presence of such media will result in disciplinary action.

Sound:

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.

Printing:

- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print at school.
- Students are not able to print on their home printer.

Logging onto a Laptop:

- Students will login to their laptops using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.
- Always log-off the computer when not using it.
- Visit the Technology Center for the username and password

Managing & Saving Work:

- It is recommended to save work in Dropbox, Google Drive, Flash Drive, etc.
- Some files may be stored on the hard drive but not recommended.
- Students should always remember to save frequently when working on digital media.
- LCSC is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.

Using Laptop Outside School:

- Students are encouraged to use their laptop at home and other locations outside of school. Wi-Fi connection is encouraged, but not mandatory. Some applications can be used while not connected to the Internet. All content is sent to the LCSC filter no matter the location of the computer.

Damage:

- LCSC will pay for the normal wear & tear
- The LCSC Technology Department will work with Apple to determine normal wear & tear.
- Student/Parents will pay for any other damage to the computer
- Parents can purchase laptop insurance outside of the school system.

Repairing the Laptop:

- All laptops in need of repair must be brought to the Technology Center as soon as possible.

- The technicians will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

Privacy:

There is no expectation of privacy. Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. LCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student laptops. Student computer activity must be visible to LCSC monitoring software.

Appropriate Uses and Digital Citizenship:

- School-issued laptops should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 - 1 Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 - 2 Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
 - 3 Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people’s private spaces or areas.
 - 4 Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 - 5 Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 - 6 Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Source: Forest Park High School

Consequences:

- If you forget to bring your laptop to school, it is just like forgetting a textbook (same rules – student's responsibility)
- Failure to use the computer in an appropriate manner will result in consequences.

Restrictions & Limitations:

- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.
- LCSC Personnel will have a program to be able to monitor every laptop
- Computers are NOT allowed in a locker room. Leave computers in the hallway locker or locked with a teacher.

Charging:

Students are expected to bring their laptop to school fully charged. Computers can be charged at school during Lunch (left in classroom to charge) and during Study Hall (teacher discretion). If a student needs to charge the computer during class creating a loss of instructional time and opportunity to learn, the consequences for each semester are:

- First Time – Notation in teacher grade book. Student is informed he/she is being marked for charging during class.
- Second Time – Notation in teacher grade book. Student is informed he/she is being marked for charging a second time during class and the consequences of a third charge.
- Third Time – Student receives a disciplinary referral and lunch detention. Teacher either calls or mails a copy of detention notice to parent/guardian.
- Fourth Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Fifth Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Sixth Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral.
- Seventh Time – Student receives a disciplinary referral. The student is assigned two Thursday Schools. Parent will be notified, and a conference will be held to inform the parent the next charge will result in loss of credit for the course.

Possession of Laptop:

Student does not have possession of the computer at school during the day. Student will call home to have parent bring the computer to the school. The student will be issued a loaner computer until the computer arrives.

Consequences below will be applied:

- First Time – Student receives a disciplinary referral. The office assigns a lunch detention.
- Second Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Third Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Fourth Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held to discuss a non-take home computer policy.

Possession of Computer Bag:

Student does not have possession of the computer bag when transporting the computer and/or has the computer and/or bag in another bag:

- First Time – Student receives a disciplinary referral. The office assigns a lunch detention.
- Second Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Third Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Fourth Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral.
- Fifth Time – Student receives a disciplinary referral. The student is assigned two Thursday Schools. Parent will be contacted for a conference to discuss policy and consequences.

Inappropriate Content:

Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

- First Time – Student receives a disciplinary referral. The office assigns a lunch detention.
- Second Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Third Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Fourth Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral.
- Fifth Time – Student receives a disciplinary referral. The student is assigned two Thursday Schools. Parent will be contacted for a conference to discuss policy and consequences.

Identification Tags:

Identification tag and/or sticker(s) have been removed from a piece of equipment that is not normal wear-&-tear. In addition to the student consequences listed below, the student will incur the cost of replacement items:

- First Time – Student receives a disciplinary referral. The office assigns a lunch detention.
- Second Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Third Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Fourth Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral.
- Fifth Time – Student receives a disciplinary referral. The student is assigned two Thursday Schools. Parent will be contacted for a conference to discuss policy and consequences.

Security:

Illegal use of a proxy and/or a breach of security:

- First Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral. Possible loss of laptop privileges, suspension, and/or expulsion.
- Second Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Writing, Drawing, Adding Stickers, etc. on the computer and/or computer bag. The damage costs will be paid by the student as this is viewed as vandalism of school property:

- First Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Second Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Third Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held with parent.

Swapping or Sharing the Computer:

- First Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Second Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Third Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held with parent.

Leaving the Computer Unoccupied:

- First Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Second Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Third Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held with parent.

Having Food/Drink around the Computer:

- First Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Second Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Third Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held with parent.

Downloading/Installing Non-Educational Content:

- First Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral. Possible loss of laptop privileges, suspension, and/or expulsion.
- Second Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Inappropriate Video and/or Audio Recording:

Video recording and/or audio recording on the student computer will be handled on a case-by-case basis. Based on the severity of the content recorded and permissible recording, the consequences may change and/or be escalated.

- First Time – Student receives a disciplinary referral. The office assigns Tuesday School.
- Second Time – Student receives a disciplinary referral. The student is assigned two Tuesday Schools. Parent will be notified through discipline referral.
- Third Time – Student receives a disciplinary referral. The student is assigned one Tuesday and one Thursday School. Parent will be notified through discipline referral. A conference will be held with parent.