Pueblo County School District 70
Parent-Student Notebook Computer Handbook 2012‐2013

# Terms of the Notebook Computer Use

## Terms:

You will read and sign District 70’s Parent-Student Notebook Computer Use Agreement. You will comply at all times with the District 70 Parent-Student Notebook Computer Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

## Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent-Student Notebook Computer Handbook.

Loss or Damage:
Insurance against loss or damage is available and highly recommended, but not mandatory. If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repair or replacement costs.

Loss or theft of the property must be reported to the District by the next school day after the occurrence. In case of theft, vandalism, and other criminal acts, a **police or sheriff report must be filed by the student or parent within 24 hours of the occurrence. Incidents that occur off campus must be reported to the local police or sheriff (depending on the location of incident) by the parent and a copy of the report must be brought to the school by the next school day.**

A table of estimated pricing for a variety of repairs and replacement cost is available upon request. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

## Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent-Student Notebook Computer Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

## Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. A fee of $ 10 per day may be assessed for computers not returned according to the terms herein.

## Appropriation:

Your failure to timely return the property and the continued use of it for non‐school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

## Use and Maintenance Fee:

Insurance against loss or damage is available and highly recommended, but not mandatory. If you elect Student Computer Insurance, a non-refundable insurance fee must be paid annually.

## Damage, Loss or Theft:

* In case of theft, vandalism, and other criminal acts, **a police or sheriff report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report be brought to the school by the next business and/or school day.**
* Auto or home insurance may be billed for any difference or unrecoverable cost to the District.
* If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.
* If a transfer to another school takes place, you will have **48 hours** to return the computer to its home school.
* Seniors must clear ALL records and pay all technology related fees before participating in graduation.

Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:
All prices are based on the current cost the District must pay Apple to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on manufacturer’s current price list.

The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

## Use of Computers and Notebook Computers on the Network:

School District 70 is committed to the importance of a student being able to continue with his work when his notebook computer is experiencing problems. To assist with this problem the District is providing the following:

## Loaning or Borrowing Notebook Computers:

* Do NOT loan computers or other equipment to other students.
* Do NOT borrow a computer from another student.
* Do NOT share passwords or usernames with others.

## Internet Safety:

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. District 70 has purchased web filtering software, restricting students’ web access. For more information about Internet safety, please go to www.isafe.org.

General Notebook Computer Rules:

#### Operating System:

**Configurations**

Altering or modifying core system settings, original District pre‐set software image and/or taking apart the computer for access to internal components is prohibited and subject to a $50 fine.

**Screensavers**

* Inappropriate media may not be used as a screensaver. Students may only apply a custom screensaver to their own personal profile.
* Passwords on screensavers and power-on screen are not to be used.
* Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.
* There will be a **$25 re-imaging charge** for the removal of any of the above.

**Sound**

* Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
* No headphones except for instructional purposes or permitted by instructor/teacher.

**Deleting Files**

* Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
* There is a **$25 re-imaging charge** to correct system files.

**Music**

* Music and games may be downloaded using approved software outside of school hours.
* All software loaded on the system must be District approved.

**Transporting Notebook Computers**

* Computers must be transported in the District provided case.
* Computers must be shut down and stored in a safe location when not being utilized.

#### Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDROMs, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. **Expectations**
2. Student use of computers, other technology hardware, software and computer networks including the Internet is only allowed when supervised or granted permission by a staff member.
3. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
4. Although the District has an Internet Safety Plan in place, students are expected to notify a staff member whenever they encounter information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
5. Students who identify or know about a security problem are expected to convey the details to their teacher or school administrator without discussing it with other students.
6. **Unacceptable conduct includes, but is not limited to the following:**
7. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
8. Using the network for financial or commercial gain, advertising, or political lobbying.
9. Accessing or exploring on‐line locations, materials, or social networking sites that do not support the curriculum and/or are inappropriate for school assignments or class time, such as but not limited to pornographic sites, Facebook, Skype, and Twitter. Violation may result in forfeit of computer for the remainder of the academic school year.
10. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
11. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
12. Intentionally wasting finite resources, i.e., on‐line time, streaming music, gaming, unauthorized access anywhere on the network.
13. Revealing the home address or phone number of one’s self or another person.
14. Invading the privacy of other individuals.
15. Using another user’s account, password, or ID card or allowing another user to access your account, password, or ID.
16. Coaching, helping, observing or joining any unauthorized activity on the network.
17. Forwarding/distributing E‐mail messages without permission from the author.
18. Posting anonymous messages or unlawful information on the system.
19. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
20. Falsifying permission, authorization or identification documents.
21. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
22. Knowingly placing a computer virus on a computer or network.
23. The use of recording devices such as the camera and microphone may not be used at school without permission from a teacher for a specified activity. Any use of the camera or microphone to record people without their knowledge or copy materials that are not allowed to be copied is forbidden.

DON’T

* leave your computer in extreme weather conditions (in the car or on the field). Some components are susceptible to extreme temperatures and can be easily damaged.
* eat, drink, shower, use hair or nail products near computer at any time.
* operate computer on a non‐hard surface such as your lap, bed, a blanket or pillow. The fan and heat sink must have proper air flow.
* “drop” the carrying case and computer on the floor, even if it’s inches from the ground.
* apply personal markings and/or stickers to your computer or carrying case.
* remove D70 or manufacturer’s stickers. This action is subject to fines.
* overstuff your computer case. Overstuffing can result in the keyboard creating impressions on the LCD of the computer and damage that is not covered under the current warranty.
* leave your computer or case unattended.
* ignore lost or stolen computer and/or hardware.
* be afraid to report damage to your computer and/or computer hardware.
* install banned or unapproved software, including additional anti‐virus software.
* tightly wrap the cords around your AC Adapter/Power Supply as wires may become frayed or weakened over time resulting in AC/PS replacement.
* use Goof Off, Windex or other harsh chemicals to clean your computer

DO

* store your computer in a temperate, safe and secure location when not in use.
* use a clean, flat surface or approved lap tray/table with adequate ventilation to operate your computer.
* store your computer in the supplied case and carefully “set” the case with computer down on any hard surface.
* decorate your computer case with ribbon, shoe laces, or other non‐permanent selections.
* report peeling stickers to your local ER for replacement.
* purchase a backpack for transporting books and other items that do not properly fit in your computer case.
* store your computer in your locker or other temperate, secure location when not in use.
* report loss or theft immediately to your school’s security office.
* report damage to computer and/or hardware to your local ER. Failure to report damage may void time sensitive coverage and assume negligence.
* install personal printers, ISP software, and storage devices.
* loosely wrap the ends around the brick of your AC Adapter/Power Supply.
* use microfiber or LCD cloths and canned air to clean your computer.
* **Respect and take care of your computer. It is yours while you remain at this school!**

Tips for Parents

Computers are a resource or tool. District 70 strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today and D70 is preparing them to stay focused handle those distractions.

## Parents are still in control and have the ability to:

1. Communicate with your children and set computer limits. Here are some examples:
	1. I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
	2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
	3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
	4. I will never send a person my picture or anything else without first checking with my parents.
	5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.
	6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
2. Limit the hours during the day that your child is on the computer.
3. Physically monitor student activity on the computer.
4. We encourage parents to have their student’s login and password in order to monitor their child’s computer profile, as well as their Moodle assignments. If students refuse to share, their Moodle password can be reset at a parent’s request.
5. Modify security settings on the computer. Contact the school’s local ER for more information.
6. Consider installing parental control software (http://www.refog.com/ free key logger).
7. Call their Internet Service Provider (ISP) for assistance with blocking sites on their home network.

**Great Online Resources:**

<http://kidshealth.org/parent/positive/family/net_safety.html>

<http://www.getnetwise.org/> - a fairly concise site, sponsored by Internet industry corporations and public interest organizations.

<http://www.cyberangels.org/> ‐an online safety and education program that offers lots of good information for parents (and kids).