

Dew ISD Laptop Policies and Procedures

Introduction

The Apple MacBook laptop and carrying case that has been issued to you is the property of the Dew Independent School District (DISD). This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as, access to the computer network, the Internet and e-mail is a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Dew ISD.

Using the Computer at School

1. Each laptop is assigned to an individual student. Students should never "swap" or "share" their laptop with another student. Laptops should be in a student's possession at all times.
2. Students are not allowed to leave their laptops in their locker.
3. Students may never share their password with another student. Passwords should always be kept confidential. Each student's teacher (grades 4-8) will keep a confidential record of student passwords. If students need their passwords changed, they need to see the librarian for a technology request.
4. Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day. If a student fails to bring their fully charged laptop to school each day, they will no longer be allowed to take it home.
5. Students who do not have permission to take their laptop home may pick up their laptop in the campus library each morning, and are required to return their laptop to the campus library at the end of each day. Students are responsible for making sure their laptop is plugged in for recharging each night.
6. Computers will be checked each day during first period.
7. Students are responsible for saving or backing up their documents.
8. Laptops are to be used only in the classroom, and at home for homework.
9. Students are not allowed to download or install any software or other peripherals without the permission of the District Technology staff.

Using the Computer at Home

1. Students must have the written permission of their parent or guardian before they will be allowed to take their laptop home.
2. Students should protect their laptop from extreme heat or cold.
3. Laptops should never be left in a car, even if the car is locked.
4. Laptops should be protected from the weather, water or other liquid, food, and pets.
5. Students should never eat or drink while using their laptop, or use their laptop near

- others who are eating and drinking.
6. Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instrument, sports equipment, etc.
 7. Students should use care when plugging their power cord, phone cord and when using their DVD drive.
 8. Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the laptop at home.
 9. When at home, the laptop should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
 10. Students and parents/guardians understand that the laptop may be used to connect to the Internet at home and are responsible for acquiring an Internet service provider.
 11. If the laptop is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration.
 12. If the laptop is damaged or not working properly, it must be turned in to the campus library for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
 13. Students are responsible for recharging the laptop at home on a daily basis.

Using the Computer for Internet and E-mail

1. Students and parents/guardians understand that the Dew ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor 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.
2. 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.
3. Parents/guardians and students are required to read and agree to the Dew ISD Acceptable Use Policy prior to receiving Internet and e-mail access.
4. Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their laptops are the sole property of Dew ISD. The District 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.

General Use and Care of the Computer

1. When transporting their laptop to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
2. Students are expected to treat their laptop with care and respect. The laptop and case are the property of Dew ISD, and should be kept clean and free of marks
3. at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.

4. Students are encouraged to help each other in learning to operate their laptop. However, such help should be provided with voices and not hands. Students should operate their own laptop at all times.
5. Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.
6. Students should not use their laptop 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 fragile, and if they are dropped they may break.
7. Laptops should never be placed in their carrying case while they are turned on. The laptop should either be turned off or in "sleep" mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the laptop.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Dew ISD.

Cancellation of student use or access privileges, including the privilege of:

- Loss of laptop take-home privileges
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

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Date _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Student Printed Name _____

Student Signature _____