



Crestview High School/Middle School Laptop Policies and Procedures



Introduction

The laptop device that has been issued to you is the property of Crestview Local Schools. This laptop 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 and care of this laptop, as well as access to the laptop network, the Internet and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support learning objectives of Crestview High School/Middle School.

Rules of School Network and School Laptop Use

The ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for the laptop network of the Crestview Local School District can be found in the following locations:

- 📌 Elementary Student Handbook
- 📌 Middle/High School Student Handbook
- 📌 On the school website at www.crestviewknights.com by clicking on Downloads/Links

You can also request a paper copy of the agreement by calling the Elementary office at 419-749-9100 ext. 1 or the Middle/High School office at 419-749-9100 ext. 2.

Using the Laptop at Home

- 📌 Students must have the written permission of their parent or guardian and Crestview Protection Fund Premium turned in prior to being able to take their laptop home.
- 📌 When at home, the laptop should always be used in a common family location (i.e., kitchen, living room, dining room). When the laptop is home, supervision is the responsibility of the parent.
- 📌 If the laptop is lost or stolen, a parent or guardian should immediately report the loss or theft to the District Technology Coordinator. A police report must be filed by parent and the report number must be given to the school before a replacement device will be issued.
- 📌 If the laptop is damaged or not working properly, it must be turned in to the District Technology Coordinator for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Unauthorized repairs of a school-owned laptop will result in loss of take-home privileges.
- 📌 Students are responsible for charging the laptop at home on a daily basis.

Using the Laptop for Internet and Email

- 📌 Crestview Local Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- 📌 Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name.
- 📌 Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and Email access.
- 📌 Students should be aware that Internet Access and Email, and other media that are accessed, created, or stored on their laptops are the sole property of the school district. 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.

Crestview High School/ Middle School

Laptop Policies and Procedures

General Use and Care of the Laptop

- ❖ When transporting the laptop to and from school, students should always be sure it is placed in a carrying case (of which one can be provided by the district) or a personal case and that the case is fully closed.
- ❖ The laptop is the property of Crestview Local Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop is not allowed and will result in loss of privileges and/or restitution will be assessed.
- ❖ 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.
- ❖ Any inappropriate or careless use of a laptop is unacceptable.
- ❖ Laptops should never be used while walking. Laptops should only be used while they are on a flat, stable surface such as a table.
- ❖ Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- ❖ Laptops should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- ❖ Heavy objects should never be placed or stacked on top of the laptop.
- ❖ Students should use care when plugging in their power cord.
- ❖ Laptops should never be placed in their carrying case while they are turned on. The laptop should either be turned off or in hibernation 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 laptop in accordance with these policies and procedures, the District Acceptable Use Policy, and any applicable laws. Failure to use this laptop in an appropriate manner will result in the following consequences:

- ❖ Cancellation of student use and/or access privileges, including the privilege of taking the laptop home
- ❖ Restitution
- ❖ Suspension from school
- ❖ Expulsion from school
- ❖ Civil or criminal liability under applicable laws

Cost of Loss or Damage

Students will be given the option of participating in the Crestview Laptop Protection Fund for any accidental damage that may occur with the laptop. This agreement covers the laptop loaned to the student against any accidental damage to the device. Students will be provided with one accidental damage claim per contract year. A second accidental claim on the laptop will be charged a \$50 fee. At this time, an administrative decision will be made as to whether the student will be allowed to continue to take the laptop off of school property. This decision will be based on the severity of damage done to the laptop. A third claim on the laptop will require the student/parent to pay for the full cost of repair or replacement, and the student will lose take-home privileges.

Crestview High School/ Middle School Laptop Policies and Procedures

FAQs

What do I do when my laptop needs service?

Report your issue to your teacher. The teacher then will create a Help Desk ticket to report the issue to the Technology Department.

How long will it take to repair?

Every attempt to troubleshoot and repair the laptop will be made in a timely manner. Some repairs may require the device to be sent back to the manufacturer.

Will I get a replacement laptop while my laptop is being repaired?

There are a limited number of replacement laptops. Replacement laptops will be signed out to students to use during the school day. No replacement laptops will be permitted to go home.

Where do I store my files?

All files should be stored in the students' Home Directory, not on the laptop.

Will I be able to access my files at home?

Yes, you will be able to access your files through <http://www.crestviewknights.com> and using the link to Home Access Plus.

Will Internet content be filtered at home?

Yes, Internet content on the laptop will be filtered by the iBoss content filter.

Will I be able to install my own Software?

No, all software will be installed by the Crestview Technology Department. Any software that is not approved to run on the laptop will be removed.

Privacy

Crestview Local Schools retains all control, custody, and supervision of all laptops, networks, and Internet services owned or leased by Crestview Local School District. Crestview Local Schools reserves the right to monitor all activity by students. No expectation of privacy in their use of school laptops including email, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Crestview Local Schools has the ability to monitor all Internet Usage. Using laptops to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in the revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The Crestview High School/Middle School Code of Conduct is in effect and applies to students 24/7.

**Crestview Protection Fund
Application Form
Crestview Local School District**

Coverage and Benefit

This agreement covers the laptop loaned to the student against all damage. Students will be provided with the following coverage:

- 1) The first accidental damage claim per year will be covered by the \$25 laptop premium.
- 2) A second accidental claim on the laptop will be charged a \$50 fee. At this time, an administrative decision will be made as to whether the student will be allowed to continue to take the laptop off of school property. This decision will be based on the severity of damage done to the laptop.
- 3) A third claim on the laptop will require the student/parent to pay for the full cost of repair or replacement, and the student will lose take-home privileges.
- 4) Damaged or lost chargers will not be covered and the cost of replacement of the charger will be the responsibility of the student.
- 5) In the event of a lost device, your responsibility will be the full cost to replace the device.
- 6) Coverage is for 24 hours per day.

Effective and Expiration Dates

This coverage is effective from the date that this required form and premium payment are received by the school through the date which the laptop is required to be returned in good order to the school.

Premium

The nonrefundable premium cost is \$25.00 per school year per laptop taken home.

It is agreed and understood that:

- The Crestview Laptop Protection Fund will offer coverage to all students
- Participation is voluntary, but if a student does not participate, he/she will not be allowed to take his/her laptop off school property. If an accidental damage claim is made for this student device, the \$25.00 premium for a first-time claim will be accessed.
- A separate application will be needed for each student in a multi-student household.

If you wish to enroll, please complete the following information and return this form with a check for the coverage requested to the main office prior to your student being allowed to take their laptop home.

Name of Student: _____

Grade: _____

Address: _____

Home Phone: _____

Yes, I would like to participate in the Crestview Laptop Protection Fund.

No, I decline service, at this time, and I understand I am responsible for 100% (approximate value of laptop is \$830.00) of any damage or loss to the loaned laptop and I understand that the laptop will remain at school. I know that the student will only have access to the laptop during school hours.

Parent/Guardian Signature: _____