

LAKE CENTER CHRISTIAN SCHOOL



Laptop Procedures and Policies

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1. INTRODUCTION

1.1 Background Information

The focus of providing Laptops in Lake Center Christian School (LCCS) is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential, and one of the learning tools of twenty-first century students is the laptop. The individual use of laptops is a way to empower students to maximize their full potential and to prepare them for the real world of college and the workplace. This technology encourages students to solve problems and think critically by stimulating analytical thinking. Laptops make learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with laptops integrates technology into the curriculum anytime, anyplace.

1.2 Why Use Laptops?

- A. Laptops represent the portable “space” in technology. This “space” is expanding every day.
- B. Personalize learning: it is widely recognized that one to many, one-way knowledge-transfer model is fast becoming redundant. As teachers and lecturers begin to create new ways of tackling this issue, the laptop plays a useful role in this transformation.
- C. It is a blank canvas; when used in the classroom, the laptop is an engaging device which could transform the way young people learn.
- D. Contextual Learning: the laptop is an “anytime, anywhere” learning device. This makes it ideal for projects and learning which take place outside of the classroom.
- E. Personal Learning Studio: the laptop can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

1.3 Goals for Student Users

- A. To increase students’ productivity inside and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- B. To capitalize on the convergence of academic resources such as media-rich web-based textbooks and learning resources, scholarly sources, web-based applications, and instructional best practices.
- C. To facilitate collaborative and mobile learning across the school campus and beyond.
- D. To promote leadership and self-advocacy in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

2. RECEIVING AND RETURNING YOUR LAPTOP

2.1 Receiving a Laptop

- A. Students in grades 9-12 will be assigned a laptop each school year.
- B. Parents/guardians and students must have on file signed Lake Center Christian School Acceptable Use Policy and Laptop Acknowledgement forms before a Laptop is issued to the student.
- C. The laptop and district-issued Google Apps account are the property of LCCS and as a result may be subject to inspection at any time. Students should have **NO** expectation of privacy of materials found on a Laptop or district supplied information storage medium.

2.2 Returning a Laptop

- A. Laptop and AC charger will be collected at the end of the school year.
- B. When a student withdraws or terminates enrollment for any reason from LCCS, the laptop must be returned immediately.

2.3 Fines related to a Laptop

- A. Laptop and AC charger will be turned in, when requested, in satisfactory condition. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Laptop. The LCCS Administration will make the final determination of any fees assessed.
- B. If a student fails to return the Laptop, the student/parent/guardian will pay the full cost of the laptop. Failure to return the laptop may result in a theft report filed with law enforcement.

3. TAKING CARE OF A LAPTOP

Students are responsible for the general care of the laptop they have been issued by LCCS. Laptops that are broken or fail to work properly must be taken to the Central Office so that they can be taken care of properly.

Laptops are the property of LCCS and all users will follow these procedures and the LCCS Acceptable Use Policy.

3.1 General Precautions

- A. While the laptop is considered scratch resistant, the laptop will scratch. Avoid using any sharp object(s) on the Laptop.
- B. Laptops do not respond well when exposed to liquids. Avoid applying liquids to the laptop. The laptop can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Laptop.

- C. Do not attempt to gain access to the internal electronics or repair of a laptop. If a laptop fails to work or is damaged, report the problem immediately to the classroom teacher or Director of Educational Technology.
- D. There is no “jail breaking” of this device. “Jail breaking” is when you intentionally override the limitations of the device as established by Lake Center Christian School.
- E. Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- F. Laptops should be shut down or placed in standby mode before moving them to conserve battery life.
- G. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Lake Center Christian School.
- H. Laptops must have a Lake Center Christian School identification tag on them at all times and this tag must not be removed or altered in any way.
- I. Laptops should never be left in a car or any unsupervised area.
- J. Students are responsible for keeping their laptop’s battery charged for school each day.
- K. Students are responsible to not expose their Laptop to water, beverages or any other liquid.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

The student’s teacher may permit the student to use one of the classroom computers.

4.2 Laptop Undergoing Repair

A loaner laptop may be issued for use in the classroom.

4.3 Charging Your Laptop’s Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeated violations of this policy will result in disciplinary action as defined by your building. In cases where use of the Laptop has caused batteries to become discharged, students may be able to connect their Laptops to a charging station in class.

4.4 Screensavers, Backgrounds and Passwords

A. Backgrounds are fixed and may not be changed.

- B. Laptops will lock when closed. Your password should remain private to maintain the security of your assigned device.
- C. Additions of other unauthorized passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students will submit assignments to teachers through an online dropbox (Google Classroom) or other digital means. Students who want to print on a home printer will need to connect the laptop to your home wireless network.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Google Drive

Students will save all their documents to the Google Drive assigned to them through Lake Center Christian School. This service which provides online storage that can be accessed from any laptop on the Internet. Google Drive may be accessed through any web browser or an application may be installed on any machine including the student's machine at home.

5.2 Saving data to removable storage devices

Students may save all of their work periodically using removable file storage such as a USB Flash Drive. Google Drive supports several file formats from which the student may choose when downloading files. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for not submitting work.

6. ACCEPTABLE USE

A copy of the most updated LCCS Acceptable Use Policy is attached at the end of this document.

6.1 Explanation of Guidelines

Lake Center Christian School (LCCS), provides students access to its wireless network and the Internet for educational purposes only. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

In order for LCCS to supervise student use of the Laptop network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed by all students who want to have access to educational resources. Signing the document indicates that the student and parent/guardian have read and understand the expectations of Lake Center Christian School.

6.2 Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to laptops, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software:

- A. Owned by, leased by and/or on loan to Lake Center Christian School
- B. Owned by, leased by and/or on loan to any third party engaged in providing services for the District
- C. Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

All Acceptable Use Policies also apply to any online service provided directly or indirectly by the district for student use, including but not limited to: E-mail, Calendar and Docs (Google Apps for Education), RenWeb (gradebook and learning management system), and INFOhio.

6.3 Expectation of Privacy

At any time, and without prior notice, the LCCS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the LCCS, no one should have any expectation of privacy regarding such materials.

7. PROTECTING & STORING YOUR LAPTOP

7.1 Laptop Identification

Student Laptops will be labeled in the manner specified by the school. Laptops can be identified in several ways:

- A. Record of district asset tag and serial number
- B. Individual user's name

All laptops will be checked out to the students to provide maximum asset accountability.

7.2 Password Protection

Students should use their Lake Center Christian School user-id and password to protect their Laptop and are required to keep that password confidential.. 3

7.3 Storing Your Laptop

- A. The laptop should **NEVER** be left unattended. The Laptop should be in the student's watchful eye or stored in the student's locker.
- B. When stored in the locker, nothing should be placed on top of the Laptop.
- C. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. For security and temperature control measures, laptops should **NEVER** be stored in a vehicle at school or at home.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, and hallways. Any laptop left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Central Office. Disciplinary action may be taken for leaving a laptop in an unsupervised location.

8. LAPTOP TECHNICAL SUPPORT

Your teacher will include guidance in classroom rules to help direct you to the person who will assist you with technology support. The Director of Educational Technology coordinates the repair work for laptops. Services provided include the following:

- A. Hardware maintenance and repairs
- B. Password resets
- C. User account support
- D. Operating system or software configuration support
- E. Application information
- F. Coordination and completion of warranty repairs
- G. Distribution of loaner Laptops

9. LAPTOP PROTECTION

Lake Center Christian School recognizes that with the implementation of the 1:1 Laptop initiative there is a need to communicate the expectations for protection of the investment by both the District and the Student/Parent. The following outlines this protection:

9.1 Vendor Warranty

This coverage was purchased by Lake Center Christian School as part of the purchase price of the equipment. The vendor warrants the Laptop from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Laptop

or Laptop replacement. The vendor warranty **does not** warrant against damage caused by misuse, abuse, accidents or Laptop viruses.

9.2 Damage/Accessory Replacement

Students/Parents are responsible for full payment of damages outside of the scope of the manufacturer's limited warranty and normal wear and tear. Warranty **DOES NOT** cover intentional damage of the Laptop or accessories needing to be replaced due to damage or loss.

Students/Parents are responsible for: full payment of damages outside of those caused by normal wear and tear and/or the cost of replacement of lost or damaged accessories.

10. STUDENT PLEDGE FOR LAPTOP USE

- A. I realize I have this laptop assigned to me and I will take good care of my laptop.
- B. I will never leave the laptop unattended.
- C. I will never loan out my laptop to other individuals.
- D. I will know where my laptop is at all times.
- E. I will charge my laptop's battery daily. There is no guarantee that a charger will be available to borrow.
- F. I will keep food and beverages away from my laptop since they may cause damage to the laptop.
- G. I will not disassemble any part of my laptop or attempt any repairs.
- H. I will protect my laptop by carrying it with the lid closed and holding it securely.
- I. I will use my laptop in ways that are appropriate and educational.
- J. I will not place decorations (such as stickers, markers, etc.) on the laptop.
- K. I understand that my laptop is subject to inspection at any time without notice and remains the property of Lake Center Christian School.
- L. I understand and agree to follow the criteria described in the Student laptop Handbook and Lake Center Christian School's Acceptable Use Policy while at school or at home at all times of the day while using the laptop assigned.
- M. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- N. I will be responsible for all damage not covered under manufacturer warranty.
- O. I agree to pay for the replacement of my power cords, battery, and other laptop components in the event any of these items are lost, stolen or damaged.
- P. I agree to return all issued equipment, complete and in good working condition.