

PART 1

LAPTOP USE GUIDELINES FOR STUDENTS

1. Computer Damages, Defects, Insurance, Loss, and Theft

Computer Damages

- If a computer is damaged, the school must be notified immediately. If a student loses or damages a computer, the student/student's family is responsible for paying repair/replacement costs determined by device type.
- WCSCC reserves the right to charge the student and/or parent the full cost for repair or replacement when damage occurs. Examples of damage scenarios include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
 - Lending equipment to others.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
- If the laptop charger is damaged or lost, the student/parent is responsible for the replacement cost.

Missing Chargers

- Students will be charged a full replacement price (minimum \$25.00) for missing chargers. Stolen chargers need to be reported immediately to an administrator or teacher.

Computer Insurance

- The district is not supplying any accidental damage or theft insurance. In the event that your one-to-one device is damaged or stolen, you will be financially responsible for the repairs or replacement cost. The full replacement cost of the device is estimated to be approximately \$300.

Loss or Theft of Computers

- Computers that are lost, vandalized and/or stolen need to be reported to the school office immediately.
- If a computer is lost, the student and/or parent will be financially responsible for its replacement.
- **Lost Devices:** If computer is lost, a student may borrow a computer as needed. The student will be charged loaner fee each time he/she borrows a computer until replacement cost of original device is met or device is found. The student will not receive replacement device until fees have been paid in full on lost device
- If a computer is vandalized and/or stolen while not on WCSCC grounds, the parent and/or student must file a police report. A copy of the police report must be submitted to WCSCC school administration.
- **Stolen Devices:** A 14-day grace period will be given to students who claim their computer is stolen. They will be allowed to use a loaner laptop during this time period. A police report must be filed and a copy submitted to the WCSCC during this 14-day period.
 - After 14 days, if police report is not submitted to WCSCC, student will be charged 100% for replacement device (device will be considered lost, not stolen).
 - If police report is submitted, student will only owe 50% of the replacement.
 - Purchase fee for stolen device will remain (added to fees if student is a junior); all students will be charged at the same rate for a replacement (\$300).

Missing or Defective Bags

- Charges for missing bags will be assessed according to the damaged computer fee schedule.
- If the bag is determined by the manufacturer to be defective, the bag will be replaced/repaired at no cost to the students.
- Students cannot use a different case. They must use the school-provided case only.

Fees for Damaged Computers, Bags and Chargers

- **Student At Fault:** If the student admits fault, or if there is direct evidence of negligence or misbehavior, the student will assume the cost of the work required to repair the machine. If the machine is unrepairable, the cost of a replacement will be added to the student's fees.
- **Defacing:** If a student defaces computer in any way, he/she may be assessed a minimum \$25.00 service fee to repair/restore the device.
- **Accidental or Lack of Evidence or Admission:** In cases where the computer is damaged, e.g., a cracked screen, but for which there is no evidence of negligence, the student will be referred first to the Dean of Students for investigation. Upon completion of the inquiry, the Dean will report his findings back to the core group. If the result of the inquiry is inconclusive, or if the damage is judged to be accidental, fees will be assessed according to Computer Fee Schedule.
- **Computer Fee Schedule** (accidental or neglect)
 - First offense if accidental: 50% of repair cost, minimum charge of \$10-25
 - First screen replacement may be free depending upon circumstances
 - Additional offenses will result in the full cost of the repair or replacement being assessed

Fee Notifications

- The Principal will mail a letter home, as a courtesy, notifying parents of the charges due to damage or loss.

2. Loaner Devices

Computers

- A student who does not have a computer due to a computer being damaged, defective, lost or stolen may be allowed to use a computer from school, if available. These computers will be available for students to use during the time of repair/replacement. The student will not be allowed to take the computer home.

Chargers

- If a student needs to borrow a charger, one may be checked out for the day depending on availability. There is a very limited supply of charger loaners. It must be returned at the end of the day or a fee may be assessed.

Charges for Loaners

- Beginning January 11th 2016, students will be charged a \$5.00 per item daily fee to borrow a laptop or charger if he/she forgot his/her laptop or charger. Students will not be charged if they are borrowing a computer because of a repair. Students are allowed one free loaner per year; after that, fees will be assessed.

3. Student Use in Classrooms

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.
- When the computer is not being used in class it is to be stored in a safe and secure way.

4. Student Access to Internet: Digital Citizenship and Safety

- Students are expected to use the device at home as they would at school.
- At school, students will have access to the Internet through the WCSCC wifi. When not at school students can access the Internet if they have Internet access available to them in

their home or other locations.

- Students are allowed 24/7 computer access and parents should monitor their student's time and activities on the computer.
- There are many sites on the Internet that can be potentially dangerous and/or have content that is not suitable for minors. These sites are blocked and monitored while students are logged on to the District network.
- **Students are in violation of the district Acceptable Use Policy (AUP) if they access inappropriate sites from any district computing device whether on campus or in a remote location.**
- Student one-to-one devices may be inspected at any time to verify the existence of unauthorized software and/or any inappropriate materials. If inappropriate content is found on a one-to-one device, the student may be immediately removed from the one-to-one program and/or face other appropriate disciplinary actions.

5. Downloading Programs and Personalizing the Computer

- Only the WCSCC I.T. Department can download/install programs to the student computers.
- Screensavers, wallpaper and other pictures must be appropriate and not violate any school policies.
- Stickers, magnets and other markings on the outside of the computer will not be allowed. Each computer will have an asset sticker that should not be defaced or removed. If the sticker is damaged or removed, see the I.T. Department immediately. The student may be charged a replacement cost for the sticker.
- If a student downloads or installs unauthorized software, or uninstalls district-installed software, he/she may be assessed a minimum \$25.00 service fee to repair/restore the device.

6. Orientation for Students and Parents

- Students will be required to listen to a brief orientation during the first week of school which covers proper care and handling of their device.
- Students will be required to sign an Internet agreement form which verifies that they understand their responsibilities to care for the one-to-one device and use the device in an appropriate and safe educational manner. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.

7. Students Access and Monitoring

- The district's filter allows the district to block websites which are inappropriate for students who are accessing the web via the district wireless network. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student laptop screens.
- Students are expected to use computers for school-related activities only. Students who access inappropriate sites will face disciplinary action.
- If inappropriate sites are accessed by accident, (which does occur at times) it is recommended that the student immediately move to another site and report the incident to an adult.
- If students do not have Internet at home, keep in mind that we're open from 7:30 - 8:00 am every day and 2:30 - 5:00 pm on Monday - Thursday. We have an after school study program (with tutors available) where we can transport students back to their home school in the evening. There are also many institutions that offer free Internet in the area, such as restaurants, coffee shops, and local libraries. Students should plan on working on homework during their study halls.

NOTE: The Wayne County Schools Career Center will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

8. Bringing the Computer to School

- It is imperative that students bring their charging unit and **charged** computers to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of loaner computers that are available in the I.T. Department.

9. Charging of Computers

- Students are responsible for bringing a charged computer to school every day.
- Depending on the device or usage activity, a computer's charge may not last all day. There will be charging stations available in the commons. If a student consistently comes to class with a computer that is not charged, specific consequences (per student handbook and/or teacher syllabus) may occur.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT wrap the cord, as over time, this has proven to damage the cord.

10. Earbuds/Headphones

- Students may be expected to use earbuds at times for instructional purposes. The use of earbuds in class and/or during study times are at the teacher/supervisor's discretion.
- Earbuds will not be provided by the WCSCC.

11. Student Printer Use

- Students will have access to printers in the TRC. For any other locations where printing is needed, the printers will need to be accessed through the teacher and by the teacher's approval and discretion.
- Students should expect to submit assignments and other materials to teachers electronically.

12. Legal Issues and Jurisdiction

- Because the WCSCC owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of WCSCC's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents **even if they happen after hours and outside of school**. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate these Laptop Use Guidelines.

13. Device Ownership

Early Purchase

- Students who leave prior to completing 2 years of CTE programming may, with Administrator approval, assume ownership of the machine by paying the Technology Purchase and Technology Fees.
- Enrolled students may not purchase the machine early.
- Students will follow procedures for preparing device for private ownership.

Conditions of Ownership

- Four conditions must be met to assume ownership of a machine.
 1. Student fees must be paid in full.
 2. Students must complete 2* years of CTE programming.
 3. Students must complete all graduation requirements.
 4. Students will follow procedures for preparing device for private ownership.
- *Students in 1-year program must complete the program

Student Drops, Transfers, and Withdrawals

- Students who drop out or transfer must return device. If the device is not returned, the computer will be considered stolen; a police report will be filed, and the full value of the device will be assessed to student fees. Charges will not be pressed (and fees will not be assessed) if the device is returned.

Grade and Attendance Incentive

- Students who meet certain grade and attendance requirements may not be required to pay the laptop purchase fee at the end of their senior year to keep their laptop. This incentive is determined on an annual basis.

PART 2

LAPTOP CARE REMINDERS

1. General Expectations

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen, or case/sleeve. If these actions are taken, families will be responsible for 100 percent of the repair or replacement cost. Here are some examples:
 - Keys are ripped off.
 - Charging port is damaged.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- Do not permanently alter the computer in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers or magnets on the computer.
- Computer Skins may be used but the following guidelines must be followed:
 - *The promoting of products which are illegal for use by minors, such as alcohol, tobacco, or drugs is prohibited. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Students will be asked to remove computer skins not appropriate for a school setting.*
- Depending on your device, it may not be a good idea to charge the computer in its bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. Do not hold the computer by its screen. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use flash drives or cloud storage to backup files.

2. Keep Your Computer in a Safe Place

- The computer bag, with the computer and its related equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, on the edge of a table, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen, (including at school) will be the student's responsibility.
- Never leave computers in unattended school vans, busses, or in other areas where they could be damaged or stolen on field trips.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

3. Laptop Bags

- Students will be given a computer bag that they are required to use to carry their computer and charger in during the school day and outside of school.
- This is the only approved storage bag for the computer. It is specially designed for the computers that students are using.
- It is important to keep the bag clean and take time to remove any items like paper clips that can scratch the exterior of your computer. Do not store anything else in the bag other than the computer and its accessories.
- Do not deface the bag. Replacement fees may be applied if the bag is destroyed, lost or stolen.

4. Keep Your Laptop Away from All Liquids

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep all food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous.
- Do not put a bottle of water/pop/etc. in your backpack with your laptop, even if it is sealed.
- You will be responsible for damages.

5. Computer Problems

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, take the computer to the TRC where it can be examined. If the computer cannot be fixed immediately, the student may be issued a different computer to use on a temporary basis (see Part 1, Section 1: Computer Damages).
- If you are away from the school and need assistance, please email Tech Support at techsupport@wcsc.org. Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- When in doubt, ask for help.

6. Only One User

- Do not allow anyone else to use your computer. Loss or damage that occurs when anyone else is using it will be your responsibility.

7. Cleaning the Computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth.
- Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new.
- Never use cleaning products.

8. Shutting Down the Computer.

- Shut down the computer when it won't be used for an extended duration.
- Putting your computer to sleep and not using it for several days may drain the battery to a point where it may no longer accept a charge.
- Restart your computer once per week. This triggers updates.
- Holding the power button for several seconds is **not** an appropriate way to shutdown or restart your computer. Instead, click the start button, select the power button, then choose restart or shutdown.

9. Carrying the Computer

- Always store the computer in the laptop bag provided.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.
Note: do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.
- **Pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on the laptop.**
- Do not grab and squeeze the computer, **especially by the screen**, as this can damage the screen and other components.