



Port Jervis City School District

Laptop Procedures and Information Handbook

Laptop Related Policies/Documents

- 1) Loss or Destruction of District Property or Resources - Policy No. 7311**
- 2) Student Use of Computerized Information Resources (Acceptable Use Policy) - Policy No. 7313**
- 3) Bullying: Peer Abuse in Schools – Policy No. 7315**
- 4) Student Network/Internet User Agreement**
- 5) PJCS D Student/Parent Laptop Agreement**
- 6) Laptop Computer Protection Agreement**

2012 – 2013 School Year

Port Jervis City School District High School Laptop Program

Table of Contents

- 1. Receiving Your Laptop and Laptop Check-In..... 1**
 - 1.1 Receiving Your Laptop..... 1
 - 1.2 Laptop Check-in..... 1
 - 1.3 Check-in Fines 1
- 2. Taking Care of Your Laptop..... 1**
 - 2.1 General Precautions..... 2
 - 2.2 Carrying Laptops 2
 - 2.3 Screen Care 2
- 3. Using Your Laptop at School 2**
 - 3.1 Laptop Undergoing Repair 2
 - 3.2 Charging Your Laptop’s Battery 2
 - 3.3 Screensavers 3
 - 3.4 Sound, Music, Games or Programs 3
 - 3.5 Printing..... 3
 - 3.6 Home Internet Access..... 3
- 4. Managing Your Files and Saving Your Work 3**
 - 4.1 Saving to the U:\Network Drive (Student Drive) 3
 - 4.2 Saving Data to Removable Storage Devices..... 4
 - 4.3 Network Connectivity 4
- 5. Software on Laptops 4**
 - 5.1 Originally Installed Software 4
 - 5.2 Virus and Spyware Protection..... 4
 - 5.3 Additional Software 4
 - 5.4 Inspection..... 4
 - 5.5 Procedure for Re-loading Software 4
 - 5.6 Software Upgrades..... 4

6. Acceptable Use	5
6.1 Parent/Guardian Responsibilities	5
6.2 School Responsibilities are to:	5
6.3 Students are Responsible for:	5
6.4 Student Activities Prohibited:	5
6.5 Laptop Care	6
6.6 Legal Propriety	7
6.7 Student Discipline	7
6.8 Cyberbullying	7
7. Protecting and Storing Your Laptop Computer	8
7.1 Laptop Identification.....	8
7.2 Password Protection	8
7.3 Storing Your Laptop	8
7.4 Laptops Left in Unsupervised Areas.....	8
8. Laptop Insurance and Warranty	8
8.1 School District Insurance.....	8
8.2 Limitations of School District Insurance.....	8
8.3 Warranty	9
8.4 Accidental Damage Protection.....	9
8.5 Personal Insurance Protection.....	9
9. Laptop Technical Support	9
10. Use of Technology Resources	10
10.1 Technology Privilege	10
10.2 User Terms and Conditions.....	10
10.3 Computer Laptop Violations	10
10.4 Consequences for Violations.....	10
10.5 Computer Network Violations	10
11. Cost of Repairs	11

Appendices

- Appendix A Loss or Destruction of District Property or Resources
Policy No. 7311

- Appendix B Student Use of Computerized Information Resources (Acceptable Use Policy)
Policy No. 7313

- Appendix C Bullying: Peer Abuse in Schools
Policy No. 7315

- Appendix D Student Network/Internet User Agreement

- Appendix E PJCS D Student/Parent Laptop Agreement

- Appendix F Laptop Computer Protection Agreement

About the Port Jervis City School District Laptop Program

The focus of the “Laptop 1 to 1 Program” at the PJCS D is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. 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. Learning integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at the PJCS D, including any other device considered by the Administration to come under this procedure. **Teachers may set additional requirements for computer use in their classroom.**

1. RECEIVING YOUR LAPTOP AND LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Laptops will be distributed each fall during “Laptop Orientation” every year. **Parents and students must sign and return the Laptop Computer Protection Agreement and Student/Parent Agreement documents before the laptop can be issued to their child.** The Laptop Computer Protection Agreement outlines the areas of protection for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection Agreement included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at the PJCS D.

1.2 Laptop Check-in

Laptops will be returned during final checkout on the last day of school. If a student transfers out of the PJCS D during the school year, the laptop will be returned at that time.

1.3 Check-in Fines

If your laptop, laptop case, and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district.

If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement and the student’s grade reports/transcripts will be withheld.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school district. Laptops that are broken or fail to work properly must be taken to Mr. Kyle Hyziak, Room 140, located in the High School.

2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the PJCS D.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students may use "skins" on the monitor cover to "personalize" their laptops.

2.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried. The district will provide the initial sleeve; other cases must be approved by the district.
- The laptop must be turned off before placing it in the carrying case.

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. 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 computer. Students must be responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Technology Department located in the High School.

3.2 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. Repeat violations (minimum of four days – not consecutively) of this procedure will result in:

- 1st offense: Responsible for all work in class, and share computer with students in class.
- 2nd offense: Parent will be notified and work to be completed after school hours.
- 3rd offense: Student/Parent Conference with Assistant Principal

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

3.3 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the laptops during school hours. NO games can be installed on the laptops.
- Do not save games or programs to the hard drive. All software must be district provided. Data storage space will be available on the laptop – BUT it will not be backed up in case of re-imaging.

3.5 Printing

Students may use printers that are installed on the laptops before/after school and during class with a teacher's permission. Students may install their own home printers.

3.6 Home Internet Access

Students are allowed to set up dial-up, cable, DSL and wireless networks on their laptops.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the U:\Network Drive (Student Drive)

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any **school-related work**. Student server file size will be subject to disk quotas.

The laptops will be set up with a **U:\drive**, which is a network drive in which students should save their work. This drive can only be accessed while connected to the District's computer network. All files saved on the **U:\drive** are located on a server which is backed up in case of hardware failure. If a student needs to access his/her school work from home, he/she needs to save files on "My Documents" which is located in the students' laptop hard drive. However, students are responsible for saving a copy of such work/files in the **U:\drive** for backup purposes as soon as they return to school.

Additional folders in the **U:\drive** may be created or added by the student. All student work should be stored in the **U:\drive**. Only files stored in the **U:\drive** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the server. If a student needs assistance with backing up his/her files, the student is responsible for requesting such assistance from the PJCS D Technology Department.

4.2 Saving Data to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory sticks may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.3 Network Connectivity

The PJCS D makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by the PJCS D Technology Department must remain on the laptop in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus and Spyware Protection

The laptop has anti-virus and anti-spyware protection software. This software will scan the hard drive and removable media drive (flash drives, floppy drives, etc.) for known viruses on boot up. The virus/spyware software will be upgraded from the network. The school's servers are also installed with virus and spyware protection software. If a virus/spyware is found upon scanning, the student must turn in his/her laptop to Mr. Kyle Hyziak, Room 140, located in the High School BEFORE hooking it to the network the next day.

5.3 Additional Software

Students are not allowed to load extra software on their laptops. If a student needs specific software for class or school work, the student is responsible for requesting the software installation from Mr. Kyle Hyziak, Room 140, located in the High School.

5.4 Inspection

Students may be selected at random to provide their laptop for inspection.

5.5 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted or re-imaged by a technician. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

5.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

6. ACCEPTABLE USE

The PJCS D is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), the student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate building administrator.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide internet access. In the future, e-mail access may be provided by the school.
- Provide Internet Blocking of inappropriate materials.
- Provide network data storage areas.
These will be treated similar to school lockers. The PJCS D reserves the right to review, monitor, and restrict information stored on or transmitted via the PJCS D owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the PJCS D designed Internet System is at your own risk. The PJCS D specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the PJCS D protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Always logging off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- Returning their laptop to the PJCS D Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the PJCS D for any other reason must return their individual school laptop computer on the date of termination.

6.4 Student Activities Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Any action that is in violation of the PJCS D Code of Conduct.

- Access or use of any other e-mail program or account other than the one issued by the school – i.e. Hotmail, Yahoo Mail, MSN Mail
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services – i.e. MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside program disks
- Use of outside data disks without prior approval from the PJCS D Technology Department
- Changing of computer settings
- Downloading and Executing Files – i.e. MSN Messenger, games, etc.
- Spamming-Sending mass or inappropriate e-mails
- Gaining access to other student’s accounts, files, and/or data
- Password sharing
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, e-mail, etc.
- Giving out personal information except in an instructional context or in the performance of the PJCS D business and with permission of the school district.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Laptop Care

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day. (covered in 3.2)
- Only labels or stickers approved by the PJCS D may be applied to the computer.
- Computer carrying cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a carrying case replacement fee.
- Computers that malfunction or are damaged must be reported to Mr. Kyle Hyziak, Room 140, located in the High School. The school district will be responsible for repairing computers that malfunction. Laptops that have been repeatedly damaged from normal use or are repeatedly accidentally damaged will be repaired with minimal cost to the student. Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally.
- **Laptop damage: Students who have recorded three or more instances of laptop damage may be asked to check their laptop in at the PJCS D Technology Department located in the High School. The student will be charged a fee equal to the cost of the parts needing to be replaced after three or more instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop. Future laptop privileges will be determined by the PJCS D Technology Department and the Administration.**
- Laptops that are stolen must be reported immediately to the Administrative Office and the police department.

Individual school laptop computers and accessories must be returned to the PJCS D Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the PJCS D for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at PJCS D, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection Agreement, and must return the computer and accessories to the PJCS D Technology Department in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the PJCS D Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the PJCS D Code of Conduct and all applicable policies and procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above procedure, he/she will be put on the following disciplinary steps:

- Step 1 Student will lose the option of taking his/her laptop home for three (3) weeks. Student will have to turn in his/her laptop to the PJCS D Technology Department at the end of the school day.
- Step 2 Student will have to turn in his/her laptop to the PJCS D Technology Department for three (3) weeks. During this time, if a student needs to do research or assignments on the laptop, he/she must have a pass from that class's teacher and will be allowed to "check out" their laptop for that class period ONLY.
- Step 3 Student will have to turn in his/her laptop to the PJCS D Technology Department for a minimum of six (6) weeks. During this time, a student may or may not be able to check out his/her laptop for classroom work – this will depend on the severity of the laptop misuse.

Discipline consequences may vary depending on the severity of the offense.

Computers owned by the PJCS D are for educational purposes ONLY.

6.8 Cyberbullying

See PJCS D Policy No. 7315: Bullying: Peer Abuse in Schools (attached)

7. PROTECTING AND STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

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

- Record of serial number
- Computer Name
- Student's Name

7.2 Password Protection

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing your Laptop

When students are not using their laptops, they should be stored in their lockers. The PJCS D recommends the students use the lock provided by the school district. When stored in the locker nothing should be placed on top of the laptop. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's 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 lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Technology Department or the office. Repeat violations (minimum of four days – not consecutively) of this procedure will result in:

- 1st offense: Responsible for all work in class, and share computer with students in class.
- 2nd offense: Parent will be notified and work to be completed after school hours.
- 3rd offense: Student/Parent Conference with Assistant Principal

8. LAPTOP INSURANCE AND WARRANTY

8.1 School District Insurance

Every student issued laptop is covered by LENOVO warranty and accidental damage protection. The PJCS D does not cover the student laptops for theft, loss or fire.

8.2 Limitations of School District Insurance

The school district insurance has the following limitations in terms of coverage:

- The school district insurance ONLY covers the laptops themselves. Carrying cases and power cords are not covered by the school district insurance.
- In case of loss or theft of the laptop, the school district is not responsible for replacement of the laptop. The PJCS D may use its discretion to replace a student laptop if and only if it is determined by the Technology Department and the Administration that the student acted in a reasonable manner when storing and taking care of the laptop, and acted in good faith and did everything humanly possible to find the laptop, such as filing a police report and reporting the loss or theft to the Technology

Department or Administration. The district will not be obligated to replace a student computer in the case of negligence and failure to use diligence with district property.

- Students will be charged a minimal fee after three or more instances of laptop damage that is determined by the Technology Department and/or Administration to be examples of laptop damage (repair fees are explained in *Section 11: Costs of Repairs* of this handbook).

8.3 Warranty

This coverage is purchased by the PJCS D as part of the purchase price of the equipment. LENOVO warrants the laptops 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 LENOVO warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to Mr. Kyle Hyziak, Room 140, located in the High School.

8.4 Accidental Damage Protection

This coverage is also purchased by the PJCS D from LENOVO. The technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to Mr. Kyle Hyziak, Room 140, located in the High School. Students will be held partially responsible for ALL damage including but not limited to broken screens, CD/DVD players, hinges, etc. that is not covered by this protection plan. **Student will be charged a fee equal to the cost of damaged parts in instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop.**

8.5 Personal Insurance Protection

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9. LAPTOP TECHNICAL SUPPORT

The Technology Department is located in the High School, and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

10. USE OF TECHNOLOGY RESOURCES

10.1 Technology Privilege

The use of the PJCS D's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the PJCS D is not transferable or extendible by students and to people or groups outside the district and terminates when a student is no longer enrolled in the PJCS D.

10.2 User Terms and Conditions

The use of PJCS D technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the PJCS D along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

10.3 Computer Laptop Violations:

Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including YouTube, Google/Yahoo! Video, etc.) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

10.4 Consequences for Violations

Infractions of any procedure in the sections above will result in the following consequences:

- 1st offense: Responsible for all work in class, and share computer with students in class.
- 2nd offense: Parent will be notified and work to be completed after school hours.
- 3rd offense: Student/Parent Conference with Assistant Principal

10.5 Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending , accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to add a non-school issued computer to the school's network.

Infractions of any policy, procedure or attachment included in this Student Laptop Handbook or the PJCS Code of Conduct will result in the following consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

11 COST OF REPAIRS

The PJCS will cover most of the damages and malfunctions to the student laptops through the laptop's warranty and/or accidental damage protection. However, students might be charged a fee that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop.

Lost items such as carrying cases, cords and batteries will be charged the actual replacement cost.

Port Jervis City School District

Student Network/Internet User Agreement

New Computer Usage Policy

All students will be given access to the school's network and the Internet **unless** parents decline such access. In addition, student work may be published on the Internet **unless** parents decline such publication. See the form below to decline such services.

The Port Jervis School District provides access to the school's network and the Internet. Access to the Internet provides students with thousands of databases, libraries and websites. Although valuable information can be gained through these sites, students and parents are warned that some materials accessible via the Internet may contain information which is inaccurate, illegal, defamatory or offensive to some people. Although filtering software is utilized, it is not 100% effective in blocking inappropriate material. Teachers attempt to monitor and direct student activity; however students may find ways to access other materials. We do believe that the educational benefits of the Internet exceed the disadvantages.

Student's use of the computer and the Internet will be monitored. Information put on the school network should not be regarded as private. It is important that students keep passwords secure and private, and not share passwords with other students. Students should avoid the sharing and transmission of personal information.

Parents and guardians are responsible for guiding and conveying standards for their sons or daughters to follow when using media and internet resources. Therefore, the District respects each family's right to decide whether or not to grant permission for access. Students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for their behavior in school. Violations may result in a loss of access as well as other disciplinary or legal action.

At times the school or a teacher may wish to post student's work or picture on the school web site.

Port Jervis City School District

Student Network/Internet User Agreement and Parent Permission Form

In order to use networked resources, whether accessing from inside or outside of the school, all students must sign and return this form and obtain parental permission. The activities listed below are not permitted:

- Accessing, producing, posting, sending or displaying offensive messages or pictures
- Using obscene language
- Damaging or modifying computers, systems or networks
- Plagiarizing or violating copyright laws
- Accessing others' folders or files, or restricted areas of the school's network
- Engaging in any illegal activities, gambling, or accessing material advocating illegal acts or violence.
- Harassing, insulting or attacking others.
- Accessing chat rooms or email unless assigned by a teacher for a valid educational purpose.
- Intentionally wasting limited resources such as disk space or printing supplies
- Downloading anything including but not limited to: games, software applications, shareware, information or freeware without teacher approval.
- Using the network for commercial purposes, financial gain, or fraud.
- Any activity that violates the District Acceptable Use policy.
- Any activity that violates the PJCS D Code of Conduct.
-

Please return this slip **only** if you wish to deny your child access to one or both items below.

Student Name: (Print) _____ Date: _____

Student Signature: _____

_____ I do **NOT** want my child to have access to the school's computer network or
the internet.

_____ I do **NOT** want my child's work posted on the Internet

Parent Signature _____ Date _____

**PJCSD
Student and Parent Laptop Agreement
2012-2013**

Student Agreement:

- I will bring my issued laptop to school EVERY day that I am in attendance.
- I will not use the issued laptop for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, DVDS, etc.) during school (7:30 am-2:30 pm).
- I will charge the issued laptop's battery daily and will NOT loan out the laptop, power adapter, cords, disks, or software to other individuals, and know that I will be issued the same laptop each year.
- I will transport the laptop in its issued protective bag or other bag designed for a laptop. The laptop bag should be securely closed before transporting the laptop to another location. I will not add books and supplies to the laptop bag, since undo pressure on the laptop may cause damage.
- I will keep the issued laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the laptop since they may cause damage to the computer.
- I will not disassemble any part of my issued laptop or attempt any repairs.
- I will not deface the issued laptop or the laptop bag in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the laptop or bag.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Parent/Student Laptop Agreement, and PJCSD Student Network/Internet User Agreement, the Student Use of Computerized Information Resources (Acceptable Use Policy – Policy No. 7313), and the PJCSD Code of Conduct. As such, the student is subject to all discipline measures for violation of same.

By signing the PJCSD Student/Parent Laptop Agreement, the student agrees to the above.

Student Name: _____ (please print)
Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____

Parent Agreement:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Parent/Student Laptop Agreement and the PJCSD Student Use of Computerized Information Resources (Acceptable Use Policy) Policy No. 7313.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the laptop and peripherals in good working condition upon request.
- I agree that the use of the laptop by my student is in accordance with this agreement, policies, and PJCSD Code of Conduct and that my student is subject to discipline for violation of the expectations outlined in these documents.

By signing the PJCSD Student/Parent Laptop Agreement, the student agrees to the above.

Parent Name: _____ (please print)
Parent Signature: _____ Date: _____

Policy is online at <http://www.pjschools.org>

PJCS D
Laptop Computer Protection Agreement
2012-13

The Port Jervis City School District (PJCS D) recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection provided by the district: warranty, accidental damage protection and insurance and corresponding obligations regarding use of the laptop by the student/parent.

LENOVO WARRANTY: This coverage is purchased by the PJCS D as part of the purchase price of the equipment. LENOVO warrants the laptops 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 LENOVO warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The PJCS D has purchased through LENOVO coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. LENOVO will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: PJCS D laptops that are stolen, lost or damaged by fire are not covered by the LENOVO Warranty or the Accidental Damage Protection outlined above. Following are the two options that are available for these types of losses, and the student/parent must commit to one by checking the appropriate box.

___ No Insurance – You agree to pay for the replacement of the laptop at a cost not to exceed \$900 should the laptop be stolen, lost or damaged by fire.

___ Personal Insurance – You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$900.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. Administration in consultation with the LENOVO representative will determine if the act is covered under the district's insurance and additional warranties. If not, the parent is responsible.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

I agree to the terms and conditions as outlined above for the use of the district's laptop.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____