

St. Helena Unified School District

LAPTOP POLICY, PROCEDURES, and INFORMATION HANDBOOK



2023-24

A searchable digital copy of this policy
can also be found online at <http://www.shhs.sthelenaunified.org>
under the *Academics* tab: Instruction, Policy & Programs

About the St. Helena Unified School District (SHUSD) Laptop Program

The focus of the SHUSD Laptop Program is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The primary learning tool of these 21st century students in St. Helena Unified is the laptop. The individual use of laptops is a way to empower students to learn to 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. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum any time and any place. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures and information contained in this document apply to all laptops used within SHUSD schools **and include any other device the Administration considers to fall under the umbrella of this policy**. Administrators and teachers may establish additional requirements for computer use at their school site or in their classroom.

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SHUSD ACCEPTABLE USE POLICY

SHUSD is pleased to be able to offer access to its District computers, which provide the necessary programs required by classes, and the district's network, which provides access to electronic mail (email), student data cloud storage, and the Internet. To gain access to these resources and enjoy the privilege of using them throughout the school year, students and parents must sign and return the Laptop Technology Pledge to the designated school staff member, as instructed when students receive the policy in their English classes. (The Pledge form can be found on the last page of this document.)

While these materials are provided to enhance educational goals and objectives, students might find ways to access other materials that might not be considered educational or might find ways to use District-provided hardware beyond its educational intent. For this reason, it is extremely important that the rules outlined in this policy handbook be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other District technology privileges. Violations may result in disciplinary action up to and including student suspension/ expulsion. When applicable, law enforcement agencies may become involved.

LEGAL PROPRIETY

Students who check out and use a District laptop must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity from prosecution under the law. If students are unsure about the legal and ethical use of resources found while using the laptop, they should ask a teacher, Library Media Specialist, or parent.

- Plagiarism is a violation of SHUSD's rules and guidelines. Students must give appropriate credit to all sources used, whether quoted, paraphrased, or summarized. This **includes properly citing** all forms of media found on the Internet, including graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary consequences. Proven violation of applicable state or federal law, including the California Penal Code, will result in criminal prosecution or disciplinary action by the district.

REGULATIONS

The use of the St. Helena Unified School District's technology resources **is a privilege, not a right**. The privilege of using the technology resources provided by SHUSD is not transferable or extendible by students to people or groups outside the district. Each student's privilege terminates when the student is no longer enrolled in the St. Helena Unified School District. This Laptop Policy, Procedures, and Information Handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the district technology resources may be denied, and the appropriate disciplinary action shall be taken.

USER TERMS AND CONDITIONS

The use of St. Helena Unified School District's 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 St. Helena Unified School District along with state and federal regulations. In compliance with state and federal law, the school district shall make every 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 St. Helena Unified School District. Network administrators may review school computers to maintain system integrity and to ensure that students are using the system responsibly. Students should not expect that anything stored on school computers, laptops, or networks will be private.

CYBERBULLYING

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager, text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."- Bill Belsey, President of Bullying.org.

- SHUSD considers cyberbullying to include all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing,

intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and Tweet posts. Students will refrain from using communication devices or District property to harass or stalk another person. The district's computer network and Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy.

- Students are responsible for the appropriateness of the material they transmit using the District's Internet. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. The district recognizes that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else. The district and/or site will make every effort to determine the actual sender of offensive material.
- Students and community members who believe they have been the victims of the types of misuse of technology described in this policy should not erase the offending material from the system. A copy of the material should be brought to the attention of the Vice Principal.
- School administrators shall immediately and fully investigate all reports of cyberbullying; moreover, school administration has the authority to check all student laptops. This would include the laptop's hard drive, apps, internet search history, etc.
- In situations in which cyberbullying originated from a non-school computer but is brought to the attention of school administrators, disciplinary action shall be based on whether the conduct is determined to be severely disruptive of the educational process in that it markedly interrupts or severely impedes the day-to-day operation of a school. Such conduct includes, but is not limited to, making threats, either on or off school grounds, to harm a member of the school staff or a student.
- Malicious use of the district's computer system to develop programs or to institute practices that harass other users or enable others to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
- Disciplinary action for verified perpetrators of cyberbullying may include, but is not limited to, the loss of computer privileges, suspension, or expulsion. Discipline for cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

PARENT, SCHOOL, AND STUDENT RESPONSIBILITIES

With the use of technology in an educational setting there also come many responsibilities.

Parent/Guardian Responsibilities regarding students' use of District internet, email, and computers are:

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

School Site Responsibilities are to:

- Provide Internet and email access to its students.
- Provide Internet blocking of inappropriate materials.
- Provide staff guidance to aid students in doing research and help assure student compliance with the district and the school site's policies and procedures.

Student Responsibilities are to:

- Using District computers in a **responsible and ethical** manner.
- Obeying general school expectations concerning behavior and communication, which also apply to computer use.
- Using all technology and other District resources in an appropriate manner to not damage District or school equipment. Use of any information obtained via St. Helena Unified School District's designated Internet system is at each student's own risk. The St. Helena Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Contacting an administrator about any security problems they encounter.
- Monitoring all activity on their account(s).
- Protecting their password.
- 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 that takes place on their account will be considered their responsibility.
- Printing a copy of any email he or she receives containing inappropriate or abusive language or questionable subject matter he/she is asked to print a copy and turn it in to the Vice Principal.
- Returning their laptop to the designated staff member, as instructed, at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at St. Helena High School for any other reason must return their individual school laptop on the date of termination.

RECEIVING YOUR LAPTOP AND LAPTOP CHECK IN

Receiving your laptop

- Laptops will be distributed to all St Helena High School students at the beginning of the school year and collected at the end of the school year. Parents and students must sign and return the Laptop Technology Pledge before a Laptop will be issued to their child.

Laptop Check-In

- Laptops will be returned to District staff during the last two weeks of school. If a student transfers out of SHUSD during the school year, the laptop shall be returned at that time.

Check-In Fines

- If a student's laptop and/or AC power adaptor is damaged or defaced, the student will be billed either for the repair or the replacement of the equipment during the year-end check in or when the student transfers out of SHUSD. If a student's laptop is not returned during the year-end check-in or upon transfer out of District, a site administrator will ensure that it is returned in a timely manner. **If the administrator is unable to obtain the student's laptop, the student's grade reports/ transcripts will be withheld, and the matter will be turned over to local law enforcement.**

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop issued to them by the SHUSD.

General Precautions

- **Students are responsible for keeping their laptop's battery charged for school each day.**
- No food or drink is allowed next to a student's laptop while it is in use.
- 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 SHUSD.
- Laptops must never be left in an unlocked car or any other unsupervised area.

Storing Your Laptop

- When students are not using their laptops, they should store them carefully. Nothing should ever be placed on top of the laptop. SHHS students are to take their laptops home every day after school, regardless of whether they are needed. Laptops should not be stored in a vehicle parked either at school or at home. Laptops should ALWAYS be securely locked in your PE locker when storing them during PE class.

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, computer lab, the library media center, unlocked classrooms, dressing rooms, and hallways. Any laptop left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to a site administrator, who will follow up with the student responsible for the unsupervised laptop.

Screen Care

- The laptop's screen can be damaged if subjected to rough treatment. Laptops are particularly sensitive to damage from excessive pressure on the screen. Therefore:
 - 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 or backpack that will press against the laptop.
 - Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
 - Clean the screen only with a soft, dry, or anti-static cloth.

Laptop Identification

- Student laptops will be labeled in the following ways:
 - Record of serial number
 - District-applied asset identification
 - School applied number to be recorded by the student in their planner, cell phone, etc.

Password Protection

- Students are expected to keep all passwords confidential. If a student fails to keep his or her password confidential or does not take necessary steps to protect his or her confidential information, site administrators will initiate appropriate disciplinary steps.

LAPTOP TECHNICAL SUPPORT AND ACCIDENTAL DAMAGE INFORMATION

Students will receive instruction on basic laptop functions and steps to troubleshoot common problems. If basic troubleshooting does not resolve the problem, the student should take the laptop to the designated staff member, who will perform additional troubleshooting. If the laptop requires further attention, it will be forwarded to the SHUSD Tech Dept., who will determine whether the device needs to be sent for repair or if it needs to be replaced. A processing fee may be applied for laptops returned for repair. Necessary repairs that fall under the accidental damage warranty will be done at no charge; repairs that do not fall under the accidental damage warranty will be charged to the student/parent (see below).

Replacement Costs of lost or damaged technology are:

- Dell Laptop – up to \$650.00
- Power Adapter – up to \$60.00

Limit of Liability

- The total amount paid for repairs will not exceed the **\$650** purchase (replacement) price of the product less taxes.

What is covered under accidental damage:

- | | | |
|---------------------------|-------------------------|---------------------|
| ▪ Central processing unit | ▪ Internal modem | ▪ Palm rest |
| ▪ Internal keyboard | ▪ Internal network card | ▪ Battery only |
| ▪ Internal hard drives | ▪ Fan | ▪ AC Adapter |
| ▪ Built-in LCD (screen) | ▪ Touchpad | ▪ Internal speakers |
| ▪ Motherboard | ▪ CDROM/DVD | ▪ Hard drive |
| ▪ Memory | ▪ Video card | |

What is not covered under accidental damage (a fee of \$30 will be applied):

- | | | |
|--------------------------|-----------------------|--------------------------|
| ▪ Intentional damages | ▪ Scratched cover lid | ▪ Scratches on cover |
| ▪ Scuffed plastic bottom | ▪ Dents | ▪ Scratch, discoloration |

Stolen Laptops/Adapters:

- Stolen laptops/chargers must be reported to the main office within **24 hours** by submitting an incident statement to the Vice Principal's office. Students who do not report their laptop stolen within 24 hours are responsible for replacing the lost items and will be charged the full cost.
- The school will assess replacement fees/costs for stolen items **ONLY** if the student's incident statement is followed by filing a police report and submitting a copy to the Vice Principal.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. Students are responsible for bringing their laptops to all of their classes **fully charged**.

Laptops Left at Home

- If students leave their laptop at home, they may borrow a laptop for the day, if available, from the Hub. If a student leaves their laptop at home more than **four times** in one school year, they will be required to return their laptop to the Library Media Center at the end of every school day and check it out again the following morning for the remainder of the year.

Laptop Undergoing Repair

- A loaner laptop will be issued to students who need to leave their laptop with the SHUSD Technology Department for repair.

Screensavers

- Inappropriate media may not be used as a screensaver/wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols or pictures will result in disciplinary actions

Sound: Music, Games, or Programs

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

Printing

- *At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. The teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of homework.
- *At Home:* The laptop will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this (<http://google.com/cloudprint>).

PARENT, SCHOOL, AND STUDENT RESPONSIBILITIES

Waving documents on Google Drive

- Students will be logging into SHUSD's Google Apps for Education domain and will be saving documents to students.shelenaunified.org. With their Google Apps login, each student can access his or her schoolwork from any computer that has internet access.

Internet Connectivity

- The St. Helena Unified School District makes no guarantee that the district internet will be up and running 100% of the time. In the rare case that the internet is down, the district will not be responsible for lost or missing data.

Software

- Virus and Spyware Protection
 - Virus protection (Windows Defender) is included on all SHUSD laptops and should not be disabled. If Windows Defender detects a virus, students should immediately stop using the laptop, power down the machine, and notify a teacher or Library Media Specialist.
- Office 2019 Software
 - Laptops come with Microsoft Word, Excel, and PowerPoint already installed.
- Internet Browsers
 - Chrome, and Microsoft Edge are installed.
- Additional Software Installation
 - Students are not permitted to install software on their laptop.

TAKING CARE OF YOUR LAPTOP

- Any action that violates existing St. Helena School Board policy or public law.
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work.
- Changing of computer settings.
- Spamming or sending mass or inappropriate emails.
- Gaining access to other student accounts, files, and/or data.
- Password sharing.
- Use of the District's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Giving out personal information except in an instructional context or in the performance of SHUSD business and with permission of the district.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Removing/modifying/destroying any serial numbers on the device, including those on labels or etched into the plastic.
- Vandalism (any malicious attempt to harm or destroy hardware 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 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.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player games or illegally obtained music using the district network.
- Vandalizing, damaging, or disabling District property or that of 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 addresses, personal phone numbers, passwords, or other vital 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 laws protecting material accessed online.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and impede access.

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.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security, including reconnaissance activities such as port scanning, vulnerability scanning and ping sweeping.
- Using external devices to boot computer with other operating systems to bypass built-in security features and network settings.

CONSEQUENCES FOR VIOLATIONS

If a student violates any part of the above Laptop Policy, Procedures, and Information Handbook, her or she will be subject to discipline per the SHHS Progressive Discipline Plan.

Discipline consequences may vary depending on the severity of the offense. Laptops owned by the St. Helena Unified School District are for educational purposes ONLY.



St. Helena Unified School District
LAPTOP TECHNOLOGY PLEDGE



STUDENT PLEDGE FOR LAPTOP USE

I, _____ (print student's name), agree to the following conditions:

1. I will follow all the policies and regulations included in the Laptop Policy, Procedures, and Information Handbook both at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the district laptop and power adapter in good working condition.

PARENT PLEDGE

I, _____ (parent's name), acknowledge that I have read the SHUSD Laptop Policy, Procedures, and Information Handbook. I recognize that it is my responsibility to restrict access to all controversial materials and I agree to hold neither the St. Helena Unified School District nor its employees or agents responsible for any materials accessed by my child on the district laptop. I will assume full responsibility for any harmful or illegal content my child places on the district laptop. I also will take full responsibility for any damage that occurs to the laptop while the device is in my child's possession. I hereby give permission to allow my child to check out a laptop for the current school year.

WEB PAGE PUBLICATION

The St. Helena Unified School District might wish to publish on the school or District webpage pictures and videos of the students participating in various school activities. Doing this would make the videos and pictures accessible to anyone using the Internet. No names will be used, just general descriptions such as: Girls BB, Varsity FB, etc. Please indicate whether you agree to allow either still photos or videos of your child to be posted on District or school webpages. Please check one:

Yes, include my child in these posts No, DO NOT include my child in these posts

AFTER SCHOOL LAPTOP STORAGE

Please check one:

My child will bring the laptop home. I would like my child's assigned laptop to be stored at school.

AGREEMENT

I agree to the stipulations set forth in the above documents, including the Laptop Policy, Procedures, and Information Handbook and the Laptop Technology Pledge.

I understand that District laptop computers and adapters must be returned to the designated school staff member at the end of each school year, and that students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at SHUSD for any other reason must return their individual school laptop computer on the date of termination.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____