

# Standards for Proper Device Use and Care

## *Laptops*

### General Information

The purpose of the technology program at Yorktown Community Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. At YCS we are committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students. Technology is simply one more tool that allows us to provide students a well-rounded learning experience. Students will learn collaboration, communication, creativity and critical thinking skills in a variety of ways throughout the school day.

The standards of use and care outlined in this document apply to all laptops used by YCS students. Teachers may set additional requirements for use in their individual classrooms in an effort to deliver the highest quality instruction.

### 1. General Laptop Care

Each student is responsible for the general care of the laptop that he/she has been issued. Laptops that are damaged or fail to work properly must be taken to the designated tech assistance area in each building for an evaluation of the equipment. Laptops are school property and all users must follow the standards outlined in this handout, as well as the *Technology Usage Agreements (Internet/Network and Devices)* for Yorktown Community Schools.

**1.1** Clean the laptop screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Laptop screens can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

**1.2** Laptops must be kept in the school provided case/bag, unless otherwise approved by the Tech Department. Laptops must be returned in the original case/bag provided, or the user will be billed for the cost. Laptops, cases/bags must remain free of any writing, drawing, stickers, or labels that are not the property of YCS. The bar code that is placed on the back of each laptop must be left in tact for identification purposes.

**1.3** Students should always completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient; there is little reason to actually shutdown the laptop except for during extended days of inactivity.

**1.4** Do not attempt to remove or change the physical structure of the laptop,

including the keys, screen cover or plastic casing. Students who permanently alter the laptop in any way will be responsible for replacing the device.

- 1.5** Do not attempt to repair the laptop, or go outside of YCS for laptop repairs. Report all laptop issues to the YCS Tech Department.
- 1.6** Do not store laptops in a vehicle when weather conditions can cause harm to the computer.
- 1.7** There should not be food or drink around the laptop.
- 1.8** Laptops must never be left in an unlocked locker, unlocked car, or any unsecured area. Keep the laptop locked in a school locker, at home, or in another secure place where others do not have access, or attended (with you or within your sight) at all times.

## **2. Using Laptops at School**

Laptops are intended for use at school each day as a learning tool for students to access academic content, school messages, announcements, calendars and schedules. Students should also utilize laptops to communicate with teachers and peers. Students are responsible for bringing the laptop to all classes, unless specifically instructed not to do so by the teacher.

### **2.1 Laptops Left at Home**

If a student leaves his/her laptop at home, he/she responsible for getting the course work completed as if the laptop had been present.

### **2.2 Laptops Undergoing Repair**

A loaner laptop may be issued to a student whose machine is being repaired.

### **2.3 Charging Laptop Battery**

Laptops must be brought to school each day fully charged. Students need to charge laptops each evening. If a battery seems to not hold charge, students should have the device inspected by the Tech Department. In cases where the use of the laptop has caused the battery to become low, students will be permitted to access a power outlet in class as approved by the teacher. Students should not let the laptop battery completely drain. If unable to connect to a charger, students should shut down the device completely. Closing the laptop lid when it is not in use will help conserve battery.

### **2.4 Screensavers**

Inappropriate media may not be used as a screensaver or background photo. Presence of, including but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang related symbols or pictures will result in disciplinary actions.

## **2.5 Laptop Functions and Games**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Inappropriate use of laptop functions, including, but not limited to games, music, camera/video (Taking unwarranted pictures or video.), and messaging will result in disciplinary action.
- File sharing, including downloading music or any other activity that violates copyright laws is not permitted.

## **2.6 Laptop Supervision**

Laptops left in bags and backpacks, or in empty classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be the full financial responsibility of the student/family. When the school is conducting an emergency preparedness drill or a necessary emergency procedure of any kind, there may be times when laptops are left “unattended”. In these situations, staff will be responsible to lock the door and/or secure the laptops as best possible.

## **3. Using Laptops at Home**

Laptops are issued to students as a device for take-home use. Students should adhere to the rules outlined for school use of the laptop when using their device at home in addition, the following should be considered.

### **3.1 Permitted Use**

The laptop is meant for student use only. It is not intended to be a family device or to be used by siblings in any way.

### **3.2 Internet Filtering**

While YCS provides filtering systems that monitor and restrict Internet usage off campus, parents are responsible for supervising student device use at home.

### **3.3 Device Tampering**

The laptop comes pre-loaded with all of the software students need for classes. Students are not allowed to uninstall or modify school loaded software, or wireless configurations in anyway. In addition, using devices to deliberately alter the school network, other devices, or infrastructure is prohibited. Not complying with this standard will result in disciplinary action.

#### **4. Roles and Responsibilities**

##### **4.1 Student Responsibilities**

- Students will use devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to the laptop.
- Students will follow the Technology Usage Agreements (Internet/Network and Devices)
- Students will help YCS protect its computer system/devices by contacting the Tech Department or building administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students will always-safe guard the laptop when they are through finished working, to protect work and information.
- If a student should receive email or other communication containing inappropriate or abusive language or if the subject matter is questionable, he/she should report the material to the appropriate teacher/administrator.
- Students are responsible for all activity conducted on the assigned laptop. Students are responsible for laptops left unattended, used by another student, and/or the material downloaded by a user other than the student assigned to the laptop.
- Students are responsible for safe guarding the laptop. Avoid use in situations that are conducive to loss or damage. Students should never leave laptops in unlocked cars, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- Students are responsible for backing up data. Never consider any electronic information safe when stored locally on your device. Use your school-provided network drive and/or your learning management system (Canvas) on a regular basis. A flash drive may also be used to backup work.

##### **4.2 YCS Responsibilities**

- YCS will provide Internet and email access to its students while in the school building.
- YCS will provide filtering of inappropriate materials in accordance with CIPA.
- YCS will promote digital citizenship through instruction and example.
- YCS will provide staff guidance to aid students in doing research and help

assure student compliance of the *Technology Usage Agreement (Internet/Network)*.

#### **4.3 Parent/Guardian Responsibilities**

- Parents will monitor how students are using the laptop at home, including Internet searches.
- Parents will model good digital citizenship for students. This includes using social media sites, email, Internet webpages and other digital functions appropriately. For resources to guide you in speaking to your child regarding digital citizenship and cyber-bullying, visit [commonsensemedia.org](http://commonsensemedia.org).
- Parents will accept financial responsibility for the damage/repair of their child's school issued laptop.

#### **Reminders:**

- Adhere to YCS's Technology Usage Agreements (Internet/Network and Devices) at all times and in all locations. When in doubt about acceptable use, ask administration.
- Students are responsible for backing up data. Never consider any electronic information safe when stored locally on your device. Use your school-provided network drive and/or your learning management system drive on a regular basis.
- Loss or damage resulting from failure to abide by the standards above may result in your full-financial responsibility.

Following these standards will lead to a laptop that will run smoothly and serve as a reliable, useful, and enjoyable learning tool.

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