

PERSONAL LAPTOP/PDA USE POLICY (Please read **BEFORE** signing agreement)

Osnaburg Local Wireless Network:

The Osnaburg Local Schools network is designed to support the education of students. All activities on the Osnaburg Local network will be limited to educational activities. To gain access to the Osnaburg Local Wireless Network, your laptop/PDA (Personal Digital Assistant) must have wireless capabilities. The use of a personal laptop/PDA will be determined by each teacher, based on the instructional benefit to his/her classroom.

Anti-Virus Software: It is the Policy of Osnaburg Local that ALL computers **MUST** have current reputable anti-virus software installed. Students/Staff/Others using their personal laptops are **REQUIRED** to have up-to-date antivirus software installed. You also need to have all of the latest operating system updates/patches installed to help close additional security holes.

Maintenance:

We encourage everyone to perform scheduled maintenance procedures on their personal laptop as per the manufacturer's instructions. We strongly encourage everyone to properly maintain their own laptop and perform regular backups of their hard drives.

Repairs: The district IT department **WILL NOT** be responsible for repairs to personal laptops/PDAs.

Software/Apps: The District will not install Software/Apps on personal computers/PDA devices. District Software/Apps can only be installed on district equipment. All software installed on equipment must be properly licensed (not pirated). Absolutely no software that can be used for hacking or other illegal purposes is permitted. No server/hosting software is allowed to be used.

Security:

Do not leave the laptop/PDA unattended.

Do not leave the laptop/PDA in a classroom or lab.

Do not leave the A/C adapter behind.

Make sure your laptop/PDA has some form of identification (including all cables)

NOTE: Osnaburg Local cannot be held responsible for personal items that are damaged, lost, or stolen.

Disconnecting lab systems to connect a laptop is prohibited. Connecting a laptop to an unassigned data jack is also prohibited. You may only connect your personal laptop/PDA to our network using the guest wireless network.

Misuse of laptop/PDA privileges will be subject to a 3-strike rule:

- **The first violation of this will result in a verbal warning.**
- **The second violation of this policy will result in an incident report submitted to the administration.**
- **The third violation of this policy will result in termination of network access for your personal technology and possibly more serious disciplinary action.**

Note: Serious infractions of policy can result in immediate termination of access

Laptop/PDA Use Agreement

ALL personal laptops or wireless PDAs must be registered with the district IT department prior to attaching to the district wireless network.

Name _____ Current Grade _____

Home Phone Number _____

Email Address _____

Network access will be terminated for violation of any of the following activities as listed in the Acceptable Use Policy:

- Illegal Activities
- Unauthorized access to the District’s computer systems
- Wagering, betting or selling chances
- Harassment
- Solicitation
- Commercial Activities
- Promotion of political or religious positions or activities
- Unethical activities
- Accessing Pornography
- Plagiarism
- Violating software policy
- Server/hosting activities

I am requesting permission to bring in my own laptop/PDA and for access to the Osnaburg Local wireless network. I understand that ALL rules and policies regarding computer usage will be applied. I understand that violation of these rules may result in loss of my permission to bring my personal laptop/PDA into school and/or loss of network access privilege. I also understand that I could possibly face disciplinary action that could lead to suspension or expulsion for serious violations.

Student signature _____ Date _____

Parent signature _____

District Representative Signature _____

IT Laptop Coordinator

Internal use only:

Nic Brand _____

NIC/ MAC Address _____

Laptop Manufacturer/Model _____

Operating System _____

Serial Number _____

Anti-Virus software installed? Yes _____ No _____

Getting your laptop ready for school

- A. Charging
 - a. Bring your laptop to school fully charged. Charge your computer each night.
 - b. Bring your power cord with you to school each day.
- B. Screensavers, backgrounds, and other personalization
 - a. Personalize your laptops in school appropriate ways. Laptop personalization must not violate school rules or the Acceptable Use Policy.
- C. Label
 - a. Label your laptop and power cord with your name
 - b. Attach something unique (like a luggage tag) to your laptop bag
- D. Laptop bag
 - a. Bring your computer to school in a padded laptop bag to help prevent damage
- E. Anti-virus Software
 - a. Install virus-protecting software that automatically downloads the latest anti-virus updates to your laptop.

Using your device at school

- A. Protecting from damage
 - a. Keep your laptop with you or locked in your locker at ALL times
 - b. You are the only person permitted to use your laptop
 - c. Keep your passwords private
 - d. Take your laptop home every day
 - e. Always carry your laptop from room to room stored in the laptop bag
 - f. Always carry your laptop with two hands and the lid closed within the classroom
- B. General use at school
 - a. Regularly save your files/documents (save on laptop and in your folder on school server)
 - b. Trouble-shooting computer issues is your responsibility and should be done at appropriate times.
 - c. Mute your computer sounds at all times unless your teacher gives permission.
 - d. When using your computer at school you must abide by the district Acceptable Use Policy

Questions and Answers

When can I use my computer at school?

- During classes as permitted by the teacher
- During study hall (only for school-related assignments)
- Before or after school in approved areas

Are there times I am not allowed to use my computer?

- When riding a school bus
- During lunch period
- During practices after school (keep in locked location)

Can I print at school?

You cannot print from your personal laptop at school. You can email your file to your teacher and/or place in the district online teacher drop box.

What happens if my computer is lost or damaged?

You are responsible for your laptop at all times. The Osnaburg Local School District assumes no responsibility for personal property brought to school by students.

Can administrators look at my laptop?

Students and parents need to be aware that any student held technology is subject to search by school officials if the school district has a reasonable suspicion that evidence of a violation of the student code of conduct is present on the technological device.

Will I have a chance to charge my battery during the school day?

The ability to charge your laptop will be based on an available power outlet in the classroom. The classroom teacher will determine if there is a safe/appropriate location for charging your laptop. Note: Never leave a laptop charging in an unsupervised area.

Can I use my headphones at school?

With teacher permission you may use your headphones. You may also use your headphones before and after school.

How should I care for my laptop?

- Never carry by the screen (could crack screen)
- Don't slam the lid (could crack screen)
- Never close with something on the keyboard (could crack screen)
- Clean screen with lint free cloth
- Be careful with power cord. Don't place in location that anyone could trip over it. Don't wrap the cord tightly around itself.
- Food and drink should be kept away from the laptop