



SCHOOL DISTRICT OF BLACK RIVER FALLS
Inspiring Excellence



Laptop Care and Use Handbook

INTRODUCTION – THE LAPTOP IS A BUSINESS DEVICE OWNED BY THE DISTRICT.

The School District of Black River Falls (District) provides district owned laptops for student educational use to each high school student enrolled in regular programming at the Black River Falls High School.

These laptops, like all education materials provided by the district, are the property of the District. Students and parents are expected to treat these devices as borrowed, business devices that are provided for the purpose of expanding the educational tools for the benefit of the student.

This handbook outlines policies and procedures developed to help students get the most benefit from, while avoiding the risks of, these devices. It is important to understand the following:

- The laptops belong to the district – not the student or parent.
- Students and parents are responsible for the use and care of the laptop.
- Parents have the right and responsibility to oversee, regulate and monitor their child's use of the laptop.
- The District Technology Department is able to **monitor all keystrokes and webpage access** on devices used at school and outside of school (all activity leaves a digital footprint)

1. RECEIVING YOUR LAPTOP AND LAPTOP CHECK-IN

1.1 Laptop Parents and students must sign and return the following

1. The School District of Black River Falls policy 364.1-Exhibit (2), [Information Technology and Communications Resources Acceptable Use Policy and Agreement \(Students\)](#)
2. The acknowledgement form for this Laptop Handbook Care and Use Handbook (see last page of this document).
3. Laptop insurance form 2016-17 (*optional*) \$25.00 per laptop, per year.

1.2 Laptop Check-in

Laptops will be returned during the final week of school so they can be checked for damage, cleaned and reformatted for the following year. If a student transfers out of Black River Falls High School (BRFHS) during the school year, the laptop must be returned on or before their final day in classes at BRFHS. Students who graduate early, withdraw, are expelled, or otherwise terminate enrollment at BRFHS for any reason must return the school laptop within five days of termination of enrollment.

Laptop cases furnished by the District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

If a student fails to return the laptop at the end of the school year or upon termination of enrollment at BRFHS, they are subject to financial liability until the laptop is returned and all associated fees are received. The student will pay the replacement cost of the laptop. **Failure to return the laptop within five working days after termination of enrollment from BRFHS may result in a theft report being filed with local law enforcement.**

1.3 Damaged or Missing Laptops

The School District will assess laptops that malfunction and determine a repair process. A loaner laptop may be issued to a student when they leave their laptop for repair.

Laptops that have been damaged or are not in satisfactory working condition from student misuse, neglect or are accidentally damaged will be repaired. If the damages to a laptop are not covered under the warranty or an insurance plan (either the *optional* district plan or a home policy), **the student/family will be responsible for the total cost of repairs up to the replacement cost of the laptop.** Students may be provided a temporary laptop while their assigned device is being repaired.

Laptops that are stolen must be reported immediately to an administrator (Mr. Chambers or Ms. McCullough) and to law enforcement (either police or sheriff).

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly must be immediately taken to the LMC (library) for an evaluation of the equipment.

2.1 General Precautions

- Cords and cables must be inserted and disconnected carefully to prevent damage to the laptop.
- **Laptops must never be left in an unlocked locker, car or any unsupervised area. Keep the device secure or attended (within your sight) at all times. Laptops left in unsupervised areas are considered “unattended” and may be confiscated by school personnel as a protection against theft. If a laptop is found in an unsupervised area, school personnel should be notified and the laptop should be brought to High School LMC personnel.**
- Laptops should be shut down each night and restarted each morning.
- The District Technology Department service tags must remain on the laptop in order to identify each laptop.
- Laptops are the property of the school district and students are not allowed to personalize them by adding stickers or writing/drawing on them.

- Do not let anyone else use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Be aware that the laptop is temperature sensitive. Avoid leaving the laptop in environments of excessively hot or cold temperatures.
- Do not use laptops on any soft surfaces, such as a couch, bed, chair, etc. Laptops have vents in the bottom that release heat. If these vents are blocked, the laptop processor will overheat, causing damage to the internal components.

2.2 Carrying Laptops

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

- Laptops should always be properly secured within a protective case.
- Always completely close the lid and wait for the laptop to enter “sleep mode” before moving it, even for a short distance. Movement while the device is on can result in permanent damage to the hard-drive and the loss of all data.

2.3 Personal Health and Safety

- Avoid extended use of the device resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for educational use at school each day. ***Students are expected to check their school email every school day at a minimum of once in the morning during advising and once at the end of the day during focus.*** Students are responsible to bring their assigned laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their assigned laptop at home, they are responsible for getting the course work completed as if they had the laptop present. Repeat violations will result in action as detailed in Board Policy 364.1 Acceptable Use Policy and 443 Code of Conduct.

3.2 Charging The Laptop Battery

Laptops must be brought to school each day in a fully charged condition.

3.3 Screensavers/Background Photos

Any files on the laptop or a student's account deemed inappropriate by District staff may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in Board Policy 364.1 Acceptable Use Policy and 443 Code of Conduct.

3.4 Sound, Music, Game or Programs

Student may not stream any videos or music except for educational purposes when directed by school staff.

This includes YouTube, Pandora, Slacker, TuneIn or any streaming service.

Music "ripped" from legally purchased personal student CD's ***can be downloaded*** to the laptop hard drive for listening. Personal music cannot be shared with other students electronically as this is an infringement of copyright law.

- iTunes is available to be installed on laptops. Students may load legal music into their iTunes library on the laptop (contact Mrs. Byrns and the Tiger Tech Crew for assistance with installing iTunes).
- Music is only allowed during class time if permission is obtained from the teacher.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Students are responsible for carrying their own headphones.
- Students are ***not permitted*** to download applications and games. Any personally downloaded games and applications (apps) will be removed.

3.5. Printing

Printing is discouraged in order to preserve resources. However, printing will be available at the BRFHS (If assistance is needed to install a printer, contact Mrs. Byrns and the Tiger Tech Crew). Printing at home will require students to set up their own printer.

4. HOME OR PUBLIC ACCESS

Students are allowed to connect to wireless or wired networks outside of the District. ***The policies outlined in this document also apply for use outside of***

the District. Violations of these policies and procedures may result in the student's home internet access being suspended.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

5. MANAGING FILES AND SAVING YOUR WORK

Students should always save their work early and often.

Students should save to their school Google Drive or school network drive.

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

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software applications originally installed by District 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 not removed required applications. Repeat violations will result in action as detailed board policy and the student handbook.

6.2 Inspection

Students may be selected at random to provide their laptop for inspection. If a student's device is requested for an inspection, District reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

6.3 Procedure for Re-Loading Software

If technical difficulties occur, illegal, or non-District installed software or applications are discovered, the laptop will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to the re-formatting or re-imaging of the laptop.

6.4 Software Upgrades

Upgraded versions of licensed software/applications are available from time to time and will be pushed out to laptops automatically when students are connected to the District network.

7. REPAIRING OR REPLACING YOUR LAPTOP

All repair/replacement issues must be reported to the District Technology Department (Ms. Quall in the LMC) as soon as the issue is noticed.

7.1 Laptop Damage & Repair Protection Plan

The District provides an *optional* \$25.00 insurance policy for parents and families. Families who choose not to purchase the insurance need to understand that they are responsible for fully reimbursing the district for theft or accidental damage of the laptop or other devices.

7.2 Laptop loss or theft

If a laptop is stolen, it is the responsibility of the student and family to report the theft to the school administration and to law enforcement. For all theft claims, the student/family is required to provide a copy of the police report to the District. Students may be assigned a loaner or replacement device. If students lose their assigned device a second time, they will lose the privilege to take the laptop home.

The steps to follow a laptop is stolen:

- Report the laptop stolen to **law enforcement**
- **Notify and provide police report to high school administration.**

If the theft is not covered by an insurance policy that the family has paid, the student/family is responsible for the replacement cost at current market value.

SUMMARY OF CARE AND USE POLICY AND KEY RESPONSIBILITIES OF ALL PARTIES

Student Responsibilities

- Always be responsible to complete all your schoolwork and use the laptop to assist in doing that.
- Read, understand, sign and follow the District Acceptable Use Policy for Technology District Policy 364.1 and the Laptop Care and Use Handbook form.
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to laptop/computer use.
- Save files.
- Secure laptop against damage, theft, or loss.
- Always turn off and secure laptop after school and reboot laptop daily.
- Return laptops to the District at the end of each school year.
- Keep login information private and confidential.
- Report laptop malfunctions or damage to the District Technology Department.
- Report stolen laptops immediately to law enforcement and administration.
- Report lost laptops immediately to administration.

Parents Responsibilities

- You can and should set rules and limits for your student's computer use.
- Monitor and control the use of the laptop just as you do on the use of all electronics such as television, telephones, ipods, etc.
- Sign the Information Technology and Communication Resources Acceptable Use Policy form (Board Policy 364.1) and the Laptop Care and Use Handbook Form

Laptop Care

Laptops can be damaged if subjected to rough treatment. Broken screens have been the most common damage in the past. Students will be held responsible for maintaining the laptop issued for their use. Do not lean on the top of the laptop when it is closed.

- Do not place anything near the laptop to put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner.
- Do not "bump" the laptop against lockers, walls, car doors, floors.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.
- Charge laptops batteries every night to ensure adequate power for the day.
- Shutdown laptops each night and restart again in the morning when you get to school.

Please turn the page, sign the acknowledgement form and hand it in to your advisor.

Tiger Way for Laptop Use



Charge it!

Keep your laptop charged at all times...plug it in every night.

Check it!

Check your email and messages every day...check your grades often.

Respect it!

Keep your laptop charged at all times...plug it in every night.

BLACK RIVER FALLS HIGH SCHOOL ACKNOWLEDGMENT OF RECEIPT OF LAPTOP CARE AND USE HANDBOOK

I acknowledge that I have received and reviewed a copy of the Black River Falls Laptop Care and Use Handbook. I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from a high school staff member.

I understand that this Handbook states the Black River Falls High School's policies and procedures in regards to laptop use and care which are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

Any student who violates the provisions of this handbook may be subject to disciplinary actions and/or costs and charges that result from those violations. I understand that I must sign and date a copy of this receipt and return it to the Black River Falls High School.

Student Signature: _____ Date: _____

Print Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Print Parent/Guardian Name: _____