

## **Additional Information on Acceptable Use (Applies to Both laptops and Chromebooks)**

The laptop/Chromebook and bag/cover that has been issued to all students in grades 6-12 are the property of the Monticello School District. This laptop/Chromebook is to be leased to the student, and must be used in accordance with the following Policies and Procedures, the Monticello School District's Acceptable Use Agreement and any applicable laws. Use of this laptop/Chromebook, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Monticello School District. During the school year, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they do with other information sources such as television, telephones, movies, radio, and other potentially offensive media.

### **Using the laptop/Chromebook at School**

- Each laptop/Chromebook is assigned to an individual student. Students should never “swap” or “share” their laptop/Chromebook with another student. laptop/Chromebooks should be in a student's possession, or secured in their locker at all times.
- When being transported, the laptop/Chromebook must be in its bag or in the hard cover case, and the student must carry the bag with the strap across their body, over the opposite shoulder. This prevents the laptop/Chromebook bag from being dropped, if the student is distracted or bumped. Students should not swing the laptop/Chromebook by the case or strap and should not carry a laptop/Chromebook that belongs to another student (excludes Student Technology Team members). The ID tag **must remain** on the laptop/Chromebook at all times.
- If a student is participating in an activity that is not conducive to using their laptop/Chromebook (i.e., field trip, assembly, etc.), they are required to **lock** their laptop/Chromebook in their locker or bring it to the help desk.
- Students should never share their password with another student. Passwords should always be kept confidential.
- Students who have permission to take their laptop/Chromebook home are responsible for bringing their laptop/Chromebook, fully charged, to school each day.
- Students who do not have permission to take their laptop/Chromebook home may pick up their laptop/Chromebook at the technology desk or their teacher each morning. Students are responsible for making sure their laptop/Chromebook is plugged in for recharging each night.
- laptop/Chromebooks will be checked occasionally to determine if students have the appropriate laptop/Chromebook.
- Students using laptop/Chromebooks are responsible for saving or backing up their documents to their H:/drive on the server or to Google Docs..
- laptop/Chromebooks are to be used only in the classroom, or designated areas, and at home for homework.

**Students who download programs which cause damage to the hard drive will face discipline as determined by the user agreement and administration. Downloads need to be approved by technology services coordinator.**

### **Using the laptop/Chromebook at Home**

- Students and parents/guardians understand that the Monticello School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the laptop/Chromebook while at home. It is the parent/guardian's responsibility to supervise the information

that a student is accessing from the Internet while at home. Unannounced background checks will be done and students with inappropriate material will be disciplined accordingly.

- If the laptop/Chromebook is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Monticello Police Department, and Monticello School District administration.
- If the laptop/Chromebook is damaged or not working properly, it must be turned in to Monticello School District Technology staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop/Chromebook.

### **Using the laptop/Chromebook for Internet and e-mail+**

- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and e-mail access.
- Students should be aware that Internet access, e-mail, and other media that are accessed, created or stored on their laptop/Chromebooks are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **General Use and Care of the laptop/Chromebook**

- When transporting their laptop/Chromebook to and from school, students should always be sure it is placed in the laptop/Chromebook bag and/or cover on, and the bag/cover is fully closed. The bag has a tag that identifies the laptop/Chromebook as Monticello SD property, and identifies the student that the laptop/Chromebook is on loan to. The tag **MUST** remain on the bag at all times. The Chromebook has a sticker that identifies the laptop/Chromebook as Monticello SD property, and identifies the student that the laptop/Chromebook is on loan to. The sticker **MUST** remain on the bag at all times. If the sticker comes off or is damaged the student should bring the Chromebook to the technology desk for replacement of the sticker.
- laptop/Chromebook bags should not be placed inside the student's book bag or backpack where it may be compressed by other heavy books. Etc.
- Students are expected to treat their laptop/Chromebook with care and respect. *The laptop/Chromebook and bag are the property of the Monticello School District and should be kept clean and free of marks at all times. **Placing stickers, writing or drawing on, engraving or otherwise defacing the notebook, cover or laptop/Chromebook bag are not allowed and will result in loss of privileges.***

Students are encouraged to help each other in learning to operate their laptop/Chromebook. However, such help should be provided verbally without touching the other person's laptop/Chromebook. Students should operate only their own laptop/Chromebook at all times.

- Any inappropriate or careless use of a laptop/Chromebook should be reported to a teacher or other staff member immediately.
- laptop/Chromebooks should only be used while they are on a flat, stable surface such as a table. laptop/Chromebooks can be fragile, and if they are dropped they may break.
- Students should protect their laptop/Chromebook from extreme heat or cold. laptop/Chromebooks should never be left in a car, even if the car is locked.

- laptop/Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop/Chromebook or use their laptop/Chromebook near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop/Chromebook. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging their power cord, phone cord and when using their CD ROM drive.
- laptop/Chromebooks should never be placed in their laptop/Chromebook bag while they are turned on. The laptop/Chromebook should either be turned off or in “sleep” mode. In addition, laptop/Chromebooks should not be placed on or under soft items such as pillows, chairs, or sofa cushions, or blankets. This will cause the laptop/Chromebook to overheat, and will result in damage to the laptop/Chromebook.
- Report any damage to your laptop/Chromebook or laptop/Chromebook bag as soon as you are aware of the damage.

### **Consequences of Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their laptop/Chromebook in accordance with these Policies and Procedures, the District Acceptable Use Policy and any applicable laws. Failure to use this laptop/Chromebook in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Monticello School District.

- 1) Loss of the privilege of taking the laptop/Chromebook home.
- 2) Cancellation of student use or access privileges, including the privilege of taking the laptop/Chromebook home
- 3) Suspension from school
- 4) Expulsion from school

The length of time that access will be denied to the students will be based on frequency of the violation as well as severity of that infraction, as well as administrative discretion. When applicable, law enforcement agencies will be involved.

Violations will be reported to parent(s)/guardians.

*Legal References: Protecting Children in the 21st Century Act; Public Law 110-385; Section 947.0125 Wisconsin State Statutes; Cross References: 5790..03, Electronic Information Resources User Agreement Civil or criminal liability under applicable laws.*