Student Responsibilities & Expectations

- Are required to abide by the Acceptable Use Policy which is in effect for all activities.

- Will receive a laptop as an educational tool and it should only be used in that capacity.

- **Are responsible for ensuring the laptop is charged and ready for use every day.**

- Are responsible for bringing the assigned laptop to school each day. A computer that is left at home will be treated the same as if textbooks or homework were left at home.

- Will only use software that is permitted and installed by the school district.

- Will back up all data.

- Will not have access to data and accounts upon departure from the district (graduate, relocate, or attend another school).

- Acknowledge there is no expectation of privacy with files stored on the computers or with websites visited with the laptops. The school district has the right to monitor laptops and/or block access to applications and websites.

- Are given a power cord and laptop bag and must carry the laptop in a bag. If the power cord is lost, damaged, or stolen, the student will pay for a new one.

- Will return the laptop, bag, and power cord when scheduled, in clean and good condition and are responsible for the care of the laptop issued to them whether in or out of school.

- Will be responsible for the cost of the laptop if it is not returned.

Consider the laptop computer like a pile of cash. Students are responsible for keeping track of the laptop computer and taking precautions to keep it safe. If you store the laptop computer in a backpack, make certain the backpack is never left unattended.

BEST PRACTICES

- Use Office 365 and Canvas
- Save your files on your school network drive or in the cloud – OneDrive
- Learn to use Outlook for mail and the calendar features
- Use the Windows Key and L-Key to lock your computer prior to closing
- Keep it in the sleeve or backpack when not using

Do's & Don'ts

- ✓ Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
- ✓ Do not eat or drink while using your laptop computer.
- ✓ When using USB storage devices or connecting the power cord to the laptop computer, carefully remove and attach these devices.
- ✓ Students should not carry laptop computers while the screen is open.
- ✓ Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the laptop computer screen.
- ✓ Downloading unauthorized games, applications or software by students is NOT permitted. Downloading purchased music, or loading music from a purchased CD and/or personal photos onto the laptop is permitted. However, any personal information or material on the laptop computer is the sole responsibility of the student and should not interfere with laptop usage or schoolwork. The student is responsible for backing up any personal information, data, music, and photos. Inappropriate language and materials used as screensavers and/or desktop images are not permitted on laptop computers.
- ✓ Do not lean on the top of the laptop computer when it is closed.
- ✓ Be careful not to drop or throw backpacks or laptop sleeves. The laptop computer will get damaged.
- ✓ Laptop computers must remain free of any writing, drawing, stickers or labels that are not the property of the District. Skins and covers are acceptable and encouraged and can be useful to distinguish laptop computers from each other.
- ✓ When closing and storing the laptop computer in the sleeve, put the computer in sleep mode or turn it off to prevent overheating.

- ✓ When moving about with your laptop (From room to room and/or leaving school):
  - o Save all open documents
  - o Put laptop to sleep (close the lid)
  - o Place laptop in its laptop case
- ✓ DO NOT loan/borrow laptop, power cord, or bag to/from other students and do NOT share usernames and passwords.