

LAPTOP HANDBOOK FOR STUDENTS AND PARENTS

The Putnam Valley Central School District employs computers as one way of furthering its mission to teach the skills, knowledge, and behavior that students will need as successful and responsible adults. Students are issued a laptop computer to enable them to use a varied and exciting set of resources including computer applications, multimedia, and the Internet. While the laptop is available to go home with many of our students, it must be remembered that it is to be used as a learning tool.

Parents are an integral partner to the success of this program. As with all forms of technology, home monitoring should be embraced and practiced. In order to keep the laptop program successful, school officials, teachers, students and parents must act as partners committed to the same goal.

TERMS OF THE LAPTOP LOAN:

Terms:

Students and parents must read, accept and comply with the Putnam Valley Central School District's Laptop Handbook for Students and Parents. The Parent/Student Computer, Internet Agreement, 1 to 1 Laptop Permission slip must also be read and signed by both the parent and student before a computer will be issued to the student. The policies in this handbook must be complied with at all times. Any failure to comply may terminate the student's privilege of possession effective immediately and the District may repossess the laptop.

Title:

Legal title to the property is with the District and shall at all times remain with the District. The student's privilege of possession and use is limited to, and conditioned upon full and complete compliance with the regulations and conditions set forth in the Laptop Handbook for Students and Parents.

Laptops will be distributed to students as early in each school year as possible, but not before the Parent/Student 1 to 1 Laptop Permission Slip has been signed by both the parent and student and returned to the school. Laptops will remain in circulation until the end of the school year, at which time notice will be given as to the process for them to be returned. These dates will vary according to testing schedules. Laptops must be returned to the school each summer for software updates and general maintenance.

All data on the laptop is considered property of the Putnam Valley Central School District. All data will be searched and cleared during the summer; no data will be saved

for the students. It is the responsibility of the student to save any files they deem necessary for their school career on a separate device.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Loss or Damage:

If the property is damaged, lost or stolen, the student and parent are responsible for the reasonable cost of repair or replacement. Loss or theft of the property must be reported to the District by the next school day following the occurrence.

In the case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.** We will then report the loss to our insurance company. The parent/student will be responsible for payment of our deductible to replace the computer, which is \$250.00.

Students will be charged the Fair Market Value of the laptop if it is lost or deliberately damaged or vandalized. (See Fair Market Value Chart on page 3 of this handbook)

Students/Parents are responsible for reasonable cost of repair for damaged laptops when repair is possible.

A table of estimated pricing for a variety of repairs is included in this handbook to which reference is hereby made on page three of this handbook.

Repossession:

If you do not fully comply with all terms of the Parent/Student Computer, Internet Agreement, 1 to 1 Laptop Permission Slip and the Laptop Handbook for Students and Parents, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence or other location of the property and take possession of the property.

Term of Agreement:

Your privilege to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

FAIR MARKET VALUE

Age of Laptop	Value
1 Year or less	100%
1 - <2 years	85%
2 - <3 years	60%
3 - <4 years	35%
4 - 5 years or more	\$250.00

- **Fair Market Value is currently \$1,100.00.**

TABLE OF ESTIMATED REPAIR PRICING

Repair or Replacement	Loss, Damage or Neglect
Broken Screen (LCD)	\$250
Keyboard Replacement	\$150
Power Adapter + Cord	\$70
Re-Image of Hard Drive due to violation of Acceptable Use Policy	\$25
Laptop Case	\$20

The costs of any other parts needed for repairs will be based on the manufacturer’s current price list.

FINANCIAL HARDSHIPS

In the event that the fee for loss or damage to a laptop creates a financial hardship on the student or parent, please contact the Business Office about payment options.

Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay the fees over time.

USE OF COMPUTERS AND LAPTOPS ON THE NETWORK

The Putnam Valley Central School District is committed to the importance of a student being able to continue with their work when their laptop is experiencing problems. To assist with this problem the District is providing the following:

- **Network Student Folder:** The students will have a network drive setup from their login. Students can save important items on this network folder, keeping a backup that they can access from anywhere on the network.
- **Classroom Computers:** The District has desktop computers in the classroom. These computers can be used by students if they do not have

their laptop. They will be able to access their saved work on their network folder.

- **StudyWiz:** Many classes have online assignments posted on StudyWiz, which can be accessed through any computer with Internet Access. Talk with your student's teacher about the availability of coursework and assignments in StudyWiz.
- **Internet Safety:** There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may not be blocked at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about Internet safety go to www.isafe.org.

GENERAL LAPTOP RULES

No Loaning or Borrowing Laptops:

- Students must NOT loan laptops or other equipment to other students or siblings
- Students must NOT borrow a laptop from another student or sibling
- Students must NOT share passwords or usernames with others.

Inappropriate Content

- Inappropriate content will not be allowed on laptops.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- There is a \$25 reimaging charge to remove any of the above.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- The student must not delete, re-name or move any folders or files that he/she did not create or that they do not recognize. Deletion, renaming or moving of certain files will result in a computer failure and/or loss of data, and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 reimaging charge to correct system files.

Music, Games or Programs

- Music and games may not be downloaded from the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.

Unauthorized Access

Access to another person's account or computer without their consent or knowledge and/or tampering with the district-approved, student-safe image is considered hacking and is defined as a misdemeanor in the NY State Penal Code and is punishable by law.

Transporting Laptops

- Laptops must be transported in an approved case.

Tampering with Security Seal

Any evidence that the computer's security seal has been tampered with will result in the loss of laptop privileges for the remainder of the school year and a charge of \$250.00 for the district to certify that the laptop hardware has not been tampered with, replaced, or damaged.

- There is a \$25 reimaging charge to remove any unapproved software or files.

STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The following guidelines are provided to inform students and parents of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, DVD's, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations

- Student use of computers, other technology hardware, software and computer networks including the Internet is only allowed when supervised or granted permission by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District Website.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.

- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources i.e., on-line time, real-time music, printing.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or ID card or allowing another user to access your account password or ID.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages, photographs or other forms of media, without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
- Falsifying permission, authorization or identification documents.
- Use of proxy websites to bypass firewall.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

3. Acceptable Use Guideline – Putnam Valley Central School District Network Computer On-Line Services

A. General Guidelines

- Students will have access to all available forms of electronic media and communication, which is in support of curriculum, educational and research-based goals and objectives of the Putnam Valley Central School District.
- Students are responsible for their ethical and educational use of the network services at the Putnam Valley Central School District.
- All policies and restrictions of the network services must be followed.
- Access to the Putnam Valley Central School District computer network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Agreement and Adhere to the

Acceptable Use Guidelines in order to be granted access to the computer online services.

- The use of the computer network within the Putnam Valley Central School District must be in support of educational and research-based goals and objectives of the Putnam Valley Central School District.
- When placing, removing, or restricting access to specific databases or other computer network services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Putnam Valley Central Schools Code of Conduct booklet.
- Parents concerned with the computer network services at their child's school should contact the Principal of their child's school.
- Any parent wishing to restrict their children's ability to avail themselves of a computer loan, or access to any on-line computer services, will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
- At no time will a computer, not owned by the district be connected to the district network unless done so by and with the permission of the Network Administrator.

B. Network Etiquette

- Be polite
- Use appropriate language
- Do not reveal data (home address, phone or cell phone numbers, ID numbers or passwords) of yourself or others.
- Remember that the other users on the network are human beings whose culture, language, and humor have different points of reference from your own.
- Exhibit ethical and moral behavior at all times.

C. E-Mail

- E-mail should be used for educational or administrative purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of the PVCSD network by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to insure appropriate use.
- All e-mail and all content material are property of the District.

D. Consequences

The student in whose name, system account, and/or computer hardware is issued, will be responsible at all times for its appropriate care and use.

- Non-Compliance with the guidelines published in this handbook, Student Code of Conduct and Board Policy may result in suspension or termination of technology privileges and disciplinary actions.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences outlined in the Code of Conduct.
- Non-Payment of all fines or damage charges in a timely manner will result in repossession of the computer by the district until such time as fines are paid in full.
- Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by state and federal law, and proper authorities will be given access to their content.