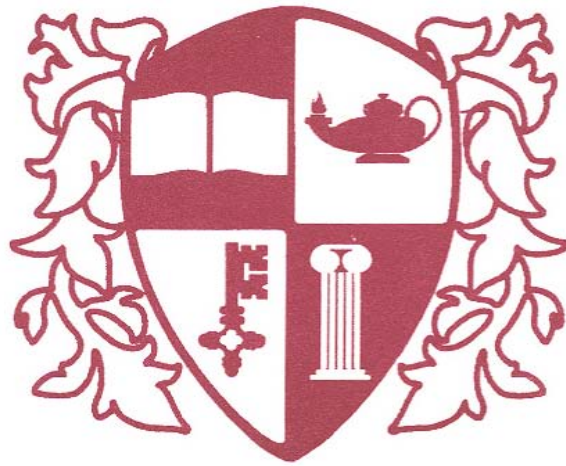


**HHS**

***"Tool for Life" Initiative***

***Student Laptop Handbook***



**OFFICIAL HANDBOOK**

## Introduction

This student handbook contains all the information you and your parents need to know for your participation in the Tool for Life 1 to 1 Initiative. Read everything carefully before you sign the "Student/Parent Laptop Agreement"!

## Computer Specifications

You can find out more information about district issued laptops and update to this student handbook at:

<http://www.roanokecityschools.org>

## Terms of the Computer Agreement

**Terms:** Non-refundable user fees of \$60, annually, must be paid before a student will be issued their laptop.

If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the school administration about payment options. Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out fees over time.

**Title:** Legal title to the property is with the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned on your full and complete compliance with the *Student/Parent Laptop Agreement*. The student, in whose name a system account and/or computer hardware are issued, will be responsible at all times for its appropriate care and use.

## Liability:

- The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by RCS). Failure to return the said laptop on or before this date to the campus principal or his/her designee may result in criminal charges being sought against the student and/or the person who has the laptop. Roanoke City Schools reserves the right at any time to demand return of the laptop.
- In 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.
- If the student laptop is stolen, the student and his/her parent are responsible for reporting the theft to school administrators and filling a police report within 24 hours. If these procedures are followed the student will not be charged for the cost of the laptop. If these procedures are not followed the student will be charged the Fair Market Value of the laptop if deliberately damaged or vandalized. (See Fair Market Value chart below).

Student Laptop Fair Market Value (Original cost) to the District is currently \$657	
1 year or less	50% of FMV
2 years	45% of FMV
3 years	35% of FMV
4 years	30% of FMV

- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see Repair Pricing chart below). Accidental damage is covered in the \$60 student fee.

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

<b>Cost of Estimated Repair Pricing Deliberate Damage or Neglect</b>	
Broken Screen (LCD)	\$300
Keyboard	\$25
Power Adapter + Cord	\$60
Battery	\$60
Re-image of Hard Drive due to violation of Acceptable Use Policy	\$15

**Repossession:** If you do not fully comply with all terms of this agreement and the *Student/Parent Laptop Agreement*, Roanoke City Schools has the right to notify the authorities to come to your place of residence to pick up the property.

### **Use of Computers and Laptops on the Network**

Roanoke City Schools is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems.

To assist with this problem the district is providing the following:

#### **Classroom Computers**

The district has loaner laptops that can be checked out from the school library.

#### **Student Google Account**

All student work will be stored in the student's Google docs account on the web. If the computer has a problem a student will still be able to access all their work on the web. They will not lose any work.

### **General Laptop Rules**

#### **Screensavers**

- Students may create their own screen saver while they have use of the laptop
- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.

#### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones should be used except for instructional purposes.

#### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize.

- Deletion of certain files will result in a computer failure and will interfere with your ability to complete classwork and may affect your grades.

#### **Music, Games, or Programs**

- Music and games may not be downloaded unless specifically assigned by a teacher.
- All software loaded on the system must be district approved.

#### **No Loaning or Borrowing Laptops**

- Do not loan laptops to other students or non-students.
- Do not borrow a laptop from another student.
- Do not share passwords or usernames.

#### **Unauthorized Access**

- Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8-103 [Alabama Computer Crime Act].

#### **Transporting Laptops**

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be properly closed [screen facing keyboard] between classes.

### **Student Guidelines for Acceptable Use of Technology Resources**

School web traffic is monitored and filtered by the Alabama Super Computer and LightSpeed software. Inappropriate sites are blocked by their content filter. Any attempt to bypass these filters will be considered a class II offense.

This filter will be applied when the student laptop leaves the campus. Student laptops will be monitored and filtered at all times by Roanoke City Schools

These guidelines are provided, so that students and parents are aware 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, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

#### **1. Expectations:**

- a. Students are expected to use computers, other technology hardware, software and computer networks including the Internet as defined by the *Student/Parent Laptop Agreement*.
- b. 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.
- c. Although the district has an Internet safety plan in place, 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.
- d. 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. Acceptable Use Guidelines – Roanoke City Schools District Network Services**

### a. General Guidelines

1. Access to the Roanoke City Schools' wireless network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the network.
2. Students are responsible for their ethical and educational use of the computer network resources and on-line services.
3. All policies and restrictions of the acceptable use policy for computer network resources and online services must be followed.
4. The use of any network services at the Roanoke City School District must be in support of education and research and in support of the educational goals and objectives of the Roanoke City School District.
5. When placing, removing, or restricting access to specific databases or other network resources, school officials shall apply the same criteria of educational suitability used for other education resources.
6. 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.
7. 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 Roanoke City Schools' Student Pupil Progression Plan.
8. Parents concerned with the network services at their child's school should refer to the Pupil Progression Plan handbook and follow the stated procedure.
9. Any parent wishing to restrict their child's access to any network services will provide this restriction request in writing to the school principal. Parents will assume responsibility for imposing restrictions on their own children.
10. Parents, who do not want their child to have Internet access and/or have their schoolwork published on the web, should submit this request in writing annually to their child's principal. While Roanoke City Schools attempts to restrict Internet access, it is ultimately the responsibility of the parent to ensure the child does not violate this request.

### b. Network Etiquette

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data/information (home address, phone number, phone numbers of other people), including photographs and videos.
4. Remember that the other users of the network services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

## **3. Unacceptable conduct includes, but is not limited to the following:**

- a. 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.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. 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.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network.
  - e. Using or possessing hacking software.
  - f. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
  - g. Intentionally wasting resources, i.e., on-line time, real-time music.
  - h. Gaining unauthorized access anywhere on the network.
  - i. Revealing the home address or phone number of oneself or another person.
  - j. Invading the privacy of other individuals.
  - k. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
  - l. Coaching, helping, observing or joining any unauthorized activity on the network.
  - m. Forwarding/distributing e-mail messages without permission from the author.
  - n. Posting anonymous messages or unlawful information on the system.
  - o. 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.
  - p. Falsifying permission, authorization or identification documents.
  - q. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
  - r. Knowingly placing a computer virus on a computer or network.

#### **Pupil Progression Plan – Misbehaviors & Consequences**

The consequences for violating any of policies outlined in this agreement will follow the discipline procedures laid out in the student handbook.