



## ABOUT THE SHS NEW TECH SCHOOL LAPTOP PROGRAM

The focus of the “Laptop 1-to-1 Program” at SHS New Tech is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the program. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at SHS New Tech, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

## RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

### Receiving Your Laptop

Laptops will be distributed each fall, every year. Parents & students must sign and return the Acceptable User Agreement and Laptop User Agreement forms before the laptop can be issued to the student.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Shelby.

### Laptop Check-in

Laptops will be returned during final checkout the last week of school. If a student transfers out of the SHS New Tech during the school year, the laptop will be returned at that time.

### Check-in Fines

If your laptop and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district.

If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement and the student’s grade reports/ transcripts will be withheld.

### Taking Care of the Laptops

Students are responsible for the general care of the laptop they have been issued by the school district. Laptops that are broken or fail to work properly must be taken to Mrs. Russell in Room 101A.

### General Laptop Precautions

- No food or drink is allowed next to your laptop while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed by a teacher.
- Laptops should be shut down when not in use for longer periods of time to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- Laptops must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should not allow any other person to borrow or use their laptop.

### Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks, notebooks, etc.).
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### Using Your Laptops at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all New Tech classes, unless specifically instructed not to do so by their teacher. Students should NOT take their laptops to elective classes like physical education and lunch.

### Acceptable Use Policy

Every student and their parents must sign a district acceptable use policy before receiving their laptop.

**While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

### Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### Students are Responsible for:

- Using computers in a respectful, responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Monitoring all activity on their account(s).
  - Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.

### Cyberbullying

Cyberbullying is a form of harassment over the Internet or through the use of cellphones. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, and discriminatory remarks are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

In situations in which cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. Such conduct includes, but is not limited to: making threats or making a threat off school grounds to harm a member of the school staff or a student.

Disciplinary action may include, but is not limited to, the loss of computer privileges, Thursday School, suspension, or expulsion for verified perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

### Laptops Left in Unsupervised Area

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Room 101A or the office.

### Computer Misuse Consequences

**Level 1  
Request/Warning-**

The staff member reminds the student of the rule, and asks them to comply immediately.

- Incident is recorded in ECHO Behavior Report

### **Level 2**

#### **Restriction of computer/web access -**

Use of the computer or Internet is limited within that class for the remainder of the period.

Parent Contacted (email with a parent response or a phone call)

- Incident is recorded in ECHO Behavior Report

### **Level 3**

#### **Account is limited for all classes-**

The account is only given very limited access depending on the severity of the offense.

Parents are notified of the nature of the offense and loss of laptop rights and/or any additional disciplinary action, including but not limited to detention, Thursday school, etc.

- Incident is recorded in ECHO Behavior Report

### **Level 4**

#### **Administrative action -**

Student meets with the appropriate administrator and parent guardian.

Possible consequences may include:

- Account may be disabled
- Student may be suspended and/or must complete Thursday School/Community Service/ other to be determined by administrator
- Laptop may be revoked for a period of time to be determined by the administrator (up to a year)
- Administrators may refer the case to the appropriate authorities

Incident is recorded in ECHO Behavior Report

### **Laptop Insurance**

Every student will have the opportunity to purchase laptop insurance for \$38. The \$38 fee is non-refundable. The annual coverage begins upon the receipt of the payment and ends at the conclusion of each school year. Insurance Coverage (Unlimited Incidents): Accidental Damage - includes drops/cracked screens/liquid spills, Liquid Submersion, Theft, Fire/Flood Damage, Vandalism, Natural Disasters, Power Surge Due To Lightning.

### **Attachments**

AUP

Laptop User Form

Insurance Policy



Shelby High School - New Tech  
Laptop User Agreement Form

Understanding Responsibilities: *Students and parents, please initial each statement to indicate that you understand what is being asked of you.*

\_\_\_\_\_/\_\_\_\_\_ I understand that it is my responsibility to make sure that the laptop that I have been provided is properly taken care of while it is in my possession.

\_\_\_\_\_/\_\_\_\_\_ I understand that there may be charges if the laptop or accessories are damaged, lost or stolen.

\_\_\_\_\_/\_\_\_\_\_ I understand that my privilege of using a laptop **may be revoked** if:

- I leave my laptop in a unsecured area including an unlocked car or vehicle.
- I purposefully damage my laptop.
- I lend my laptop to anyone.
- My laptop is involved in recurrent reckless activities.
- I disregard the SCS Acceptable Use Policy
- I use my laptop for any activity other than what is specified in the handbook.

\_\_\_\_\_/\_\_\_\_\_ I understand that it is my responsibility to return the laptop that has been provided to me, at the end of the school year or if I withdrawal from SHS New Tech.

***Our signatures below indicate that we have read and understand all components of the Laptop User Agreement.***

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_