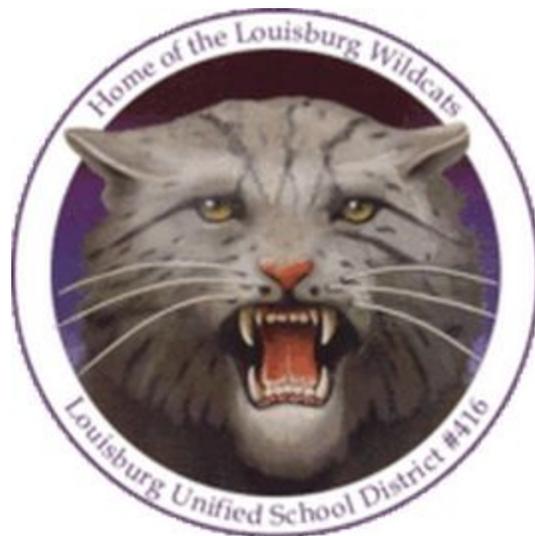


# One2One

*Louisburg School District  
Guide to Student Computing*



**Louisburg High School Mission Statement**

**Challenging all to their highest potential.**

Board Approved 4/13/15

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### Louisburg One2One Handbook

This handbook has been developed for students and families involved in the Louisburg School District's One2One initiative. The district will loan a **laptop** to each student in a participating grade for the duration of each school year. In return, the student will be expected to maintain the device and use it as requested and required by teachers to improve learning opportunities and experiences. The following pages outline the district's expectations for safe and effective use of the **laptop**.



## Louisburg Technology Plan Alignment

Louisburg – USD 416, District Technology Plan is written so that it is aligned with the Technology Plan Certification Process for the state of Kansas. The certification process includes this challenge:

“Kansas school districts should examine their technology planning and classroom integration efforts *in conjunction with their school improvement plans*, i.e. How is the school district using and planning to use instructional technology to reach the goals defined in the schools’ individual improvement plans?” (2006).

The district’s Technology Steering Board has considered this challenge in the planning efforts. Additionally, the USD 416 District Technology Plan was aligned to the updated National Educational Technology Plan (NETP) published by the US Department of Education in 2010. The national goals have been integrated into this plan because the NETP goals closely align with the opportunities and challenges for preparing students in and for the 21<sup>st</sup> century.

## Possession and Use Agreement

The **laptop** is the property of USD #416 Louisburg School District. USD #416 retains title of ownership of the **laptop** and grants permission to the student to use the **laptop** according to the guidelines set forth in this document. Moreover, USD #416 administrative staff retains the right to collect and/or inspect the **laptop** at any time, including via electronic remote access, and to alter, add or remove installed software or hardware.

A student who is actively enrolled in and who physically attends at least one class in the USD #416 at a grade participating in the One2One initiative for that school year qualifies for use of a district-owned **laptop**. In order to possess and use the borrowed device, the student must comply at all times with the expectations of the Student/Parent One2One handbook and the district’s Acceptable Usage Policy (AUP). If the student’s AUP is revoked or suspended, the laptop must be returned immediately to administrative personnel.

The legal title to the borrowed device belongs to USD #416 and shall at all times remain as such. Right of possession and use of the borrowed device is limited to, and conditional upon, students full and complete compliance with the expectations detailed in the Student/Parent One2One Handbook and the district’s AUP.

*There is no expectation of privacy in use or data stored on a district-owned device.*

## Terms of Agreement

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by Louisburg High School for noncompliance, terminated upon withdrawal from active enrollment in Louisburg High School, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly in a participating grade at Louisburg High School. The One2One project is expected to continue for participating students through the 12th grade, and students will be issued the same **laptop** each year for the duration of their attendance at Louisburg High School. An annual One2One technology fee of \$40 will be assessed to all Louisburg High School students who meet the criteria of the possession and use agreement. The fee will be used to defray maintenance, repair, and replacement costs, not resulting from negligence.

### Laptop Device Use and Policies for Students

#### A. Liability

- Students are responsible for protecting the **laptop** and accessories from loss or damage and will be expected to pay for repair.
- Louisburg also requires an annual One2One technology fee of \$40 to help fund expenses the district may sustain.

#### B. Loss, Theft or Damage

- In case of loss, theft, or damage, on or off school grounds, to the borrowed device, the student will be required to pay the total cost to repair or replace the device. The total cost to replace or repair the device will be based on an inspection by the IT department.
- In the event of loss or theft, if the device is later found, the student will be refunded the cost of the device minus any cost ensued for repairs.

#### C. Student Use in Classroom

- Students will take their **laptop** to all classes when required by the teacher as lessons and classroom activities necessitate students having access to their **laptop**.

#### D. Student Access to Internet and Monitoring

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet using the district **laptop** if they have Internet access available to them in their home or other locations. USD 416 will not

provide students with Internet access outside of school.

- Students may access the Internet on their **laptop** at any time outside of school. At all times the district Internet filter policy is in effect when using the **laptop**--even outside the school network. As with any other Internet-enabled device, the Louisburg School District recommends that parents/legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about internet usage outside of school are applicable even when the student is using their **laptop**.
- There is no expectation of privacy while using **laptop**, networks or technology. The **laptop** is the property of Louisburg USD 416, and Louisburg USD 416 administrative staff may search the **laptop** at any time.
- Students who access inappropriate sites or access sites during the school day that are not related to a class they are attending may be subject to disciplinary action.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

#### **E. Charging of Laptops**

- It is the student's responsibility to charge the **laptop** each night at home and bring the device to school fully charged. During a normal school day a fully charged **laptop** can be used the entire day.
- Students should establish a routine at home for the charging of the **laptop** so that it can charge overnight.

#### **G. Property Rights**

- Users must respect the intellectual property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on Louisburg USD 416's hardware is the property of Louisburg USD 416 and may not be copied or transmitted to any outside party. No student may copy, download from the Internet or install onto a District **laptop** or otherwise use any software in violation of applicable copyrights and license agreements. Downloading media without permission is prohibited (piracy).

#### **H. Downloading programs**

- Only Technology Department staff can download, install and remove programs to the student issued **laptop**.

#### **I. General Care/Handing/Use**

1. Treat this equipment with as much care as if it were your own property.
2. Do not remove or interfere with the serial number or any identification placed on the **laptop**.

3. Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the **laptop** that are affixed by school district personnel.
4. Keep the equipment clean.
5. Keep the **laptop** powered off when not in use.
6. Close the lid of the **laptop** when it is not in use, in order to save battery life and protect the screen.
7. Do not hold, lift, or suspend the **laptop** in the air solely by the screen/display.
8. NEVER walk from one location to another with an open computer. This is applicable at school and at home.
9. The **laptop** and other equipment must be stored in a safe place. Don't leave the **laptop** on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
10. **Laptops** left in classrooms or other areas will be considered "unattended" and will be confiscated by staff as a protection against theft. If confiscated, the student will receive a warning before the **laptop** is returned. If the **laptop** is confiscated more than one time, the student may be subject to appropriate consequences. Unattended and unlocked equipment, if stolen—including at school—will be the student's responsibility.
11. If on an athletic team, never leave the **laptop** on a school bus, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
12. Your **laptop** is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume or share unauthorized or inappropriate content on your **laptop**.
13. You are responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned **laptop**. Do not allow other individuals to use the **laptop** assigned to you.
14. The student is responsible for making sure not to share or switch the **laptop**, its power charger, and other accessories with other users.
15. Only Louisburg USD 416 Tech Department personnel are authorized to troubleshoot, diagnose, or repair your borrowed device.

## J. Laptop Troubleshooting

- If the student's **laptop** is not working properly the student should first talk to the teacher in the class to determine if minor troubleshooting will take care of the problem. If the problem persists, the student will be issued a different **laptop** to use on a temporary basis.

- Do not attempt to remove or change software on the computer or the physical structure of the computer.

#### K. Only One User

- Do not allow anyone else to use your **laptop**. Loss or damage that occurs when anyone else is using it will be your responsibility.

#### L. Cleaning the Laptop

- Use a soft, dry, lint-free cloth when cleaning the **laptop**. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Never use any cleaning products, other than a dry soft cloth or dampened soft cloth, on the **laptop**. Computer screens show fingerprints and smudges easily, so be sure to follow proper cleaning procedures to keep your screen looking new.

## Louisburg USD 416 Student Laptop Use Agreement

**This agreement is for the understanding of what will be expected of students in their privileged use of district-provided laptops. These policies are set forth for the protection and expected use of the district's investment in USD 416's investment in technology for educational purposes.**

### Student/Parent Expectations for District-Owned Laptop Use

1. Take laptop to all classes when required by the teacher and must comply with teacher request.
2. Understand that there is no expectation of privacy while using laptop and that accessing inappropriate sites or sites not related to class may be subject to disciplinary action.
3. May not download or install software without administrative permission.
4. Responsible for protecting the laptop and accessories from loss or damage.
5. Agree to assume full responsibility for the safety, security, and care of the borrowed property. Borrower agrees to pay required deductible to repair/replace the device.
6. Do not remove or interfere with the serial number or any identification placed on the laptop.
7. Make sure the surface of device is not altered or defaced. Do not decorate assigned device or remove labels, stickers, or tags from the laptop that are affixed by school district personnel.
8. Keep the equipment clean.
9. Charge the laptop's battery daily or adequately to make sure it is always ready for classroom use.
10. Keep the laptop powered off when not in use.
11. Close the lid of the laptop when it is not in use, in order to save battery life and protect the screen.
12. Do not hold, lift, or suspend the laptop in the air solely by the screen/display.
13. NEVER walk from one location to another with an open computer. This is applicable at school and at home.
14. Store laptop in a safe place. Don't leave the laptop on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
15. Laptops left in classrooms or other areas will be considered "unattended" and will be confiscated by staff as a protection against theft. If confiscated, the student will receive a warning before the laptop is returned. If the laptop is confiscated more than one time, the student may be subject to appropriate consequences. Unattended and unlocked equipment, if stolen—including at school—will be the student's responsibility.
16. If on an athletic team, never leave the laptop on a school bus, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
17. Must report loss/theft to building administrator within one school day of occurrence. If loss/theft occurs off campus, must report incident to law enforcement within 24 hours of occurrence.
18. Student's laptop is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume or share unauthorized or inappropriate content on your laptop.
19. Student is responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned laptop. Do not allow other individuals to use the laptop assigned to you.
20. The student is responsible for making sure not to share or switch the laptop, its power charger, and other accessories with other users.
21. Student understands that only Louisburg USD 416 Tech Department personnel are authorized to troubleshoot, diagnose, or repair laptop.

*I agree to the stipulations set forth in the above documentation and will follow any other use policies in place by USD 416 Board of Education. Any misuse or incidents of the above not being followed, the students and parents will be accountable. USD 416 reserves the right to modify any of the above at any time.*

Student Name (Please Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_