

# 1:1 Laptop/Technology Use Guidelines

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- The laptop and all of its components are the property of SACS.
- Student use of the laptop, applications, and Internet must comply with school and district policies including the Acceptable Use Policy (AUP) and Handbook policies.
- Students should have no expectation of privacy of information stored on, accessed from, or used with the laptop. SACS reserves the right to inspect laptops and files at any time.
- If technical issues arise, students must notify a teacher or SACS technical staff as soon as possible.
- Do not attempt to repair the computer.
- Do not open the back cover of the laptop.
- Keep air vents unblocked when laptop is turned on.
- Use only the HP power adapter and battery provided with the laptop. No other adapter or battery should be used.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include and are not excluded to the school grounds and campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.
- If laptop fails, student may be required to complete hand-written work until loaner is provided.
- Files/documents may not be deleted by anyone other than the original creator/owner.
- All Sound will be muted at all times unless permission is obtained from the teacher.
- Inappropriate content (refer to AUP, Handbook, and Tech Guide) will not be allowed on laptops.
- Students must log in under their assigned username/password and will not share this information.
- Student work files will be stored on the laptop, network or cloud provided services.
- All files stored by students are subject for review.
- Each computer is assigned to an individual student. The same laptop will be assigned to the same student while attending a SACS Middle School [Summit or Woodside]. In other words, a 6<sup>th</sup> grade student will have the same computer all 3 years.
- Students should never share their computer with another student.

## **Responsibilities**

### ***Middle School Students***

- Students must sign, understand, and agree to the “Laptop User Agreement”.
- Students are responsible at all times for their assigned laptop.
- Students are responsible for carrying their laptop in a protective device such as a padded sleeve, padded backpack, or a bag made specifically for laptop use.
- Students should not loan their laptop or any laptop component to another student.
- Students are responsible for shutting down and charging the battery daily.
- Students are responsible for reviewing and abiding by SACS AUP and Tech Use Guide.

### ***Parent***

- Parents/guardians are responsible for reviewing the SACS AUP found in STUDENT HANDBOOK and this Technology Use Guide with their student.
- Parents/guardians should monitor their student’s Internet activities on a regular basis.

### **Students and Parents**

Report a lost or stolen laptop as soon as possible. Replacement of the laptop is the responsibility of the student/parent/guardian. They are encouraged to check with homeowners insurance for coverage.

## **Laptop Care & Maintenance**

- Laptops must be transported in a laptop case designed for a laptop or other padded device to protect the laptop.
- To prevent damage, laptops need to be either shut down or put in sleep mode when not in use.
- Never leave a laptop unattended including on the floor where it could be stepped on.
- Do not place food, liquids or other substances near the laptop that could result in damage.
- Do not place heavy objects on top of the laptop. This is also important when placing in a locker.
- Never attempt to repair, reconfigure, or download a program to a laptop or any of the peripherals.
- Do not write, draw, stick, tape, or adhere anything to the laptop.
- Do not personalize the case or laptop using markers, stickers, etc. Identification will be provided.
- Keep the laptop and other electronic storage media away from electromagnetic fields.
- Do not expose the laptop to direct sunlight, or prolonged extreme temperatures. In other words, don't leave a laptop in a car during extreme hot or cold temperatures for extended periods of time [more than an hour or two].
- Do not place the laptop on surfaces such as paper, cardboard, or carpet while it is turned on.
- Do not carry the laptop while the screen is open or carry by the screen.
- Do not place anything on top of the laptop nor lean or sit on it when it is closed.
- Do not place anything in the laptop bag that may press against the cover or damage the laptop.
- Do not touch the screen with anything. (This includes fingers, pens, pencils, etc.)
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper, etc.)
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
- Clean screen, touch pad, and laptop with a lightly damp soft or microfiber cloth. Chemicals, cleaners, or a wet cloth are NOT approved cleaning devices.
- Laptop should be turned off and unplugged during cleaning.

## **Laptop Storage**

- Laptops will be labeled with a district-approved label. Label may not be removed for any reason.
- Laptops, cords, bags [if provided by SACS] and accessories are the property of SACS.
- High School students are responsible for their laptops at all times.

## **Laptop Repair Procedure**

- A laptop in need of repair will be reported to a teacher or SACS tech staff [computer specialist] in the building.
- Students are issued a "loaner" laptop for use during repair. Loaner may not have all capabilities.
- Policies outlined in this handbook also apply to loaner laptops.
- A loaner laptop may not be issued if damage is determined to be purposeful or due to negligence.

## **Year End Procedure**

- At the end of the school year students will leave the laptop and all accessories at school.
- The laptops and accessories will be inventoried and inspected for damage.
- All laptops and accessories will be secured in a designated storage room for the summer.

### **Login Information:**

Username = Student Number

Password = Locker Combination, example would be 05-28-06