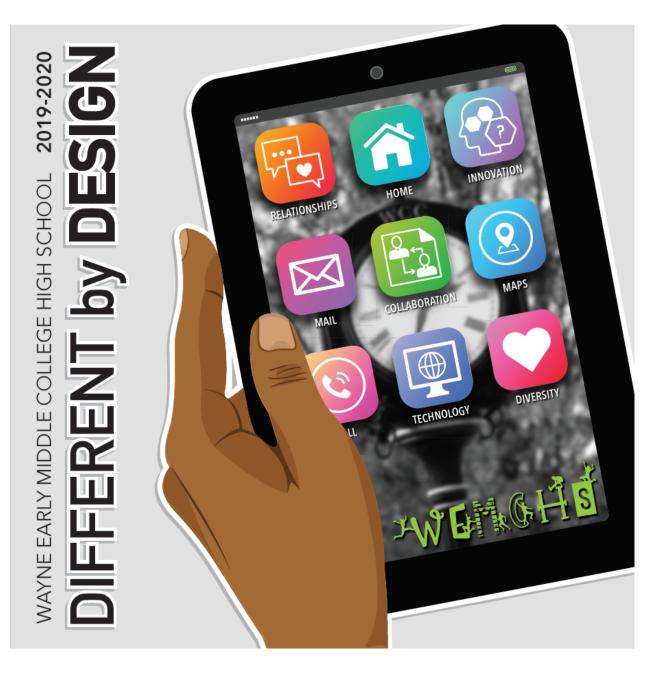# 2019-2020 WEMCHS LAPTOP HANDBOOK

Laptop Handbook for Parents and Students
Wayne Early Middle College High School
Wayne County Public Schools Goldsboro, NC
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STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES I Policy Code: 3225 4-6

Section 1: Receiving Your Laptop

Laptops will be distributed by grade level. Before receiving the laptop, students and parents must sign and return the form with the following:

- Wayne County Public Schools Technology Internet Acceptable Use Agreement.
- Responsible Use and Liability Contract.
- Laptop Consent Form.
- Hold Harmless Agreement
- Usage fee of $60

Until all fees are paid in full, students will not be issued a laptop.

Laptops will be collected at the end the fall semester of each school year for maintenance, cleaning, and software installations.

Section 2: Taking Care of Your Laptop

General 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 in the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Wayne County School District. Spot checks will be done by administration at random.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day. Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops and power supplies should always be within the protective case when carried.
- Other items should not be stored in the carrvina case to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case. A "sleeping" laptop can turn on while in the case, and the laptop could overheat and cause a fire.
- Screen Care The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.
- Do not lean on the top of the laptop nor place objects on top of it when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Please do not use any type of liquid or water on the laptop.

Section 3: Using Your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

There are no "loaner" laptops available for check-out.

Laptops Undergoing Repair
- Please bring any laptop needing repair to the Technology Facilitator.
- A $75 fee will be assessed for any damage to the laptop.
- You <u>may</u> be without a laptop while it is undergoing repair. Please plan accordingly.
- A lost or stolen laptop is subject to a $75 fine. If it is recovered, the student will get the laptop back. However, if it is not recovered, the student will not receive another laptop.

Charging Your Laptop's Battery
- Laptops must be brought to school each day in a fully charged condition.
- Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.
- Students should bring the charger in the laptop bag each day.

Screensavers and Backgrounds
- Only the Wayne County Public Schools approved background and the Wayne County Public Schools scrolling screensaver may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action.
- Passwords on screensavers are not to be used.
- The Principal reserves the right to check a student's laptop screensaver at any time.

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

Printing
- Students may use printers in the classrooms with teacher permission. (However, printing will be limited to only those things needed directly for instruction.
- Please remember that most printing should be done at home to ensure that work is turned in on time. You may have to save your work to a USB flash drive, then print using your home computer.
- Printing stations will be available at the school.

Section 4: Managing Your Files and Saving Your Work

Saving Your Work
- Students will not have network access at home; therefore, work should only be saved to a flash drive.
- Students will need to purchase a USB thumb drive for saving files. They are less than $10 now.
- During maintenance and imaging, all work saved to the desktop and My Documents will be lost.
- Students should save all of their work daily using their USB flash drive, it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
- Students also have the option of saving files to their Google Docs accounts.
- SAVE OFTEN and BACK UP YOUR THUMB DRIVE.

Section 5: Laptop Software

Originally Installed Software

- The software originally installed by the Wayne County Public Schools must remain on the laptop in usable condition and be easily accessible at all times.
- It is the responsibility of the Technology Facilitator to install additional software programs and files.
- Each laptop has been pre-loaded with Computrace software, which can assist in locating it when a theft occurs.

Additional Software

- It is the responsibility of the Technology Facilitator to install additional software programs or files. Students are **NOT ALLOWED** to install anything on school laptops.
- Violent games and computer images containing obscene or pornographic material are banned.
- From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Virus and Spyware Protection

- The laptop has Command Anti-Malware protection software.
- The virus software will be updated from the internet. Students are to allow updates to download uninterrupted.
- Students are responsible for checking to be sure that the laptop they are issued has the latest anti-virus updates and is scanned daily for viruses.

Inspection

Students may be selected at random to provide their laptop for inspection without notice.

Laptop Identification & Passwords

- Student laptops will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels!
- Students are not to put a Windows password on their laptops.
- Hard drive & BIOS passwords are also forbidden. If used, students may be responsible for the cost of replacement hardware.

Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.
- Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Each student is responsible for their laptop once it has been issued.

Section 6: Acceptable Use Guidelines

General Guidelines

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of the Wayne County Public Schools.
- Students are responsible for their ethical and educational use of the technology resources of the

Wayne County Public Schools and Wayne Community College.

- Access to the Wayne County Public Schools and Wayne Community College technology resources is a privilege and not a right.
- Each employee, student, and/or parent will be required to follow the Wayne County Public Schools Student Acceptable Use of Technology Resources Policy and the Wayne Community College Acceptable Use Policy, as well as the Wayne County Public Schools discipline policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following; 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 Principal or Technology Facilitator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district and college Acceptable Use Policies and the Wayne County Public Schools Discipline policies.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Laws
- Willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization, or otherwise violation of Board policies 3325, 3230, 4300,4303, and 6523. Copies of these policies are available online at the Wayne County Public School website.

Privacy and Safety

Privacy and safety of all students is our top concern. Please review the tips below;

- Do not open, use, or change computer files belonging to others.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance is not immunity from the law. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Wayne County Public Schools and Wayne Community College Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to consequences of the district and community college acceptable use policies, Student Code of Conduct, and state guidelines.

Email

Students will all have email accounts through Wayne Community College and/or Wayne County Public Schools only. Please note that emails are not private, and access is open. The following rules will apply when using an email account:

- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- Do not send mass emails, chain letters, or spam
- Students should maintain high integrity with regard to email content
- No private chatting during class without permission

Precautions and Consequences

Each student will be issued a laptop.

It will be the responsibility of the student to ensure that the hardware and software are secure and used appropriately.

Noncompliance with the policies of the Wayne County Public Schools Laptop Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated Wayne County Public Schools or Wayne Community College staff to ensure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES Policy Code: 3225

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different teaming styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyberbullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students must receive a copy of this policy annually. Before using school system technological resources, students must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges.

Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students must comply with ail applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

6. Users must respect the privacy of others. When using email, chat room, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.

11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

B. RESTRICTED MATERIAL ON THE INTERNET

Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's email communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors.

C. PRIVACY

No right to privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

PERSONAL WEBSITES The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

E. PENALTIES FOR VIOLATION OF ACCEPTABLE USE

Each student will be required to sign the Technology/Internet Acceptable Use Agreement before being granted use of school owned

technology resources and access to the Internet.

The use of the Internet and school owned technology resources is a privilege, not a right. If a student user violates any of the acceptable use provisions outlined in this policy, his/her access may be terminated and future access may be denied. Some violations may constitute a criminal offense and may result in legal action.

a) 1 Offense - written warning, parent contact b) 2"^ Offense - technology use may be suspended 5 school days, parent contact c) 3"* Offense - technology use may be suspended remainder of semester, parent contact

The Wayne County Public School System makes no warranties of any kind, whether expressed or implied, for the Internet/network service it is providing. The Wayne County Public School System, its employees, representatives, and agents, will not be responsible for the accuracy or quality of information obtained through its Internet connection or any damages resulting from the use of such information.

Legal References: U.S. Const, amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 etseq.; 20 U.S.C. 6777; G.S. 115C-32S(e), -391 Adopted; August 30,1999; Revised: September 8, 2003; Revised: June 02, 2008; Revised: July 6,2010.