



Laptop Policies and Procedures

Introduction

The laptop device that has been issued to you is the property of St. John's Schools. This laptop is on loan to the student and must be used in accordance with the following policies and procedures, the school's Acceptable Use Policy, and any applicable laws. Use of this laptop, as well as access to the laptop network, the Internet, and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support learning objectives of St. John's Junior High/High School.

Rules of School Network and School Laptop Use

The ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for the laptop network of St. John's Junior High/High School can be found in the following location...

- Your One View Platform for all school materials

You can also request a hard copy of the agreement, for reference by calling the Junior High/High School office at 419-692-5371.

Using the Laptop at Home

- Students must have the written permission of their parent or guardian and St. John's Protection Fund Premium turned in prior to being able to take their laptop home.
- When at home, the laptop should always be used in a common family location (i.e., kitchen, living room, dining room). When the laptop is home, supervision is the responsibility of the parent.
- If the laptop is lost or stolen, a parent or guardian should immediately report the loss or theft to the Technology Coordinator, Jeff Bockey. A police report must be filed by parent and the report number must be given to the school before a replacement device will be issued.
- If the laptop is damaged or not working properly, it must be turned in to the Technology Coordinator for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Unauthorized repairs of a school-owned laptop will result in loss of take-home privileges.
- Students are responsible for charging the laptop at home on a daily basis.

Using the Laptop for Internet and Email

- St. John's Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read and agree to the School's Acceptable Use Policy prior to receiving Internet and Email access.
- Students should be aware that Internet Access and Email, and other media that are accessed, created, or stored on their laptops are the sole property of the school. The school has the right to

www.delphosstjohns.org

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ELEMENTARY

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JUNIOR HIGH/HIGH SCHOOL

Principal: Adam Lee
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review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

St. John's Junior High/High School **Laptop Policies and Procedures**

General Use and Care of the Laptop

- The laptop is the property of St. John's Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop is not allowed and will result in loss of privileges and/or restitution will be assessed.
- Students are encouraged to help each other in learning to operate their laptop. However, such help should be provided with voices and not hands. Students should operate their own laptop at all times.
- Any inappropriate or careless use of a laptop should be reported to a teacher or staff member immediately.
- Laptops should never be used while walking. Laptops should only be used while they are on a flat, stable surface such as a table.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Laptops should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the laptop.
- Students should use care when plugging in their power cord.
- When not in use the laptop should either be turned off or in hibernation mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat and will result in damage to the laptop.
- If you would like to purchase a carrying case or some type of protective covering, you will need to do so at your own cost.

Consequences of Inappropriate Use

The use of any school technology is a privilege and not a right. Students are expected to use their laptop in accordance with these policies and procedures, the School's Acceptable Use Policy, and any applicable laws. Failure to use this laptop in an appropriate manner will result in the following consequences:

- Cancellation of student use and/or access privileges, including the privilege of taking the laptop home
- Restitution
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

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Cost of Loss or Damage

Students will be given the option of participating in the St. John's Laptop Protection Fund for any accidental damage or loss (i.e. stolen) that may occur with their laptop. This agreement covers the laptop loaned to the student against all damage or loss over \$100.00. For each incident involving repair or replacement a fee of up to \$100.00 will be charged. Accessories and damages valued at less than \$100.00 are not covered.

Student Laptop Upon Graduation

When students reach the end of their Senior Year/Graduation, they will be given their laptop as means to continue their success in their future education/employment.

Frequently Asked Questions

What do I do when my laptop needs service?

Report your issue to your teacher. The teacher then will create a Google Help Ticket to report the issue to the Technology Department.

How long will it take to repair?

Every attempt to troubleshoot and repair the laptop will be made in a timely manner. Some repairs may require the device to be sent back to the manufacturer.

Will I get a replacement laptop while my laptop is being repaired?

There are a limited number of replacement laptops. Replacement laptops will be signed out to students to use during the school day. No replacement laptops will be permitted to go home.

Where do I store my files?

All files should be stored in the students' H Drive and/or Google Drive, not on the laptop.

Will I be able to access my files at home?

Yes, you will be able to access your files through <http://www.delphosstjohns.org> and using the link to Home Access.

Will Internet content be filtered at home?

Yes, Internet content on the laptop will be filtered by the iBoss content filter.

Will I be able to install my own Software?

No, all software will be installed by the St. John's Technology Department. Any software that is not approved to run on the laptop will be removed once it is detected.

What if I leave my laptop at home?

If a student would leave their laptop at home there are a limited number of replacement laptops available that students will be able to sign out during the school day. These will not be permitted to go home. If they are all signed out, the student may be required to complete the class assignment at home.

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Privacy

St. John's Schools retains all control, custody, and supervision of all laptops, networks, and Internet services owned or leased by St. John's Schools. St. John's Schools reserves the right to monitor all activity by students. No expectation of privacy in their use of school laptops including email, stored files, or Internet sites visited should be assumed by the student-users.

All users need to be aware St. John's Schools has the ability to monitor all Internet Usage. Using laptops to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in the revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The St. John's Junior High/High School Code of Conduct is in effect and applies to students 24/7.

St. John's Protection Fund Application Form

Coverage and Benefit

This agreement covers the laptop loaned to the student against all damage or loss over \$100.00. Accessories and damages valued at less than \$100.00 are not covered and are the responsibility of the parent and/or student. In the event of damage or loss, your responsibility will be up to a maximum of the deductible of \$100.00 and the Protection Fund will cover the remaining balance. Each incident will contribute toward the total price of the deductible for the current school year.

Effective and Expiration Dates

This coverage is effective from the date that this required form and premium payment are received by the school through the date, which the laptop is required to be returned in good order to the school.

Premium

The nonrefundable premium cost is \$40.00 per school year per laptop taken home. Checks to St. John's.

It is agreed and understood that:

- The St. John's Laptop Protection Fund will offer coverage to all students.
- Participation is voluntary, but if a student does not participate, he/she will not be allowed to take his/her laptop off school property.
- A separate application will be needed for each laptop covered

If you wish to enroll, please complete the following information and return this form with a check for the coverage requested to the Junior High/High School Office prior to your student being allowed to take their laptop home.

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Name of Student:

Grade:

Address:

Home Phone:

Yes, I would like to participate in the St. John's Laptop Protection Fund.

No, I decline service at this time, and I understand I am responsible for 100% (approximate value of laptop is \$600) of any damage or loss to the loaned laptop and that the laptop will remain at school. The student will only have access to the laptop during school hours including supervised extended hours.

Parent/Guardian Signature:

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