

IPSWICH MIDDLE SCHOOL LAPTOP COMPUTER PROTECTION

The District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by the District and the student, parent or guardian. The following outlines the various areas that are covered in this policy.

Students in grades 6th-7th will not be allowed to take their laptops home from August to September (Quarter 1 & Quarter 2). Student laptops will be kept in a designated cart each night before the student leaves the school. Failure to leave their laptop at the school will result in consequences listed in this policy.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent/guardian** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. In the case of negligence, a \$200.00 additional charge must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students, Parents or Guardian are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District does not cover intentional damage.

****Please Note-Laptop Protection DOES NOT cover intentional damage of the laptops. This contract is also elastic and may be subject to change.**

6.5 Network Security

****Also located in the handbook under technology**

7. Disciplinary Action

7.1-Violations may result in a loss of access to technology resources. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved. The first two weeks of the school year will be a trial period in which students may or may not lose their privileges depending on the severity of the action.

1st Offense – Students will lose their technology resources (including laptop) for 5 school days not counting the day they abused their computer privilege.

2nd Offense - Students will lose their technology resources for 20 school days (4 weeks) not counting the day they abused their privilege.

3rd Offense - Students will lose their technology resources for 20 school days or the remainder of the semester whichever is greater.

4th Offense - Students who abuse their technology resources for a fourth time will suffer the consequences at the discretion of the administration.

The consequences listed are to be used as a reference for the Ipswich School Administration. This policy cannot list every eventuality that might occur in or outside of the school building in regards to use of school technology. The administration has the right to review each case depending upon severity to determine a student's disciplinary actions. The administration has the right to skip any of the steps depending upon the severity of the actions.

7.2 Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

7.3 Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator or Principal's Office.

7.4 Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- a. Computer batteries must be charged and ready for school each day.
- b. Only labels or stickers approved by the Network Administrator may be applied to the computer.
- c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee. *Bags are to be used strictly for the storage of laptops. Any student that does not follow this stipulation, will suffer consequences that are listed under 7.1 Disciplinary Action.
- d. Computers that malfunction or are damaged must first be reported to Administrator or Superintendent's Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student.
- e. Students will be entirely responsible for the cost of replacement (\$1300) or repair for computers that are lost, damaged intentionally or with reckless disregard. In the event that tablet accessories are lost or stolen the student is responsible for the replacement.
- f. The cost to replace specific accessories is:
 - a) AC adapter & power cord: Elitebook 8460p: \$10, HP 210's: \$30, Dell 3340-3350-5580's: \$35
 - b) Battery: \$35
 - c) Tablet Case \$40
 - d) Computer Screen: ***see section 8.6

***All laptops that are not under warranty are subject to labor cost. *See Section 8.6 for more information.

g. Accidental Tablet damage: Students who have recorded 3 or more instances of accidental Tablet damage may be asked to check their Tablet in at the Help Desk after school. Tablets may be checked out again before classes begin the next day. Special permission to take a Tablet home for class work may be permitted by the student's teacher.

h. Computers that are lost or stolen must be reported immediately to the Superintendent's Office, Technology Coordinator, and the police department.

i. Individual school Tablet computers and accessories must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their individual school Tablet computer on the date of termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability.

j. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the County Sheriff Department.

k. The student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

***To see an example of repair costs, see section 8.6.**

8. Repairing or replacing tablet computer

8.1 Manufacturer Warranty

a. This coverage is purchased by the Ipswich School District as part of the purchase price of the equipment. The manufacturer warrants the tablets from defects in materials and workmanship.

b. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement.

c. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Tablet problems to the network administrator or principal.

8.2 Accidental Damage Protection

a. The Ipswich School District has purchased through the manufacturer, coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters.

b. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The manufacturer will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

c. The tablet is covered with a three-year manufacturer Warranty and Accidental Protection Plan. The Network Administrator will arrange for repairs and/or replacements for defective parts and acts of accidental damage in collaboration with the manufacturer. Please report all tablet problems to the network administrator or principal office.

8.3 School District Protection

a. School District Protection is available for students and parents-starting in January- to cover tablet replacement in the event of theft, loss, or accidental damage by fire.

b. The protection cost is \$30.00 annually for each tablet and includes a \$200.00 additional charge for each negligent claim. Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer. **A copy of the insurance must be turned into the technology coordinator before the student will be allowed to take the laptop home.**

8.4 Claims

a. All insurance claims must be reported to the network administrator or principal's office. Students or parents must file a police or fire report and bring a copy of the report to the network administrator or principal's office before a tablet can be repaired or replaced.

b. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

c. The Ipswich School District will work with the County Sheriff Department to alert pawnshops and police departments in the area to be aware of any District-owned equipment.

8.5 Incentive Program

6th-7th grade students will have an incentive program implemented the second semester and will be available for model students. Students with the following will be eligible for the incentive program starting the 3rd quarter:

- No missing assignments
- No tardys
- No Referrals
- Student puts forth effort in every class—teachers will be asked for feedback
- Teachers must sign off of student forms before students can take home laptop.
- If students do not have their laptops for 3 total periods, this privilege taken away.

Once students are approved to take laptops home in the 3rd quarter, a new laptop policy form will need to be signed out and returned with either a \$30 insurance fee or a copy of the personal insurance form before the student can take their laptop home.

8th grade students will have the option to take laptops home at the beginning of the school year, but will have the same stipulations.

8.6 Out of Warranty Laptops

- a. Broken Screens: With School Insurance-\$50 a screen
Without School Insurance-\$100 a screen
- b. Keyboards: With School Insurance-\$30 a keyboard
Without School Insurance-\$50 a keyboard
- c. Plastic Covering: With School Insurance-TBD on damage
Without School Insurance: TBD on damage

8.7 Unauthorized Devices

Cell phones are currently not allowed within the classrooms, but are allowed in between classes and at lunchtime. Any students that utilize the Hotspot function on their cell phone to bypass any type of school filter will be subject to the consequences listed in this policy.

Personal laptops are not currently allowed to be connected to the school Wi-Fi. Any students that are caught trying to access the school network with a personal laptop or other device will be subject to the consequences of this policy.

8.8 Internet Use

Filters and blocked sites are in place to keep the students safe while online. Any students that are actively trying to get around the filter or are caught in the act of doing so will be subject to the consequences of this policy.

Student (s) Name: _____ (Please Print)

Parent/Guardian(s) Name: _____ Date: _____

Parent/Guardian(s) Signature: _____ Date: _____