

Litchfield Public Schools

Jr. High/High School Technology User Guidelines

2023-2024

General Usage Expectations

- Computers must be brought to school every day fully charged. It should be brought to each class every day unless the teacher says it is unnecessary.
- Check school email at least once per day.
- When not being used in class, laptops must be in bags within locked lockers.
- Students may only use their assigned computer.
- All passwords are to be kept private and secure.
- Students should never allow anyone outside of school to use their computer. A student may be held responsible for misuse of the computer. Keep pets away from computers.
- Printing is for school purposes only.
- Technology devices (student- or district-owned) may NOT be used to make sound, video or picture recordings without the consent of all those being recorded and approved by a teacher.
- Never leave the computer outside (e.g. in a car). It is at risk for being stolen, but also much more prone to battery health diminishing and future screen-cracking.
- Administration or classroom teachers reserve the right to limit any and all privileges related to using their assigned laptop.
- Administration will determine consequences for misuse of any of the stated rules on an individual basis.

Internet Security, Monitoring, and Privacy

- Users of district-owned devices and internet service should be aware that there is no expectation for privacy. It is to be understood that the school can and will monitor use by staff and students even when computers are being used off campus.
- At school, the only allowable connection is through the wireless network “Litchfield”
- Intentional attempts to bypass any monitoring, filtering, or managing is strictly prohibited.
- Filtering software is used to limit internet usage to safe and school-appropriate content.
- Litchfield Public Schools reserves the right to define inappropriate use of technology.
- Students are encouraged to be careful about apps, extensions, and themes that are downloaded on their own, and can expect them to be removed if deemed inappropriate.
- Teachers are permitted to sign up and enroll students in 3rd party, curriculum-related online services that are compliant with CIPA, COPPA, FERPA, and the LHS internet safety policy.

Device Care and Special Features

- The device folds to **nearly** 360 degrees. Do not force it to fold further than the case allows.
- The attached case must remain on the device at all times.
- Occasional screen cleaning is advisable. Use approved tools.
- Touch the screen only with your fingers and the included stylus. Avoid excessive pressure.
- The device comes with a touchscreen-friendly stylus pen. You are responsible for your assigned pen. Keep in the attached loop or in a secure place in your bag at all times.

The Bag

- The computer and charger must be transported within the provided bag. If a student chooses to use a different (school-approved) laptop/backpack combo, students may be held responsible for damage incurred from using it.
- Papers, folders, and notebooks can also be reasonably stored in the bag, but no textbooks or anything else that might damage the computer or bag.
- Students should keep bags in good condition for it to be used over multiple years.

Charging

For maximum battery life, follow these guidelines:

- Shutdown computer overnight.
- Screen brightness - set to the lowest comfortable setting for each environment.
- Remember that internet and multimedia use will use more battery power.
- Avoid letting the battery completely die - this is bad for the battery.
- Batteries *do* naturally get worse over time, but these reminders will help it stay better longer.

Troubleshooting and Repair

- If anything malfunctions or does not work as expected, first restart the machine. If this, or your classroom teacher is unable to help, take your computer to Mr. or Mrs. Moser at the earliest convenience to your teacher.
- Students may expect to be loaned a courtesy computer for any amount of time necessary to troubleshoot or repair his or her original.
- Never attempt to fix a computer on your own or with outside help.

Damage

- Students may be responsible for any damage or replacement costs.
- Includes defacing and damaging, including labels and stickers
- Students may be responsible for damage or loss of the computer, its accessories, or the carrying bag. At the end of the year, the same materials are expected in return.
- The school reserves the right to determine willful and negligent use.
- Consider the optional Voluntary Device Protection Plan to cover accidental damage.

Student-owned Devices

- For approved purposes, students may use a personally owned device at school. This includes students taking online courses for college credit.
- Student-owned devices may only be used during approved times and for this approved purpose. They are not to be used for regular classwork. Regular classwork in the classroom is reserved for school-provided chromebook.
- Students should ensure they know how to share work between devices as necessary.
- Tech support for student-owned devices will be limited.

What if a family does not want to participate?

The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, they will pick up their computer in the morning and check it in at the end of the day.

Litchfield reserves the right to change the terms as it deems necessary

LITCHFIELD PUBLIC SCHOOLS

Technology User Guidelines: See previous page

Acceptable Use Policy: To obtain a full copy of policy, visit school website or ask office

STUDENT USE AGREEMENT

I understand and will abide by the procedures in the *Technology User Guidelines* and *Acceptable Use Policy* for all access to electronic resources of Litchfield Public Schools, including independent access off LPS property. I further understand that any violation may result in access privilege revocation, school disciplinary action, and/or appropriate legal action.

In consideration for the privilege of using the Litchfield Public Schools electronic resources and in consideration for having access to the information contained on it, I hereby release the Litchfield Public Schools from any and all claims of any nature arising from my use of the network.

STUDENT SIGNATURE

DATE

PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the *Technology User Guidelines* and *Acceptable Use Policy* for all access and independent use established by Litchfield Public Schools. I understand that electronic access is designed for educational purposes. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

PARENT OR GUARDIAN SIGNATURE

DATE

SITE ADMINISTRATOR

I agree to promote this agreement with the above-named student. Because the student may use the network for individual use, or in the context of another class, I cannot be held responsible for the student's use of the network.

SITE ADMINISTRATOR SIGNATURE

DATE