

Litchfield Public Schools
Jr. High/High School Technology User Guidelines
2017-2018

Usage Expectations

- Computer 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 locker.
- 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 computer.
- 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.
- 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

- Security monitoring software is in place to manage and observe use of all staff and students at any time. Security software operated by ESU 10 and Litchfield Public Schools allows for the tracking of all Internet and Non-Internet activity at all times and records use at all times.
- At school, the only allowable connection is through the wireless network “LPS WLAN”
- Intentional attempts to bypass any monitoring, filtering, or managing is strictly prohibited.
- 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.
- 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.
- 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.

Laptop Screen

- The laptop has a touchscreen, but you must still be careful with how hard you press - gentle taps are all that is necessary.
- Occasional screen cleaning with a cleaning wipe or lens cloth (without spray) is advisable. Do not use: paper towels, kleenexes, or anything abrasive.
- Never touch the screen with a pen, pencil, or anything but your hand. A stylus with a soft rubber tip may be used.
- Never store anything between the keyboard and the screen, even sheets of paper.

The Bag

- The computer and charger must be transported within the provided bag. If a student chooses to use a different (school-approved) laptop/bookbag 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 expect to have the same bag in working order for multiple years.

Charging

For maximum battery life, follow these guidelines:

- Shut down computer over night. If it is put to sleep (e.g. by closing the lid) it will reduce inpower noticeably before morning
- Screen brightness - set to the lowest comfortable setting for each environment.
- Remember that internet and multimedia use will use more battery power.
- Never let the battery completely die - this is bad for the battery.
- The healthiest “zone” for your battery is between 40-80% This means you shouldn’t let it get lower than 40% if it is convenient to plug in, and there’s not much gained by charging it to 100% unless that’s convenient.
- The battery’s health is the reason you should never leave the computer exposed to cold or hot temperatures unnecessarily. Anything outside of 68-77° is not ideal. This means that leaving the computer in a car during summer and winter can be *very* damaging to its health.
- 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 be expected to be loaned a courtesy computer for any amount of time necessary to troubleshoot or repair his or her’s 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.
- Defacing and damaging, including to 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, students must return the same computer, charger, and bag that they are given at the beginning of the year.
- Common sense should be followed to avoid careless and dangerous use, but the school reserves the right to determine willful and negligent use.

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