

Perry Schools

Student Laptop Handbook



Technology Resource Policy

Purpose

Perry Schools is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of Perry School's technology resource is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers facilitate education and research consistent with the objects of the Perry Community School District.

Definition

Perry School's technology resources included but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, email, optical media, digital images and new technologies as they become available.

Regulation

The use of Perry School's technology resources is a privilege, not a right. The privilege of using the technology resources provided in this handbook are not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Perry Schools.

If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to Perry School technology resources may be denied and appropriate disciplinary actions shall be applied.

Laptop Care

- Never pick the laptop up by the screen.
- No food or drink is allowed next to the laptop
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open unless directed to do so by a teacher.
- Laptops should be shut down before moving them to limit the potential of hard drive corruptions.
- Laptops must remain free of any writing, drawing, or etching on the case, keyboard or screen. This includes placing stickers on the outer part of the laptop.

Screen Care

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the laptop.
- Do not poke the screen.
- Do not store material between the screen and the keyboard. This can easily break or scratch the screen if the lid is closed.

Inspection

Students may be selected at random to provide their laptop for inspection. The laptop may be inspected by teachers, technology department staff, administration and the school resource officer.

Email

- Student's school email is subject to inspection by teaching staff, administrators, technology department staff and the school resource officer.
- Always use appropriate language.
- Do not send mass emails, chain letters or spam. Group emails may be sent only with permission from your classroom teacher.
- Students should maintain high integrity with regard to email content.
- Private chatting is not permitted.

Student Responsibilities

- Students are responsible for their laptop. The laptop issued to the student will be the same laptop issued to them in coming years.
- Students will not disassemble any part or try to repair the laptop.
- Students will use the laptop in ways that are appropriate and educational.
- Students will not write or carve on the computer.
- Students will not pick off keys on the keyboard, rubber grips on the bottom of the case or any other parts of the computer.
- Students are responsible for damage caused by neglect or abuse.
- Students will return the laptop and power cords in good working conditions at the end of the year.
- Students will not reveal any personal information online.
- Students will abide by all copyright and software license agreements.
- Students will not use school technology or access accounts to make purchases.
- Student laptops will not leave the building. These devices are for classroom work and are not to be taken off campus for any reason.

Consequences

First offense – Office intervention and/or five days computer laptop restriction

Second offense – Ten-day laptop privilege revoked.

Third offense – Laptop privilege revoked for the remainder of the quarter or not less than ten days.

Fourth offense – Laptop privilege revoked for the remainder of the year.

*** Consequences may be more severe based on the violation. Administration will determine if more severe consequences are warranted.**

Student Laptop Use Agreement

Student Name: _____ (Please print)

Student Signature: _____

Parent Signature: _____

Date: _____

Repair Fees

2020- 2021

Repair fees do not cover the total cost of the replacement part. The Perry Community School District provides subsidized prices for replacement parts and does not charge labor for installation. We are committed to our partnership with the community, students and families in providing affordable resources.

Laptop Case - \$25

Laptop Touch Screen - \$100

Laptop Non-touch Screen - \$50

Keyboard - \$25

Power Cord - \$25

Laptop Bag - \$30

Laptop Bag Strap - \$5

The technology department will do what we can to repair the item for no charge when we do not have to replace parts. Families will not be charged for normal wear and tear to the machine.