

canine detection, private non-police affiliated company to assist us in protecting the campus, the vicinity of the school, and venues at which off campus events are held.

## LAPTOP ACCEPTABLE USE POLICY

### Lennox Academy Laptop Program

The focus of the 1:1 initiative at Lennox Academy is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

Lennox Math, Science and Technology Academy views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of Lennox Academy to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this come responsibilities for the parent and for the student.

All statements and policies set forward in Lennox Academy's *Laptop Acceptable Use Policy* are binding upon students who use Lennox Academy's laptops on- and off-campus, as well as before, during and after school hours. By signing this policy, parents and students agree to uphold all standards set forward in Lennox Academy's *Laptop Acceptable Use Policy*.

Please read this document carefully. The policies, procedures, and information within this document apply to all school-owned laptops, whether used at school or at home, including any other device considered by the school to come under this policy. Teachers may set additional requirements for use in their classroom.

This agreement is made effective upon receipt of the Laptop between Lennox Academy (the "School"), the Student receiving the laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a laptop, software, and related materials (the "Laptop") for use while a student of Lennox Academy, hereby agree as follows:

#### 1. LAPTOP OWNERSHIP, CHECK- IN AND CHECK - OUT

### **1.1 Laptop Ownership**

The School retains sole right of possession of the Laptop and grants permission to the Student to use the Laptop according to the guidelines set forth in this document. The school's administrative staff and faculty retain the right to collect and/or inspect the Laptop at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Efforts are made to keep all Laptop configurations the same. The School will retain records of serial numbers of provided equipment.

### **1.2 Laptop Check-Out**

Laptops will be checked out to all students during the 2019-2020 school year. Parents and students must sign and return the *Lennox Academy Laptop Loan Agreement* before the Laptop can be issued to a Student. Parents and students will be expected to sign and check out the Laptop on an annual basis while enrolled at Lennox Academy.

### **1.3 Laptop Check-in**

All laptops, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely. Students who withdraw, are suspended, expelled, or terminate enrollment at Lennox Academy for any other reason must return their Laptop on the date of termination.

If a Student fails to return the Laptop at the end of the school year or upon termination of enrollment at Lennox Academy, the Student will be subject to criminal prosecution and/or civil liability. The Student will also pay the replacement cost of the Laptop. Failure to return the Laptop will result in a theft report being filed with the Lennox Sheriff's Department. Just like a library resource or textbook, the laptops are the property of Lennox Academy, and students are responsible for returning them in the same working condition (Note: The same Laptop will be re-issued annually to the original Student, so please take diligent care of them). Grades, transcripts and diplomas may be withheld until payment is made. In the event of inability to pay, a program of voluntary work may be substituted for payment.

## **2. RIGHT TO PRIVACY**

Students should expect no privacy in the context of personal files and emails while using the school's technological resources. All student use of school technology may be supervised and monitored. The School's monitoring of technology resources, including internet usage, can reveal all activities engaged in while using the School's data network and laptops. The School may exchange laptops at any time, transfer student files, and examine the original Laptop for internet and other usage outside the School's data network.

## **3. DAMAGE, LOSS, THEFT AND LIABILITY**

### **3.1 School Protection**

The Student is responsible for maintaining a fully functional Laptop at all times. The Student shall use reasonable care to ensure that the Laptop is not damaged. The School's *Accidental Damage Protection Plan* covers accidental breakage of a Laptop, as well as extends the manufacturer's warranty to a total of three years. In the event of damage not covered by the *Accidental Damage Protection Plan*, due to negligence or intentional damage, the Parent may be billed a fee according to the cost of repairing or replacing the Laptop, which can be up to **\$1500**. Lost items such as cases and cables will be charged the actual replacement cost.

### **3.2 Accidental Damage Vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the authorized repair company, if the Laptop is deemed to be intentionally or negligently damaged by the Student, the Student may be subject to discipline and the Parent may be held financially responsible for the cost of repair or replacement. Failure to report computer failures and/or damages in a timely manner is also considered negligence.

### **3.3 Loss or Theft of Laptop**

Laptops that are lost or stolen need to be reported to the school office immediately. After notifying the office, students will fill out a *Laptop Incident Form*. If a Laptop is lost or stolen, the Parent is financially responsible for its replacement. Students or parents may wish to carry their own personal insurance to protect the Laptop in cases of theft or loss. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

### **3.4 Claims**

All accidental damage protection claims must be reported to the IT Department. Students or parents must fill out a *Laptop Incident Form* before a Laptop can be repaired or replaced with school protection. Parents may be required to pay partial/full fees depending on the school's investigation of damage.

## **4. TAKING CARE OF YOUR LAPTOP**

### **4.1 General Precautions**

- ✓ Only use monitor approved cloth to clean the screen, no cleansers or liquids of any type.
- ✓ Cords and cables must be inserted carefully into the laptop to prevent damage.
- ✓ Laptops and backpacks must remain free of any writing, drawing, stickers, or labels that are not the property of Lennox Academy.
- ✓ Laptops should always be supervised directly by the student to whom it is assigned. For instance, laptops should never be left in an unlocked car, or any unsupervised area.
- ✓ Students are responsible for keeping their Laptop's battery charged for school each day.

#### **4.2 Carrying Laptops**

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- ✓ Laptops should always be within the protective backpack provided by the school when not in use.
- ✓ No other carrying case will be permitted. Students must carry laptops inside the school provided backpack.

#### **4.3 Laptop Problems**

It is the Student's responsibility to maintain a 100% working Laptop at all times. If the Student's Laptop is not working properly the Student should follow these troubleshooting steps:

- ✓ Force quit the application
- ✓ Restart the Laptop
- ✓ Talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem.
- ✓ If the problem still exists, contact the IT Department. If the Laptop cannot be fixed immediately, the Student will be issued a loaner Laptop to use on a temporary basis. When a student is issued a loaner Laptop, all policies/responsibilities apply to the loaner unit.

The Lennox technology staff will service all repairs and acquire all replacement parts on all laptops purchased through Lennox Academy. Do not attempt to remove or change the physical structure of the Laptop. Doing so will void the warranty.

#### **4.4 One Laptop, One User**

Do not allow anyone else to use the laptop that you have been assigned.

### **5. USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. Students must bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

#### **5.1 Laptops Left at Home**

If students leave their Laptop at home, they are responsible for getting the course work completed as if they had their Laptop present. Students who repeatedly leave their Laptop at home will be required to leave their Laptop at school and check it out/in from the Learning Resource Center (LRC) at the beginning and end of each school day. All school consequences as outlined in the student handbook for responsibility of school materials apply.

#### **5.2 Laptop Undergoing Repair/Substitution of Equipment**

In the event the Laptop is inoperable, the School has a limited number of spare laptops for use while the Laptop is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to

keep a broken Laptop or avoid using the Laptop due to loss or damage. If the Student forgets to bring the Laptop or power adapter to school, a substitute will not be provided.

### **5.3 Charging Your Laptop's Battery**

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Students who repeatedly fail to bring their laptops fully charged to school will have disciplinary consequences.

### **5.4 Sound, Media, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software/apps/games/media must be School provided. Students will not have the ability to download or install programs/apps/games/media or software on School owned laptops.

### **5.5 Printing**

Students will be issued a copy/print log-in password from which they will be able to print in the LRC. There will be a set quota that will be communicated to the student at the time the password is issued. It is important that the students use it wisely.

### **5.6 Home Internet Access**

Families are encouraged to set up wireless networks at home to use on the laptops. Students are not required to have internet or wireless internet access at home; however, it is strongly encouraged. Many libraries/restaurants/coffee shops provide free Wi-Fi; students without access at home can make use of those locations in the event they do not have it at home.

### **5.7 Saving to the Laptop/Home Directory**

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. The laptops will be set up with a "Home Directory" (my documents - Files) in which students should save their work. The "Home Directory" (my documents) will automatically save a copy of all student documents saved to the "Home Directory" (my documents - Files) to the high school server while they are on the high school network. When a student adds a document to the "Home Directory" (my documents - Files) while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the "Home Directory" (my documents - Files) may be created or added by the student. All student work should be stored in one of the "Home Directory" (my documents - Files) folders. Only files stored in the "Home Directory" (my documents - Files) will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

Large video files may not be stored in the "Home Directory" (my documents). The desktop profile is available to you to save large video and audio files.

### **5.8 Saving Data to Removable Storage Devices**

Students should also backup all of their work at least once each week using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Students are encouraged to make use of their Google Drive to backup files and documents.

### **5.9 Downloading and Personalizing the Laptop**

Only Lennox Academy's IT Department can download programs to the laptops. Students are only allowed to stream videos during the school day if directed by an instructor. Live streaming impacts the limited bandwidth available to the School. **Stickers and other markings on the Laptop will not be allowed.**

## **6. ACCEPTABLE USE**

The use of Lennox Academy's technology resources is a privilege, not a right. The privilege of using technology resources provided by Lennox Academy is not transferable or extendible by students to people or groups outside the School and terminates when a Student is no longer enrolled at Lennox Academy. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the *User Terms and Conditions* named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The *Discipline Policy* of Lennox Academy shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- ❖ Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ❖ Should you want your Student to opt out of taking a Laptop home, you will need to sign a form indicating this and understand that your Student is still responsible for meeting course requirements.

### **6.2 School Responsibilities are to:**

- ❖ Provide monitoring of the Laptop utilizing a variety of methods to assure compliance with the School's *Acceptable Use Policies*.
- ❖ Provide internet blocking of inappropriate materials on the laptops both at school and at home.
- ❖ Provide internet access to students while at school
- ❖ Provide guidance to aid students in the use of the device and help assure Student compliance with the *Laptop Acceptable Use Policy*.

### **6.3 Student Activities Strictly Prohibited:**

- ❖ Illegal installation or transmission of copyrighted materials
- ❖ Any action that violates existing school policy or public law including sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, plagiarism, including accessing sites, selling term papers, book reports and other forms of Student work.
- ❖ Changing of Laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- ❖ Downloading apps
- ❖ Changing the wallpaper or screensaver
- ❖ Spamming-sending mass or inappropriate emails
- ❖ Gaining or allowing access to another Student's accounts, files, and/or data
- ❖ Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- ❖ Use of anonymous and/or false communications
- ❖ Students are not allowed to give out personal information over the internet—with the exception of teacher-directed instances.
- ❖ Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- ❖ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- ❖ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- ❖ Each student has a school account with specific privileges and capabilities has been set up for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- ❖ Bypassing Lennox Academy's web filter through a web proxy is strictly prohibited.

## **7. PROTECTING & STORING YOUR LAPTOP AND ACCESSORIES**

### **7.1 Laptop Identification**

Student laptops will be labeled in the manner specified by the School. Laptops can be identified in the following ways:

- Record of serial number
- Lennox Academy Asset Tag
- Tracking software is installed on each Laptop and can be used to track the location of any Laptop
- Student name labels affixed to the Laptop
- Luggage tag with Student's name attached to the Laptop backpack

## **7.2 Storing Your Laptop**

When students are not using their laptops, they should be stored securely. Nothing should be placed on top of the Laptop when stored. Unless otherwise instructed, students shall take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a vehicle at school or at home. Do not leave the Laptop in a car or anywhere it might be exposed to extreme temperatures. Do not leave the Laptop on the floor where it might be stepped on or within reach of small children or pets.

## **7.3 Laptops Left in Unsupervised Areas**

Unless otherwise instructed by faculty or staff, students should not leave laptops in unsupervised areas. Unsupervised areas include: the school grounds and campus, the lunchroom, computer lab, LRC, unlocked classrooms and hallways. Laptops left in unattended classrooms or other areas that are considered “unattended” will be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the Laptop back. If the Laptop is confiscated a second time, the Student may be required to get a Parent signature acknowledging the incident before getting the Laptop back, along with other potential consequences. Damage or loss of unattended Laptops will be the Student’s responsibility.

## **7.4 Headphones**

The use of headphones in class and/or during study times are at the teacher’s discretion.

## **7.5 Keep the Laptop away from all liquids**

Exposure to liquids will severely damage a Laptop and will result in large repair costs. Keep all food and liquid away from the Laptop. Open cans of soda or cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your bag or backpack with the Laptop – even if the liquid is sealed.

## **8. STUDENT PLEDGE FOR LAPTOP USE**

Your Laptop is an important learning tool and is for educational purposes only. In order to take your Laptop home each day, you must be willing to accept the following responsibilities:

- I will take good care of my Laptop.
- I will never leave my Laptop unattended.
- I will never loan out my Laptop to other individuals.
- I will charge my Laptop's battery daily.
- I will keep food and beverages away from my Laptop since they may cause damage to the device.
- I will not disassemble any part of my Laptop or attempt any repairs.
- I will protect my Laptop when not in use by only carrying it while in the case provided.
- I will use my Laptop in ways that are educational, appropriate and meet Lennox Academy expectations.
- I will not place decorations (such as stickers, markers, etc.) on the Laptop or deface the serial number.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of Lennox Academy.

- I will follow the policies outlined in the *Laptop Acceptable Use Policy* while at school, as well as outside of school.
- I will be responsible for all damage or loss caused by intentional conduct, neglect or abuse.
- I agree to return the school Laptop, case, and power cord in good working condition.
- I will notify the school office in case of theft, loss, damage or vandalism.
- I understand that a police report will be filed by the school if necessary.
- I will not incur any expenses through the use of the Laptop, which expense will be charged to the school, and will pay any such charge on request.
- I understand there is no expectation of privacy in my use of the Laptop, at school or at home or elsewhere.
- I will obey general school rules concerning behavior and communication that apply to Laptop use.
- If I receive inappropriate digital content, I will immediately notify an adult.

## 9. PARENT PLEDGE FOR LAPTOP USE

Your child has been issued a Laptop to help ensure that he/she receives a high-quality, 21st century education. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of the Laptop:

- I will supervise my child's use of the Laptop at home.
- I will discuss our family's values and expectations regarding the use of the internet and email at home and will supervise my child's use of the internet.
- I will not attempt to repair or alter the Laptop, nor will I attempt to clean it with anything other than a computer screen approved cloth.
- I will report to the school any problems with the Laptop.
- I will make sure that my child recharges the Laptop nightly.
- I will make sure that my child brings the Laptop to school every day.
- I understand that if my child comes to school without their Laptop that they may not be able to participate in classroom activities and their grades could be affected. I further understand that my child will not be allowed to call home for me to deliver Laptop and/or any accessories. Delivery of Laptop and its accessories will be treated as any other deliveries that interrupt the classroom environment – they are **not** permitted.
- I agree to make sure that the Laptop is returned to the school when requested and upon my child's withdrawal from Lennox Academy.

## 10. DISCLAIMER

Lennox Academy makes no guarantees about the quality of the Laptop provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from its use. Any charges a student accrues due to personal use of the Laptop are to be borne by the student. The