

Hart County Schools Laptop Learning Procedure: 2014-2015

This page must be signed and returned to the school for the user to be able to use the student laptops provided by the Hart County School System. Parents/guardians are expected to help their child understand the concepts below. The laptop and its use are the responsibility of the student to whom the computer is issued; any violations of the policy below will be the responsibility of the student and parent/guardian as well. The following regulations are in effect at any time students are using, provided access to, or assigned responsibility for the care of laptops:

- Computer use is for instructional purposes only unless otherwise directed by the classroom teacher.
- It is the student's responsibility to ensure that there is sufficient battery life, hard drive space, and memory available to engage in all educational requirements on a daily basis.
- The student computer filtering and security settings shall not be changed at any time.
- Students at no time will vandalize or deface computers (by using stickers, markers or other items or removing any manufacturer or district labeling). Students are prohibited from taking apart the computer or modifying the physical components in any way.
- Illegal use or transfer of copyrighted materials is prohibited at all times.
- Students are prohibited from using another student's login name and password. Every effort must be made by the student to keep his/her login name and password secure. All passwords must remain confidential and should not be shared among students.
- Additions, modifications or deletion of base operating system must not occur without District approval.
- Obscene language and/or materials, including screensavers, backdrops, and/or pictures are prohibited.
- Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting personal web pages with their computers unless otherwise directed by the classroom teacher.
- Downloading music, games, and videos from the Internet during school hours is prohibited unless otherwise directed by the classroom teacher. Copyrighted video materials shall not be downloaded, viewed, or accessed using the computer unless directed by the classroom teacher for instructional purposes.
- Chat rooms and social networking sites are not to be accessed unless directed by the classroom teacher.
- File sharing must be approved and directed by the teacher.
- The district is only responsible for original district loaded software. All personal software loaded is subject to removal anytime during routine upgrades, maintenance, repairs or as a result of Acceptable Use Policy violations.
- Unless authorized by the school/district administration, no software may be downloaded/installed in any language other than English.
- Laptop use and contents will be monitored on a regular basis. All laptops are subject to physical inspection by school and district technical and administrative staff on a routine basis and must be available to staff immediately upon request. Machines not adhering to these guidelines may be re-imaged at the discretion of the school/district technical staff; re-imaging for this reason will be at the expense of the student.
- The student and parent(s)/guardian(s) assume responsibility for the reasonable care of the laptop, including all supplementary materials, including but not limited to the laptop case, power supply, power cord, ear buds, network cable, and other devices.
- Laptops should be secured in the district-provided case/sleeve when not in use; laptops should not be subjected to unnecessary weight, torque, or pressure.

Recommended Dispositions (one or more may apply):

Disciplinary actions include but are not limited to student conference, parent conference, computer re-imaging, detention, in-school suspension, confiscation of the computer and/or restricted access, loss of student privileges (such as field trips, etc.), placement in alternative education, suspension, expulsion, financial restitution (in accordance with board-approved fee schedule) and/or appropriate legal action. These and additional consequences specified in Site-Based Decision Making policy shall be administered or recommended by the building principal or principal's designee.

I have read the statements above, understand them, and assume responsibility for the assigned computer as outlined above.

Student's Legal Name

Student's Signature

Date

Grade

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Hart County Schools
One-to-One Computing
Replacement/Repair Costs for Non-Warranty Issues

Deliberate Damage or Neglect

Fees for repairs that are the obvious result of intentional damage, neglect, or misplaced items shall be assessed as follows:

Re-Imaging (due to unapproved or inappropriate software installation, downloads, system settings, etc.)	\$25
Keyboard	\$50
Case/Sleeve	\$25
Power Supply	\$75
Hard Drive	\$75
Battery	\$85
General Defacement (stickers, graffiti, unusual wear, removal/defacement of identifying labels, or other physical damage, etc.)	\$100
Screen*	\$300
Total Unit Replacement	\$500

General Accidental Damage

The fee for warranty repair due to accidental damage after a first occurrence or repairs not covered by warranty service although part of reasonable use is \$50. Repeated occurrences of accidental damage or severe damage, regardless of the cause, may result in the same fees as deliberate damage or neglect.

Broken Screens*

Damage/breakage which occurs intentionally or as the result of outright neglect shall result in a \$300 fee for each occurrence. Damage/breakage which is covered by the extended warranty but not the result of intentional acts or extreme negligence will result in the following fees: first occurrence—no charge; second occurrence--\$50; third or additional occurrence: \$100.