

**Monday, August 20-Elementary Back to School Night (4:00-6:00 pm)**  
**Title I Parent Meeting in Elementary Media Center (6:00 pm)**  
**Grade 7 Orientation along with new junior high and senior high students new to the district and their parents at 6:00**  
**p.m with computer orientation with parents to follow**  
**1:1 Roll-Fall Parent-Student Meeting Schedule to be held in the High School Auditorium**

In the fall of 2018, orientation meetings will be held to roll out the 1:1 computer laptop program at North Mahaska. Every student in grades 7-12 will receive a MacBook Pro (Apple) laptop computer for use throughout the year. With the laptop will be a charger, a protective carrying case with an identification tag, and a jump drive for 7<sup>th</sup> graders and new students. This equipment will be the same used by students in the previous year. 7<sup>th</sup> graders will receive a laptop that was used by a senior the previous year. Students who have been issued a jump drive in previous years may continue to use it or purchase a new one on their own. There is a \$25.00 lap top charge for all students 7-12 grade.

The above dates and times have been set for Grade 7 as listed. All parents of 7<sup>th</sup> graders must attend and sign an agreement for their children to be issued a laptop for the year.

Laptops will not be issued to students until the first week of school. During parent meetings, parents and student will be introduced to the general program philosophy, equipment to be issued, the care of the equipment, the acceptable use policy, cyber-safety, costs, and discipline measures. Parents of students who are new to the system that are junior high and senior high students and those who would like a refresher should also attend the August 20th meeting at 6:30 p.m.

We are excited to be able to offer this tremendous educational resource for our students. Not only will it allow for expanded educational opportunities now, but it will also prepare them for the future. The computer is a tool that is used in almost every aspect of life and work. It is important that our students know how to best utilize the opportunities it presents, how not to misuse it, and general etiquette in the use of technology.

If your child had a computer laptop last year, you may sign and return the form without attending the August 20th roll out meeting. Parents of 7<sup>th</sup> graders and new students that are junior high-senior high must attend the meeting.

**Laptop Computer Use Policy  
North Mahaska Community School District**

Students will be issued a laptop only after this form is signed by the student and by a parent/guardian, and returned with the appropriate fees paid.

Based on if damages to laptops are "accidental" or "negligence", the District reserved the right to assess the damages and make a final determination of the severity and student consequences.

**First damage to a laptop:**

Loss of computer usage :	3 days or time it takes to repair
Charge to student:	No charge unless damage was due to negligence

**Second damage to a laptop:**

Loss of computer usage:	1 week minimum (or time it takes to repair if longer)
Charge to student:	20% of repair cost unless damage was due to negligence

**Third damage to a laptop:**

Loss of computer usage:	2 week minimum
Charge to student:	50% of repair cost unless damage was due to negligence

Damage to a laptop causing total loss or major repair whether the cause is a liquid spill and/or negligence will result in a \$250.00 fee per incident.

A stolen laptop may result in the full cost of replacement.

Identification stickers have been applied to help identify laptops and chargers. It is the student's responsibility to keep the stickers in good condition and attached. Laptops and chargers without identification stickers may be confiscated, and students will have to pay for new stickers before the items are returned for use. If the stickers begin to peel off, the district will provide new stickers for free if they are brought to the office before the sticker is lost. The replacement cost for the sticker is \$5.00.

No other writing, markings, stickers, covers, or cases should be used without school approval.

## **Parent Responsibilities and Terms**

Your child has been loaned a laptop to improve and personalize his/her educational experience. It is essential that the North Mahaska School's Acceptable Use Policy be followed to ensure the safe, efficient, and ethical operation of the district's computer.

In order for your child to use the laptop in class or at home, you must be willing to accept the following terms and responsibilities:

1. I will read the Acceptable Use Policy and discuss it with my child.
2. I will encourage appropriate care and usage of my child's laptop at home.
3. I will instruct my child to keep the laptop in a secure location when not in use in class.
4. I will make sure my child brings the laptop to school each day.
5. I will discuss with my child and encourage the appropriate use of the Internet.
6. I will not attempt to repair the laptop, or have a laptop repaired through a private service.
7. I will report any problems or damage to the laptop to the high school principal.
8. I will not change or attempt to change the configuration of software or hardware.
9. I will not download or attempt to install any programs or files from the Internet or other sources.
10. I will not remove any program or files on the laptop except personal documents of my child.
11. I will allow the laptop to be used for educational purposes but not for private gain or use.
12. I agree to return the laptop to school when requested and upon my son's/daughter's withdrawal from the North Mahaska Community School.
13. I agree to pay a \$25 fee if my child wishes to use the assigned laptop at home.

## **Student Responsibilities and Terms**

Your laptop should be used for EDUCATIONAL PURPOSES. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

1. I will read the Acceptable Use Policy and discuss it with my parents/guardian.
2. I will adhere to the terms of the Acceptable Use Policy each time the laptop is used, at home or at school.
3. I will recharged the laptop nightly and bring each school day with the laptop, the charger, and a fully charged battery.
4. I will close the lid of the computer when it is not in use and to transport, in order to save battery life and protect the screen.
5. I will keep the laptop in its assigned protective case at all times when not being charged. Sleep mode is sufficient for transport. It is not necessary to shut down the laptop.
6. I will leave the laptop in the protective case when on the bus or other school transportation.
7. I will make the laptop available for inspection by an administrator or other staff member upon request.
8. I will use appropriate language in all communications.
9. I will abide by copyright laws.
10. I will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information-nor allow others to use my laptop.
11. I will not give out personal information, such as name, address, photo, or other identifying information on line, including username and password.
12. I will report the theft/loss of laptop to parents, school, and the proper authorities (police) within 24 hours.
13. I will not use the laptop to record (audio/visual) others without their permission.

14. I will not download or attempt to install any programs or files from the Internet or other sources.
15. I will not change or attempt to change the configuration of, install, or remove software or hardware.
16. I will report all problems and damage immediately to the high school principal.
17. I will not remove or attempt to remove identification tags on the laptop or power supply or deface stickers, etc.
18. I will regularly back up my files to flash drive or to the "cloud".
19. I will not leave my laptop unattended unless it is locked in a secure location. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen due to negligence as determined by administration.
20. I will not take my laptop to extra-curricular activities except with special permission from the Principal.
21. I will not place items on top of my laptop or leave my laptop in environments with Excessively hot or cold temperatures, such as a car or outside.
22. I will not do anything to alter the physical laptop in any way. (e.g. defacing of the laptop Or carrying case with protective cases, stickers, writing, drawing, engraving, or other Markings apart from those provided or approved by the school.
23. I will not use proxy serves or other means of getting around the firewall and filtering.
24. I will not place other objects, such as books or gym gear, in the carrying case with the laptop. The carrying case is for the laptop and charger only.

These terms and responsibilities are in addition to the Acceptable Use Policy and may not be limited to the examples listed above. Any behavior deemed as inappropriate use may be handled under administrative judgment. Failure to abide by the above guidelines may result in the student losing the privilege of using the laptop and forfeiting any fees paid for use of the laptop. The student may also be required to complete course work without the use of a laptop.

### **Student-Parent Internet/Laptop Policy Access Agreement**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

I have read the North Mahaska School District Acceptable Use Policy and Laptop Program Policy and/or have had them explained to me. I agree to follow the rules contained in these policies. I understand and acknowledge that if I violate these policies, my access privileges to the Internet and/or a laptop can be suspended or terminated, and I may face other disciplinary measures including cost of repairs.

**Student Signature**

**Date** \_\_\_\_\_

I have read the North Mahaska School District Acceptable Use Policy and Laptop Program Policy and explained it to my child. I understand that if my child violates these policies, his/her Access privileges to the Internet or use of a laptop can be suspended or terminated, and that he/she may face other disciplinary measures including cost of repairs.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the North Mahaska School District Acceptable use Policy and Laptop Program Policy. I will emphasize to my child the importance of following the rules for reasons of his/her own personal safety. I will restrict my child's use of the computer if I deem that it becomes a barrier to the educational process.

I also understand that my child's work (writing, drawings, photos, etc.) may occasionally be published on the Internet and on the school web site.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_ Initial this line if you will pay \$25 to allow your child to take the laptop home.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_