



Joplin School District

Student Laptop Use Rules and Regulations

Prior to issuance of a laptop computer, receiving student and their parent/guardians must acknowledge, in writing, their receipt and understanding of the Joplin School District laptop, Internet and home use rules.

Students must sign and adhere to the Joplin School District laptop, Internet and home use policies. **Parents must give written consent in order for students to take the laptop home, and adhere to the Joplin School District laptop, Internet and home use policies.**

The Joplin School District laptop, Internet and home use policies must be followed at all times. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

Laptop Use Rules

- The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop at all times.
- The student is responsible for the laptop. The school will not be responsible for laptops that are left in the classrooms, hallways, lockers, as well as non-school properties.
- The laptop should not be used to – Copy, download, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music files (CD's) and software applications.
- The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Parents/Guardians will have access to your computer, login and password.
- Keep your password confidential.
- Use the laptop on a flat, stable surface.
- Do not eat or drink near the laptop.
- Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use any cleaner, such as Windex, or water to clean laptop screen.
- Do not rest pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
- Do not mark the laptop in any way with markers, stickers, etc.
- Do not remove district applied name label and asset tag.
- Do not insert objects into the ports (openings) of the laptop that are not intended to be inserted.
- Laptops must come to school fully charged along with their power cords daily.
- Laptops are school property. If you stop attending school or the Joplin School District and do not return your laptop, you will be in possession of stolen property and charges will be filed.
- If a student laptop is lost, stolen, or damaged, the student will be issued a replacement laptop that is pulled from refurbished stock (based on availability).

Internet Use Rules

- Students must sign and adhere to the Joplin Schools District laptop, Internet and home use policies.
- Students must use the Internet in a way that complies with the District Code of Conduct.
- Realize that the laptop is district property and all content (software, email, internet use) will be monitored. Messages and/or Internet content relating to or in support of illegal or unethical activities will be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Do not use or access any other person's account for any reason.

- Do not access inappropriate or obscene material.
- Students have no expectations of privacy and can expect teachers to conduct spot checks of the internet history, documents, e-mail, etc.

Home Use Rules

- Students are responsible for the care of their laptops.
- Each laptop must be secured in laptop bag while in transit.
- Do not leave laptops in automobiles. Computers cannot tolerate extremes in temperature.
- The laptop is to be used by the assigned student only.
- Parents/guardians are encouraged to be “nosy” and interact with their student about his/her work on the laptop.
- Laptops must be recharged before returning to school.
- Laptops with power cords must be carried to school every day in laptop bag.
- If a laptop is stolen, the police and the help desk (417 625-5200 ext 2010) should be notified immediately, in order for the laptop to be traced and disabled. A police report must be filed. If you fail to file a police report, you are responsible for the full value of the computer. (The help desk will follow up with the school SRO or with the City of Joplin, Missouri Police Department). A tracing program is embedded into the logic board that allows all lost or stolen student laptops to be quickly located.
- If a laptop is lost, the help desk (417 625-5200 ext 2010) must be notified as soon as possible.
- Typically a minimal usage fee of \$50 would be required. As this is a usage fee, no monies will be returned when laptops are returned at the end of the semester or school year. If a laptop is accidentally damaged, please refer to the attached damages document. **For the 2011-2012 school year this fee will be waived.**
- The Joplin School District does not provide home access to the internet.
- If a parent chooses to allow home internet access on Joplin School District equipment, the parent/guardian is accepting responsibility for monitoring your child’s internet use. Your child is still responsible for following school rules for appropriate computer use while online at home.

Student

I have read and agree to the Joplin School District laptop, internet and laptop Use Rules and Regulations. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Code of Conduct.

Printed Student Name _____

Student Signature _____

Date _____

Parent

I have read and agree to the Joplin Schools District laptop, internet and laptop home Use Rules and Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Code of Conduct.

I am giving consent for my child to bring the laptop home.

Printed Parent/Guardian Name _____

Parent/Guardian Name _____

Date _____