

PHS Laptop Protection Fund

Introduction

The laptop device that has been issued to you is the property of Paulding Exempted Village Schools. This laptop is on loan to the student and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy, and any applicable laws. Use of this laptop, as well as access to the laptop network, the Internet and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support learning objectives of Paulding High School/Middle School.

Rules of School Network and School Laptop Use

The ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for the laptop network of the Paulding Exempted Village School District can be found in the following locations:

- ☐ On the school website at www.pauldingschools.org by clicking on the High School tab, then click the Downloads/Links

Paper copies of the agreement will also be signed and kept on record by each school.

Using the Laptop at Home

- ☐ Students must have the written permission of their parent or guardian and Paulding Protection Fund Premium turned in prior to being able to take their laptop home.
- ☐ When at home, the laptop should always be used in a common family location (i.e., kitchen, living room, dining room). When the laptop is home, supervision is the responsibility of the parent.
- ☐ If the laptop is lost or stolen, a parent or guardian should immediately report the loss or theft to the District Technology Coordinator. A police report must be filed by parent and the report number must be given to the school before a replacement device to stay at school will be issued.
- ☐ If the laptop is damaged or not working properly, it must be turned in to the District Technology Coordinator for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Unauthorized repairs of a school-owned laptop will result in loss of take-home privileges.
- ☐ Students are responsible for charging the laptop at home on a daily basis.

Using the Laptop for Internet and Email

- ☐ Paulding Exempted Village Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- ☐ Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name.
- ☐ Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and Email access.
- ☐ Students should be aware that Internet Access and Email, and other media that are accessed, created, or stored on their laptops are the sole property of the school district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Laptop

- ☐ When transporting the laptop to and from school, students should always be sure it is placed in the provided carrying case, and that the case is fully closed. The case will be provided by Paulding Exempted Village Schools.
- ☐ The laptop is the property of Paulding Exempted Village Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop is not allowed and will result in loss of privileges and/or restitution will be assessed.
- ☐ Students are encouraged to help each other in learning to operate their laptop. However, such help should be provided with voices and not hands. Students should operate their own laptop at all times.
- ☐ Any inappropriate or careless use of a laptop should be reported to a teacher or staff member immediately.
- ☐ Laptops should never be used while walking. Laptops should only be used while they are on a flat, stable surface such as a table.

- ☒ Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- ☒ Laptops should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- ☒ Heavy objects should never be placed or stacked on top of the laptop.
- ☒ Students should use care when plugging in their power cord.
- ☒ Laptops should never be placed in their carrying case while they are turned on. The laptop should either be turned off or in hibernation mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat and will result in damage to the laptop.

Consequences of Inappropriate Use

Violations of these rules and the District Acceptable Use Policy and any applicable laws may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Cost of Loss or Damage

Students will be given the option of participating in the Paulding Laptop Protection Fund for any accidental damage or loss (i.e. stolen) that may occur with their laptop. This agreement covers the laptop loaned to the student against all damage or loss over \$150.00. For each incident involving repair or replacement a fee of up to \$150.00 will be charged. Accessories and damages valued at less than \$150.00 are not covered. Coverage is 24 hours per day.

F.A.Q.s

What do I do when my laptop needs service?

Report your issue to the Tech Director by filling out a help desk ticket through a google form on the school website. If the computer will not even turn on or is not operational please report to the teacher so the teacher will fill out a help desk ticket through google forms.

How long will it take to repair?

Every attempt to troubleshoot and repair the laptop will be made in a timely manner. Some repairs may require the device to be sent back to the manufacturer.

Will I get a replacement laptop while my laptop is being repaired?

There are a limited number of replacement laptops. Replacement laptops will be signed out to students to use during the school day. No replacement laptops will be permitted to go home.

Where do I store my files?

All files should be stored in the students' Home Directory or Google Drive not on the laptop.

Will I be able to access my files at home?

Yes, you will be able to access your files through www.pauldingschools.org and using the link to Home Access Plus.

Will Internet content be filtered at home?

Yes, Internet content on the laptop will be filtered by the iBoss content filter.

Will I be able to install my own Software?

No, all software will be installed by the Paulding Technology Department. Any software that is not approved to run on the laptop will be removed once it is detected.

Privacy

Paulding Local Schools retains all control, custody, and supervision of all laptops, networks, and Internet services owned or leased by Paulding Local School District. Paulding Local Schools reserves the right to monitor all activity by students. No expectation of privacy in their use of school laptops including email, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Paulding Local Schools has the ability to monitor all Internet Usage. Using laptops to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in the revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The Paulding High School/Middle School Code of Conduct is in effect and applies to students 24/7.

School Year 2017 - 2018

**PHS Laptop Protection Fund
Application Form
Paulding Exempted Village Schools**

Explanation of Protection

A full explanation of The Laptop Protection Fund may be found on the school website, www.pauldingschools.org by selecting the Paulding High School tab and then selecting the Forms & Links tab. You may also pick up a copy in the High School office.

Coverage and Benefit

This agreement covers the laptop loaned to the student against all damage or loss over \$150.00. Accessories and damages valued at less than \$150.00 are not covered and are the responsibility of the student. Coverage is for 24 hours per day. In the event of damage or loss, your responsibility will be up to \$150.00 and the Protection Fund will cover the remaining balance.

Effective and Expiration Dates

This coverage is effective from the date that this required form and premium payment are received by the school through the date which the laptop is required to be returned in good order to the school.

Premium

The nonrefundable premium cost is \$50.00 per school year per laptop taken home.

It is agreed and understood that:

- The Paulding Laptop Protection Fund will offer coverage to all students
- Participation is voluntary, but if a student does not participate, he/she will not be allowed to take his/her laptop off school property.
- A separate application will be needed for each laptop covered

If you wish to enroll, please complete the following information and return this form with a check for the coverage requested to the main office prior to your student being allowed to take their laptop home in September.

Name of Student: _____

Grade: _____

Address: _____

Home Phone: _____

Yes, I would like to participate in the Paulding Laptop Protection Fund and take the laptop home.

No, I decline service, at this time, and I understand the student will only have access to the laptop during school hours including supervised extended hours.

By signing I agree that I have read and understand the PHS Laptop Protection Fund information.

Parent/Guardian Signature: _____ Date _____

