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.

**FAQs**

**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____________________
Overview of Policy

We in the Paulding Exempted Village School District are pleased to be able to offer our students, staff and visitors access to computer technology, including access to the Internet, certain online services, and the Paulding information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If students have any doubt about whether an activity or website is acceptable, consult with your immediate teacher, supervisor, or director to help decide if the use is appropriate. A user is defined as any student, parent or visitor that uses this school technology network on campus or through remote access. The district is defined as any staff member, teacher or administrator. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:
1. Using only their assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:
1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:
1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:
1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:
1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher’s permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation.
Violations of these rules 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. In addition to the Board’s Code of Conduct, according to federal and state law violators will be prosecuted to the fullest extent of the law.

Anything that is not covered by this policy will be dealt with on a case to case basis by school administration.

Supervision and Monitoring.
The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.
The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability
The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS, may also be found at the following location:

On the school website at www.pauldingschools.org by clicking the High School tab, then click on Forms/Links.
PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

COMPLETE AND RETURN THIS PAGE:

STUDENT: LAST NAME_________________ FIRST NAME_________________

PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS, may be found at the
following location:

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

I have received and read the PAULDING EXEMPTED VILLAGE SCHOOLS
ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE
SCHOOLS.

BY SIGNING I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

__________________________  _________________________  ____________
Student Signature          Print Name                   Date

__________________________  _________________________  ____________
Parent Signature           Print Name                   Date

Credit
Portions of this AUP are modeled after an example provided by the US Department of