

**PRAGUE PUBLIC SCHOOL
HIGH SCHOOL
1:1 TECHNOLOGY BASED LEARNING ENVIRONMENT POLICY**
Policy is Due 1 Week After School Starts

IF YOU CHOOSE TO BRING YOUR OWN LAPTOP, REQUEST THE APPROPRIATE FORM

The Board of Education, the Administration and Staff at Prague Public School are committed to providing the students of Prague Public School with the best educational tools available within the affordable limitations of the district.

In order for students to function in a technology based work environment, they must be able to compete in the global market which utilizes modern technologies and web based resources. That is why we, as a school district, are committed to a web-based curriculum, and a technology based learning environment for our students.

Students in grades 9 – 12 will be provided a student laptop, carrying case and power supply as though it were a textbook. Curriculum and instruction will be provided by the teacher in a format adapted to the laptop. Pod casting, blogging, e-mail, video production, and other proven applications will be used by students and teachers in their learning environment. Collaboration and group projects will also be an integral part of the learning experience. (Students are responsible for their learning)

Students receiving a laptop, will retain use of the same laptop throughout the duration of their educational experience at Prague (unless rights are lost due to inappropriate use, or discipline). All students (grades 9 – 12) will be issued a laptop on the first day of school. The laptop will be picked-up from a charging station when they arrive and will be place back in a designated charging station at the end of the day, if insurance is not paid.

Parents of students who wish to take their laptop off campus for home use, may do so by completing & signing a STUDENT & PARENT LAPTOP AGREEMENT form with the District, and paying an insurance premium (to Prague Public School) in the amount of \$25 per year with the understanding that if the student violates the contract agreement they may lose access to the computer w/o refund.

As you are aware, to function in this type learning environment, requires different rules and regulations. We expect our students to “Do what’s right”, and the large majority of them do. The following criteria is of utmost importance not only for the students’ protection, but for the protection of the school district. It also applies a higher level of responsibility to the student, not only for their learning, but for the care of their assigned computer.

Student learning potential is unlimited, with 24/7 access to information, and the acquisition of knowledge.

For those who refuse to follow the guidelines set forth below, there are disciplinary consequences that follow.

LAPTOP USE REQUIREMENTS

Students will:

- have constant knowledge of the location of their computer
- charge their laptop daily
- always carry laptop in case provided
- only use laptop in ways that are appropriate
- be prepared to have laptop or bag inspected at any time
- follow all rules governing use of computer and internet access
- be responsible for damage or loss caused by neglect or abuse
- report lost or stolen laptop immediately (stolen – must file police report)
- pay for equipment in the event it is stolen
- pay for in the event it is damaged and insurance hasn't been paid
- not loan their laptop to another student
- not share their user name and password with other students
- not allow food or drink within close proximity of their computer
- not disassemble any part of their laptop (voids warranty and insurance)
- not place any marks, stickers, decorations, etc. on laptop or bag
- not delete, copy or modify files belonging to others w/o prior consent
- not vandalize or damage other computers

INTERNET USE REQUIREMENTS

Students will:

- be given flexibility in the use of the internet unless they violate their rights and/or the internet code of conduct – will not use social media sites unless instructed by teacher
- practice network etiquette at all times
- will not reveal personal data (home, address, phone numbers, or numbers of others)
- will be allowed use of head phones only as directed by instructors or administrators
- will be allowed to download music for school projects only **with** teacher approval. (inappropriate music will result in discipline)
- not be allowed to download software to the laptop w/o Tech Director approval
- not be involved in inappropriate use of e-mail
- not delete any folders or files that you did not create or that you do not recognize.
 - (deletion of certain files will jeopardize the operation of the computer)
- not play or download games on the laptop
- not violate copyright laws (including installation of copyrighted software)
- not create, access or process offensive or pornographic messages, pictures; use obscene or threatening language; harassing, hate related or discriminatory remarks

Policy violations may result in the following disciplinary action:

1. Removal of laptop use pending parent conference
2. Mandatory Parent Conference
3. Behavior Contract &/or loss of computer rights
4. In-school suspension
5. Suspension
6. Notification of outside authority/police (charges filed if appropriate)
7. Administrators discretion

The laptop is considered to be a school supply or resource – just like a textbook. Students will be required to bring their school issued laptop or their own laptop to EVERY class EVERY day – just like they would be expected to bring their books, pencils and paper. Students who do not bring their laptop to class will face the following penalties:

- 1st time: student will be verbally warned & asked to go get it if it is in their locker
- 2nd time: student will be give 1 hour detention
- 3rd time: student will be given 2 hours of detention
- 4th time: student will be given 3 hours of detention & Meeting with Parent
- 5th time: student will be given 3 days ISD
- 6th time: student will be given 5 days ISD
- 7th time: student will be given 10 days ISD
- 8th time: Principal discretion

Students who leave the district must return the computer to the district before leaving – records will not be released until laptop is returned. Laptops not returned will be reported to the Police as stolen and charges will be filed. Use of the Laptop is a privilege, not a right.

***Examples of your child’s schoolwork and honors may be published on the web as an extension of classroom studies, provided that the home address, home phone number, or student’s last name are not disclosed. NOTE: Parents, who do not want their child’s schoolwork or images publish on the web, should submit this request in writing annually to their child’s principal.**

My Commitment to Proper Care and Use of My Laptop

- I will take good care of my laptop and know that I will be issued the same laptop each year—as long as I attend Prague High School.
- I will never leave the laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is at all times.
- I will charge my laptop’s battery daily.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by only carrying it while in the case provided.
- I will use my laptop computer in ways that are appropriate and educational.
- I will not write on, or place stickers, decorations, etc. on the District laptop, power cords, battery, or carrying case
- I understand that my laptop and carrying case are subject to inspection at any time without notice.
- I will follow the policies outlined in the Acceptable Use Policy and on my Student Parent Laptop Agreement while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of my power cords, battery, or laptop carrying case in the event any of these items are lost, stolen, or damaged.
- I agree to return the District laptop and power cords in good working condition the last day of school or earlier if so specified by the administration.

PRAGUE PUBLIC SCHOOLS
COMPREHENSIVE INSURANCE COVERAGE
High School 1:1 Laptop Policy

INSURANCE

Items Covered:

- Accidental Damage
- Drops
- Falls
- Collisions
- Liquid Spills
- Broken Screens
- Water Damage
- Vandalism (damage done to a computer by a person other than the computer user – (i.e. a bully grabs a computer from a student and breaks it)
- Power Surge
- Lightning
- Fire
- Flood
- Natural Disasters
- Burglary
- Robbery (copy of the filed Police Report must be presented to the school) Insurance will ONLY cover this if a police report is presented to the school – otherwise you will be responsible for it
- Theft (copy of the filed Police Report must be presented to the school) Insurance will ONLY cover this if a police report is presented to the school – otherwise you will be responsible for it

Items Typically NOT covered:

- Computer Viruses
- Tampering (disassembling or attempting repair WILL VOID THE WARRANTY)
- Intentional Damage (i.e. student gets mad and deliberately damages their own computer)
- Warranty Items (the manufacturer's warranty will provide coverage)
- Mysterious Disappearance (if a computer is just "lost" by a student versus it being stolen) – in this case the student is responsible for paying for the computer even if the insurance was paid.

NOTE: There are always strange and rare forms of damage that occur, which are addressed on a case-by-case basis, which often times are also covered.

Prague Public School District I-103
STUDENT & PARENT LAPTOP AGREEMENT

PLEASE PRINT ALL INFORMATION

Student Name _____
Last Name First Name Student ID#

Parent Name _____
Last Name First Name Social Security or Driver's License#

Parent Email Address _____

Address _____

Home Phone _____ Work Phone _____

DISTRICT TERMS AND CONDITIONS:

Before your student can have home access to their computer, the following criteria must be met:

1. This form must be completed in full and signed by parent/guardian and student.
2. The district must receive payment for insurance (otherwise your son/daughter will only have access during school hours) \$25 per year.
3. By signing this document, you agree to abide by the 1:1 Technology Based Policy/Acceptable Use Policy/laptop care policy, and understand that violation of this policy may result in the total loss of use of the Laptop (with no insurance refund).
4. Inappropriate use of the computer may also result in discipline, including suspension as set forth in policy.
5. The use and possession of the property terminates the Last Calendar Day of This Current School Year (or earlier if deemed necessary by the administration).
6. At the end of the school term, the computer, carrying case, power brick, and cord will be returned in good condition (without marks, glue, tape, stickers, graffiti, cuts, etc).
7. If the Laptop is not returned by the last day of classes, it will be considered lost or stolen and reported to the police.
8. The Laptop, Bag and Power Brick is the sole property of the Prague School District.

COMPUTER ID

Before you receive a laptop the following information must be completed.

(Each student will receive a Laptop, Bag & Power Brick)

Place Serial Number & or Assigned Number Here

(Verify information in box is correct)

By signing this form you are agreeing to the terms and conditions as set forth in the policies & procedures above

Signatures

Parent/Guardian Signature Student Signature Date

OFFICE USE ONLY: Insurance Premium Receipt Number: