

Any time...Any where...
Harrisburg High School
Laptop Policy, Procedures,
and Information



Harrisburg High School
Harrisburg, South Dakota

August - 2015

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Any time...Any where - Harrisburg High Laptop Program

The focus of the “Any time...Any where” laptop program at Harrisburg High School is to prepare students for their future, a world of digital technology and information. In the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Any time...Any where integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at Harrisburg High School regardless of ownership, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

New – TBA for Freshman this year

New - Macbook Pro-5

13" LED, 2.3 GHz Intel C2D

4GB DDR3 320GB.SD

Old – Macbook Pro-4

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during “*Student Orientation & Laptop Orientation.*” Seniors receive laptops on August 17th. 5:00-7:30.

 Juniors receive laptops on August 18th from 5:00-7:30.

 Sophomores receive laptops on August 19th from 5:00-7:30.

 Freshmen receive laptops on August 27th – first day of school.

Insurance - Parents & students must sign and return the Laptop Computer Protection plan(Appendix B),–Each student will also pay a **\$50 fee** per student in order to participate in the “Any time...Any where” program. This insurance is a plan with a \$250 deductible for ANY damage to the computer. Students will be responsible for any damage that occurs. Similar to an auto policy, accidents are still the fiscal responsibility of the student up to \$250 in repairs.

Students shall not person replacement parts except through the tech office. Students will be responsible to replace SCHOOL parts and may not purchase parts on their own.

If you have past due accounts, you will NOT receive your laptop until all charges are paid in FULL.

Qualified families may be eligible for scholarships for this program. A scholarship form may be acquired at the school office during summer business hours. Students may also provide proof of another comparable insurance plan to replace the school insurance plan. This proof must be submitted prior to receiving a computer. The scholarship plan still requires a \$250 deductible. Students whose insurance has been given a scholarship are still responsible for the first \$250 of any repairs or replacement.

The Laptop Computer Protection plan outlines the insurance policy to protect the laptop investment for the School District. Please review the Laptop Computer Protection plan(Appendix B) included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations, or at a pre-arranged date for summer school students. Students will retain their original laptop each year while enrolled at HHS. Returning students will also retain their laptop bag and power adaptor and cord each summer and must have these two items present to receive their laptop at orientation.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology Help Desk located adjacent to the library and in the C wing of the high school.

3.1 General Precautions

- ³⁵/₁₇ No food or drink is allowed next to your laptop while it is in use or in a back pack.
- ³⁵/₁₇ Cords, cables, and removable storage devices must be inserted carefully into the laptop and removed when in the case.
- ³⁵/₁₇ Students should never carry their assigned laptop while the screen is open.
- ³⁵/₁₇ Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Harrisburg School District.
- ³⁵/₁₇ Laptops must never be left in a car or any unsupervised area including lockers.
- ³⁵/₁₇ Students are responsible for keeping their assigned laptop's battery charged for school each day.
- ³⁵/₁₇ Extreme Weather conditions can damage laptops. Never leave your laptop in any area exposed to extreme heat or cold.

3.2 Carrying Laptops

The sleeves provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- ³⁵/₁₇ Laptops should always be within the sleeve when carried.
- ³⁵/₁₇ The laptop must be turned off before placing it in the carrying case.
- ³⁵/₁₇ Special backpacks are available for a fee from the IT department. See the Tiger Den for details and availability.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ³⁵/₁₇ Do not lean or place anything on the top of the laptop when it is closed.

³⁵₁₇ Do not place anything near the laptop that could put pressure on the screen.

³⁵₁₇ Do not place anything in the carrying case that will press against the cover.

³⁵₁₇ Do not poke the screen.

³⁵₁₇ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

³⁵₁₇ Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their assigned laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops or adaptors left at Home

If students leave their assigned laptop or adaptor at home, they must immediately phone parents to bring them to school. Loaners will not be available for use in this instance. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students, if available, when an assigned laptop is left for repair at the Help Desk. The deductible will be paid before a loaner computer is issued. Dependent on the circumstance and repair, a student may be issued a computer in the classrooms of their matriculation.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their assigned laptop each evening. Repeat violations of this policy may result in disciplinary action listed under the consequences.

4.4 Screensavers

³⁵₁₇ Inappropriate media may not be used as a screensaver.

³⁵₁₇ Presence of guns, weapons, pornographic materials, inappropriate language,

³⁵₁₇ Alcohol, drug, gang related symbols, pictures or anything deemed

³⁵₁₇ inappropriate by staff will result in disciplinary actions as per Harrisburg Discipline Grid.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music is prohibited.

4.6 Printing

Students may use printers accessible printers, however, all care will be taken to minimize use of printers. Excessive use of printers will result in loss of printer privileges and may result in consequences as per the Harrisburg Discipline grid.

4.7 Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the computer with any malicious intent. Immediate cessation of all school computer privileges will result.
with any malicious intent while using the laptop.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Information

Students will not have automatic backup capabilities on the District home directory. All work shall be saved to Internet directories or removable plug-in devices and on the assigned computer hard drive. Data in any form on any district laptop is not private and is accessible to Harrisburg District officials at any time. Additional folders in the Home/Network Directories may be created or added for the student.

Tutorials of alternate back-up options are available on My Big Campus. In the event of hard drive failure or computer re-imaging, it is vital students find means to back-up data. Students are responsible for this back-up. The technology staff will make every effort to retrieve information should an accident occur, but there is no guarantee of success. Students are completely responsible for storing data safely and securely.

5.2 Saving data to Removable storage devices

Students should backup all of their work at least once per day using removable file storage. Purchase of these devices is the responsibility of the student. Loss or damage is student responsibility. These devices are available in many local stores and in the Tiger Den.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by HHS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with the software approved by the tech dept. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their assigned laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

³⁵₁₇ Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

³⁵₁₇ Students are responsible for ensuring that only software that is licensed to their assigned laptop is loaded onto their computers.

³⁵₁₇ Non-Educational games and computer images containing obscene or pornographic material are banned.

6.3 Inspection

Students' assigned laptops are subject to random inspection at any time without notice either in person or by remote software.

6.4 Procedure for re-loading software

If technical difficulties occur or illegal or unapproved software is discovered, the hard drive will then be re-imaged. Authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. The student is responsible for any costs associated with re-loading software in the event unapproved software is discovered on a student's assigned laptop.

6.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed and are required to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

³⁵₁₇ Students will have access to all available forms of electronic media and communication which is in support of education and research and in

support of the educational goals and objectives of the Harrisburg School District.

³⁵₁₇ Students are responsible for the ethical, approved and educational use of the technology resources of the Harrisburg School District.

³⁵₁₇ Access to the Harrisburg School District technology resources is a privilege and not a right. Each employee, student, parent, patron or visitor accessing school district technology resources will be required to follow the Use of Technology Resources Policy.

³⁵₁₇ Transmission of any material that is in violation of any Harrisburg School District, federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material music downloads, threatening or obscene material, any material defaming another person, and computer viruses.

³⁵₁₇ Any attempt to alter data, the configuration of a school district computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

7.2 Privacy and Safety

³⁵₁₇ Do not go into chat rooms or send chain letters without written permission of a teacher or administrator of the Harrisburg School District

³⁵₁₇ Do not open, use, or change computer files that do not belong to you.

³⁵₁₇ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

³⁵₁₇ Remember that storage in any form on any Harrisburg District system or is not private or confidential.

³⁵₁₇ If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not a request; it is a responsibility. You will be culpable should you not report this event immediately.

7.3 Legal Propriety

³⁵₁₇ Comply with trademark and copyright laws and all license agreements.

³⁵₁₇ Ignorance of the law is not immunity. If you are unsure, ask a teacher or the District administrator.

³⁵₁₇ Plagiarism is a violation of the HHS District policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

³⁵₁₇ Use or possession of hacking software is strictly prohibited and violators will be subject to Step 6 consequences of the Harrisburg Discipline Grid.

³⁵₁₇ Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, can result in criminal prosecution as well

as disciplinary action by the District.

7.4 E-mail

³⁵₁₇ Always use appropriate language.

³⁵₁₇ Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

³⁵₁₇ Do not send mass e-mails, chain letters or spam.

³⁵₁₇ Students should maintain high integrity with regard to email content.

³⁵₁₇ No private chatting during class without permission from the instructor.

³⁵₁₇ Email accessed from an assigned computer or the district system is subject to inspection by school officials any time.

7.5 Consequences

The student in whose name a system account or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Discipline Grid.

Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by Harrisburg District policies and proper authorities will be given access to the content.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student assigned laptops will be labeled in the manner specified by the school.

Laptops can be identified in the following ways:

-Record of serial number and senior high asset tag

-Individual User account name and password

If a label is inadvertently removed, please notify the tech office immediately for replacement.

8.2 Password Protection

Students are expected to keep their laptop passwords confidential. Release of passwords are the responsibility of the student.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in a locker or locked classroom. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their assigned laptop home every

day after school, regardless of whether they are needed. Laptops should not be stored in a student's vehicle at school or at home. Extreme weather can permanently damage laptops. Please take precautions to never leave a laptop in an area of extreme cold or hot temperature or moisture.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, the cafeteria, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. The Harrisburg School District is not responsible for the theft of a computer due to the negligence of the user.

Unsupervised laptops may be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Refer to Consequences.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Warranty

This coverage is purchased by the Harrisburg School District as part of the purchase price of the equipment. Apple warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty **does not** warrant against damage caused by misuse, abuse, accidents or computer viruses or any event deemed negligent. Please report all laptop problems to the technology Help Desk located adjacent to the library or in the CTE wing. A \$250 deductible must be submitted for any repairs not covered by warranty.

9.2 Accidental School District Damage Protection

A \$50 fee includes insurance from State Farm that will cover most accidental mishaps. Please see Appendix C for details. The \$50 fee must be submitted before a laptop is given to a student or proof of insurance must be submitted. (Scholarships for this fee are available – please make requests to the principal's office).

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage including damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer. Proof of insurance must be submitted to the principal's office prior to a laptop given to a student. The \$20 user fee will still be assessed should parents or students wish to submit personal insurance coverage.

9.4 Claims

All insurance claims must be reported to the Technology Help Desk.

Fraudulent reporting of theft, loss, or accidental damage including damage by fire will be turned over to the police and insurance company for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action as outlined in Discipline Grid.

The District will work with the LINCOLN/MINNEHAHA county sheriff's offices to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Help Desks are located adjacent to the library and in the CTE wing. Services provided include the following:

- ³⁵₁₇ Hardware maintenance and repairs
- ³⁵₁₇ Password identification
- ³⁵₁₇ User account support
- ³⁵₁₇ Operating system or software configuration support
- ³⁵₁₇ Application information
- ³⁵₁₇ Re-imaging hard drives
- ³⁵₁₇ Updates and software installations
- ³⁵₁₇ Coordination of warranty repairs
- ³⁵₁₇ Distribution of loaner laptops and batteries

11. LAPTOP FAQ'S

1. Can I use the laptop computer and software throughout my career at HHS? Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at HHS. The available software will be usable in upper level as well as entry level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Harrisburg School District is also limited to provide maintenance service or assistance for only the school issued laptop. *For these reasons, other laptop computers will not be used on the Harrisburg School District network at school.*

3. Can I have my laptop computer this summer? No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their assigned laptop again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and HHS's policy regarding the ethical use of computers. (Special permission for credit recovery may be given by the principal in extraordinary circumstances.)

4. Where do I find a service technician? Harrisburg High School has staff working throughout the district. If one is not available you can drop it off in the Help Desk and fill out a service ticket. If your laptop is working and connected, you can send a trouble ticket to bit.ly/RutRoRaggy. If an issue cannot be resolved electronically, visit a tech office window. If an issue cannot be resolved at the help desk, a technician will be assigned and address the problem when available. You will be contacted with information regarding timing and repair.

5. What about insurance against theft or breakage through carelessness? Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Harrisburg School District laptop protection is recommended. The protection covers the laptop for a \$50 payment. However, if you wish to use personal insurance to cover damage to the computer you must submit this policy to the office and pay a \$20 user fee. You are responsible for the replacement of your assigned laptop if it is deemed lost or damaged beyond repair due to negligence on your part. **The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.**

6. Does HHS provide maintenance on my laptop computer? Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at HHS will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen? Harrisburg High School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. Classroom teachers also may have access to a loaner computers available. Negligent or habitual issues with a computer may result in very limited access to a loaner computer. Each application for a loaner will be analyzed and influenced by past laptop history and circumstance of the need. Use of a loaner is not guaranteed. In most cases, the

\$250 deductible must be submitted prior to any repairs or loaner request honored.

8. Do I need a printer? You need not own one since printers are located conveniently at Harrisburg School. However, abuse of printer privileges may result in the loss of those privileges. If you want to connect to a printer at home with the school laptop, you will need to visit the Help Desk and ask to have your printer software installed.

9. How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

11. Do I have the capacity to back up the files I create on my laptop? It is recommended that students use a USB flash drive to back up all files. It is also recommended that students store all files on the cloud storage in My Big Campus.

12. What if I want to add options to my laptop later? Only the Harrisburg School District is authorized to add options, software and upgrades to your laptop computer.

13. What if I want to run another operating system on my laptop? Only the operating system chosen by the Harrisburg School District will be authorized to run on a student-issued laptop computer.

14. Will I be given a new battery if mine goes bad? The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

15. What has the school done to help prevent students from going to inappropriate sites? It is the policy of **Harrisburg School District** to, in good faith, attempt to prevent: (a) user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Harrisburg District has a software product designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. In addition, teachers may make use of provided

software to monitor student activity at all times.

16. What if they bring their assigned laptop in for repairs and “objectionable data” is detected? Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students who have “objectionable data” on their assigned laptop but have failed or chosen not to report it, will be referred to the Principal’s Office.

17. If the accessories to my laptop are lost or stolen, how much will it cost to replace them? In the event that laptop accessories are stolen, you should report the lost items to the tech office. The cost to replace specific accessories dependent upon the cost of the part and or labor of work performed by staff or vendors.

Description of Privileges

Standard Privileges:

- Laptop computer
- Home use of laptop computer

Suspended Privileges:

- Laptop may be left at school each day
- Laptop may only be accessible in classroom
- Blocking of selected sites

Criteria for Privileges – but not limited to...

Standard Privileges Criteria

All students will begin on this level at the beginning of the school year. To remain at this level, students will have...

- Less than 3 incidents of accidental damage
- No more than 1 incident of a Computer Laptop Violation
- No incidents of Computer Network Violations

Suspended Privileges Criteria

Students will be placed at this level if they have...

- Three or more incidents of accidental damage
- Two or more incidents of Computer Laptop Violations
- One or more incidents of Computer Network Violation

(Appendix A)
To be turned in at orientation.

Student Pledge for Laptop Use:

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop including in back pack since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Harrisburg School District.
12. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return the District laptop and power cords in good working condition.
17. I understand the insurance policy and the \$250 deductible agreement. I understand that in most instances, this deductible must be paid prior to repairs and recovery of my laptop. I have ready the insurance policy.
18. I have read the Laptop Policy manual and agree to all of the policy and procedures including the consequences for negligent use and behavior.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B

Harrisburg School District
Laptop Computer Protection Plan –Application Form
2015-2016 School Year

Please read this entire document to determine if this program is needed for you and your student’s protection again damage and loss of the loaned computer equipment in your care. This form must be completed and signed before the computer will be provided to the student.

COVERAGE AND BENEFIT

This agreement covers the computer loaned to the student against all damage or loss over \$250.00. You are responsible for paying the \$250 deductible. Anything valued less than \$250 is not covered. Intentional damage or misuse is not covered. Coverage is 24 hours per day.

RENTAL FEE

The rental fee at Harrisburg High School is \$20.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from date this request form and premium payment are received by the school through the date at which the computer is returned in good order to the school.

PREMIUM

The total premium cost is \$30 per school year. Partial semesters are not refundable. A separate application will be needed for each computer covered.

This form must be completed and returned to the school before a laptop will be checked out to them.

Date of Request _____ Grade _____
Name of Student _____
Address _____ Zip _____
Home Phone _____ Cell Phone _____

I understand a \$20 rental fee is due prior to receiving a lapto.....\$20.00

_____ Yes, I would like to participate in Laptop Protection Plan.....\$ _____

\$30 payment [] Check # _____ [] Cash

_____ No, I decline at this time I am using my own insurance
(please provide proof of insurance at orientation)

My insurance provider: _____

.....TOTAL\$ _____

I understand that I am responsible for the first \$250 towards any repair and that incidents caused by misuse or abuse are not covered.

Parent/Guardian Signature _____ Date _____

Appendix C – Discipline Grid

Behavior	Consequences			
OFFENSES	1ST OFFENSE	2ND OFFENSE	JRD OFFENSE	HABITUAL
CLASS ONE (per Semester)				
Cell Phone/Electronic Device Violation, Dress Code Violation.	Warning	Dev ce taken During School Hours (5 Days)	Dev ce Taken During School Hours (10 Days) Detention	Sarurday School. Dev ce not allowed in school for semester
CLASS TWO (per Quarter)				
Insubordination, Incomplete Assign ments, Inappropriate Language, Class Disruption, Traffic Violation, Possession of Ughter/Matches, Disrespectful, Sk pping Detention.	Detention Parent Contact	Detention Parent Contact	Sarurday School (2 Hours)	Sarurday School (3 Hours)
CLASS THREE (per Year)				
Pornogra phic Material, *Intimidation, **Harassment, *Threatening, *Physical Aggression, Forgery, Radal Insults, Truancy, *Hazing.	Sarurday School (2 Hours) Parent Contact	Sarurday School (3 Hours) Parent Contact	OSS (1 Day) Parent Contact	OSS (3 Days) Parent Contact
CLASS FOUR (per Year)				
*Violence/Fighting, Tobacco (use, possession)**Theft, **Destruction of Property, Drug Paraphernalia	OSS (3 Days) SRO Referral When Appropriate Parent Contact	OSS (5 Days) SRO Referral When Appropriate Parent Contact	OSS (10 Days) SRO Referral When Appropriate Parent Contact	Long Term Suspension SRO Referral When Appropriate Parent Contact
CLASS FIVE (per HS Career)				
Drug/Alcohol (use, possession)	OSS (5 Days) SRO Referral Parent Contact	OSS (10 Days) SRO Referral Parent Contact	OSS (20 Days) SRO Referral Parent Contact	Long Term Suspension or Expulsion. SRO Referral Parent Contact
Attendance				
3 Tardies to a class (per Quarter)	Detention Parent Contact	Detention Parent Contact	Sarurday School Parent Contact	Sarurday School Parent Contact
unexcused Absence (per Semester)	Warning	Make up the amount of time missed In Detention or SatJrday School		
Truant (Skipp ng School)(per Semester)	Make up the amount of time missed In Detention or SatJrday School			

* Students who pose a threat to others will be kept in the office until such a time that it is deemed they are no longer a threat.

** Sturipnt.c; m;v hp. r.p.nulrM to tPt; .u or rP.n'r O'm.:nP.r.l or \$fOIP.n nronP.rtv "t rh P. m; \$t nf thP. \$,turIP.nt'\$; i''mllv.