

Lorain City Schools Student/Parent Laptop Handbook



**Lorain City
Schools**
We can. We will.

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Computer Specifications

You can find out more information about District issued laptops and update to this student handbook at:

www.lorainschools.org

Terms of the Laptop Loan

Terms:

You will comply at all time with the Lorain City School District's Parent/Student Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation:

Your failure to timely return the property and the continued use of it for nonschool purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Fees

- Damage to the laptop must be reported to the school no later than the next school day after the occurrence. A laptop repair form must be completed.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will not be charged.
- Seniors must clear all records and pay all fees before participating in graduation.

Use of Computers and Laptops on the Network

Lorain City School District is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem the District is providing the following:

- **Classroom Computers** - The District has desktop computers in most of the classrooms. These computers can be used by students if they do not have their laptop.
- **Hard Copy Textbooks** - Students will also have access to a hardcopy textbook if they do not have access to a computer.

Laptop Repairs

The District has provided each building with a service technician to handle repairs of the student laptops. The student should obtain a repair form from the school office. The student will take the laptop along with the completed repair form to the assigned area in the building. The student will be notified when the laptop is ready to be used again. **(Do not attempt to repair the laptop yourself.)**

No Loaning or Borrowing Laptops

- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

General Laptop Rules

Inappropriate Content

- Inappropriate content will not be allowed on laptops.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Network. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.

Unauthorized Access

- Access to another persons account or computer without their consent or knowledge is considered hacking and is unacceptable.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down between classes.

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations

- a. Student use of computers, other technology hardware, software and computer networks including the internet is only allowed when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing or joining any unauthorized activity on the network.
- l. Forwarding/distributing E-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- o. Falsifying permission, authorization or identification documents.
- p. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer or network.

3. Acceptable Use Guidelines - Lorain City School District Network

- (1) 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

(Acceptable Use Guidelines cont.)

Lorain City School District.

- (2) Students are responsible for their ethical and educational use of the computer on-line services at the Lorain City School District.
- (3) All policies and restrictions of the intranet computer online services must be followed.
- (4) Access to the Lorain City School District intranet computer on-line services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the intranet computer online services.
- (5) The use of any intranet computer on-line services at the Lorain City School District must be in Support of education and research and in support of the educational goals and objectives of the Lorain City School District.
- (6) When placing, removing, or restricting access to specific databases or other intranet computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (7) Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (8) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the LCS Student Code of Conduct booklet.

4. Consequences

The student in whose name a system account and/or computer hardware issued will be responsible at all times for its appropriate care and use. Noncompliance with the guidelines published here in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequence of the Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District. Electronic mail, network usage, and all stored files shall not be 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.

Student Code of Conduct – Misbehaviors & Consequences

(The following is an excerpt from the Lorain City Schools Student Code of Conduct.)

Damage of Property

Students shall not cause or attempt to damage private or school property on school premises during the school day, during a school activity, function or school event on or off school grounds. The student and/or parent(s) will be held responsible for restitution and the student will be suspended or expelled.

Computer “Hacking”

Unauthorized use includes:

- Use of district computers to gain unauthorized access to district or other databases including student, faculty, or district data files, without permission.
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media.

(Computer “Hacking” cont.)

- Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind.
- Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder.

In addition to any criminal penalties, students will be suspended and recommended for expulsion.

For misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on district property

Students will be suspended and may be recommended for expulsion for any misconduct that first occurred on school property and was continued on the way home from school.

Unauthorized use of electronic pagers or cellular phones and internet during school hours

Students shall not use these items without authorization and should not disturb the teaching and learning environment. It is recommended that electronic pagers and cellular phones be kept at home. Discipline will include confiscation of said items.

Level I – Offenses

- Tardiness
- Violation of the District’s dress code policy
- Possessing personal communication devices
- Cheating on examinations/plagiarism
- Falsifying signatures

Corrective Action

- Disciplinary measures other than suspensions may be used by the teacher/administrator to correct Level I offenses providing that it is a first time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.
- Level I offenses will result in detentions, in-school suspensions and optional classroom assignments. Disciplinary responses may include:
 - Teacher conference (with student alone or with parent(s)/guardian(s));
 - Principal conference (with student alone or with parent(s)/guardian(s));
 - Right of removal;
 - Parent/guardian contacted by telephone;
 - Detention;
 - Referral;
 - Behavioral contract

Level II – Offenses

- Disruption of the school program
- Being truant from school or class
- Habitual use of profane language either verbal or in writing
- Use of tobacco in any area under control of the District or at any activity supervised by District personnel
- Gang insignia/paraphernalia
- Continued or persistent Level 1 offenses

Corrective Action

- Any disciplinary options suggested under Level I may be applied for offenses under Level II.
- The Principal may utilize a school based agency or mediation programs for conflicts between students as appropriate
- The Principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion.

Level III – Offenses

- Damage of Property
- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm
- Threat or physical assault on another pupil to obtain money or other materials of value
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxicating liquors, look-alike or any mind altering substance, etc., or improper use of glue or other chemicals
- Arson
- Pulling or signaling false alarm including making false bomb threats
- Threatening, striking, or assaulting any school employee
- Theft – taking objects without owner’s permission
- Sexual, racial, ethnic and religious harassment
- Computer “Hacking”
- Gambling on school premises or at school events
- Indecent exposure, sexual misconduct
- Persistent disregard of the student dress code
- For misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Gang related activity
- Continued or persistent Level II offenses

Corrective Action

- The Principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66.
- The student may be recommended by the proper administrator for expulsion
- Parents will be informed of any Level III offense committed by their child immediately by the administration of the school.
- Students receiving special education services require a manifestation team review for this type of behavior (see Section XI, Disciplining of Handicapped Students)
- Students who are found to have violated a Level III offense may be subject to an involuntary (principal initiated) transfer to another school. All transfers must be approved by the Superintendent or designee.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth in this handbook.

Level IV – Offenses

Commission of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the Policy on Student Discipline. Matters, which might lead to a reduction of the expulsion period include: the student’s mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

(Level IV – Offenses cont.)

- Possession or use of fireworks
- Possession of weapons and/or weapon look alike
- Trafficking in drugs on or at a school function
- Aggravated assault
- Rape or gross sexual imposition on or at a school function when the victim is a school employee

Corrective Action

- The Principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in ORC 3316.66.
- The student shall be recommended by the proper administrator for expulsion.
- Parents will be informed of any Level IV offense committed by their child immediately by the administration of the school.
- Students receiving special education services require a manifestation team review for this type of behavior (see Section XI, Disciplining of Handicapped Students)
- Students, after required due process as specified in ORC 3313.66, found to have violated this section shall be expelled by the Superintendent. However the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the Policy on School Discipline.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth in this handbook.
- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the District's policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision. If, following the hearing, the student would have been expelled had the student still been enrolled in school, the expulsion shall be imposed for the same length of time as would be imposed on a student who has not withdrawn from school.
- Students who are found to have committed a Level IV offense may be subject to an involuntary (principal initiated) transfer to another school. Such transfers must be approved by the Superintendent or designee.

Laptop Care and Maintenance

- **DO NOT DEFACE THE LAPTOPS WITH STICKERS, GRAFFITI, DECALS, ETC.**

Cleaning

Using harsh cleaners like windex, ammonia, or alcohol is not good for your LCD screen. Please be cautious when cleaning the display, if using a spray cleaner, please avoid spraying the screen directly. Cleaning the screen with a micro fiber cloth is preferred.

Hot/Cold Weather

Exposing the battery to intense heat (over 110° F) should be avoided. Overheating of the batteries can occur. Leaving your laptop exposed to freezing cold temperatures is also not recommended. If for some reason you find yourself in either situation, let your laptop return to room temperature before trying to turn it on. Humidity can also cause damage to the laptops so please make sure they are placed in a dry area.

Surge Protectors

It is recommended that you unplug the power cord from the wall when a storm is approaching. This will prevent a power surge from damaging your laptop.

Protect the Screen

Storing papers or other items between the screen and keyboard can potentially damage the laptop and should be avoided at all times.

Avoid Soft Spots

Please avoid placing your laptops on soft surfaces while in use (i.e., pillows, blankets, couches, etc.), the vents on the bottom need proper air circulation at all times. This will ensure that your laptop does not overheat.

Safely Storing Your Laptop

Laptop bags/book bags are helpful for transporting your laptop. It is very important that you turn your laptop off before putting it into the bag. If you do not power it down before placing it in your bag, you could melt your laptop or potentially catch it on fire.

Food/Drink

Please be cautious when eating or drinking around your laptop. If anything is spilled on the laptop it can potentially cause damage.

Off the Floor

Please avoid placing your laptop on the floor. This will ensure that your laptop is not accidentally damaged.

Vent Maintenance

Please check the vents on your laptop at least once a week to ensure that they are clear and not blocked (i.e., stickers, dust, soft surfaces, etc.). Be sure you do not push anything into the air vents. The safest way to clean these vents is to use a simple can of air that can be purchased at most computer supply stores.