

Hollister High School

2017-2018



Student/Parent

1-1 Technology Handbook

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Terms of Hollister High School Laptop Use Agreement

By using or taking possession of a laptop owned by Hollister Schools, a user and their parents/guardians are agreeing to comply with these Terms of Laptop Use Agreement, District Student Technology Use Agreement, and the expectations detailed in the Student/Parent Laptop Handbook.

Qualifications:

A student who is actively enrolled in, and who physically attends full-time at Hollister High School qualifies for use of a district-owned student laptop. In order to possess and use the laptop, one must comply at all times with the expectations of the Student/Parent Laptop Handbook and the district's Student Technology Use Agreement as approved by the Hollister R-V School Board.

Terms:

Qualifying students will be issued a district-owned laptop once the technology access fee **(\$40/year, non-refundable)** has been paid. The technology access fee provides the student the ability to check-out a Hollister High School laptop for educational use. Once the technology access fee is paid the student will be issued a laptop for school and home use for the duration of the school year. **The student/parent will bear financial obligation for costs associated with loss/damage of the laptop, including but not limited to: inappropriate handling/care, storage, transport, use, or any other occurrence that is not in complete compliance with the Student/ Parent Technology Handbook and District Student Technology Use Agreement.** Any failure to comply may terminate students accessibility to school issued technology and administration or designee may repossess the property.

Title:

The legal title to the laptop belongs to Hollister High School and shall at all times remain as such. The borrower's right of possession and use of the laptop is limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Student/Parent 1-1 Technology Handbook and the district's Student Technology Use Agreement. Because the laptop is the property of the school district, it is subject to monitoring of use and search of contents at any time. **There is no expectation of privacy in use or data stored on a district-owned device.**

Loss or Theft:

By taking possession of a school issued device, **the borrower agrees to assume full responsibility** for the safety, security, and care of the property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the school resource officer and the High School Office within one school day of occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the laptop and the corresponding financial obligation for the replacement costs of the lost property.

In order for the laptop to be replaced due to theft, all procedures mentioned above must be adhered to and a deductible in the amount of \$300.00 must be paid before the student will be issued another device.

Damage:

By taking possession of a laptop, **the borrower agrees to assume full responsibility** for the safety, security, care, and proper use of the property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damages to the laptop, the user must report a potentially damaging incident to the High School Office immediately. Once damages are assessed, the student will be provided an **EQUIPMENT REPAIR/REPLACEMENT SUMMARY (pg. 13)**.

Reporting Loss/Damage:

In the case of loss or theft occurring at school, the borrower must report the incident to the school resource officer and the principal within one school day of the occurrence.

Failing to report loss or theft in the timely manner described above will result in a financial obligation for the borrower in the amount of replacement costs (present market value of similar/like device) of the lost property. *In order for the laptop to be replaced due to theft, all procedures mentioned above must be adhered to and a deductible in the amount of \$300.00 must be paid before the student will be issued another device.*

In the case of damage to the laptop, the borrower must report the potentially damaging incident to the High School Office immediately of the occurrence. Once damages are assessed, the student will be provided an **EQUIPMENT REPAIR/REPLACEMENT SUMMARY**.

Repossession:

If the borrower does not fully comply with all terms of the Student/Parent Laptop Handbook and the District Student Technology Use Agreement, including return of the property, HHS will be entitled to declare the borrower in default and take possession of the property.

Terms of Agreement:

A borrower's access to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance arrangement no longer results in the user physically attending full-time on the campuses of Hollister High School.

Appropriation:

Failure of the borrower to timely return the property and/or the continued use of the borrowed property for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property. In this case, the District will report this to law enforcement.

Student Usage:

Student laptops and the necessary accessories are provided by Hollister High School to qualifying students. If used in compliance with all expectations detailed in this handbook and the District Student Technology Use Agreement and then returned without damage as described in the “Repair Costs” section below, no fees or financial obligations are issued at the time of return of the borrowed property.

Replacement Costs:

A student/parent/guardian is responsible for cost of replacement of a lost laptop if the loss of the property is not reported according to the “Reporting Loss/Damage” section or the laptop is lost as the result of handling, storing, or using in a manner not in compliance with the “Security, Storage, and Transport” guidelines.

The replacement cost of a lost laptop is based on the cost of a replacement laptop according to current market prices from a 3rd party vendor.

A student/parent is fully responsible for the replacement cost of any laptop accessories lost while in their possession.

Replacement costs of laptop accessories are based on the price for which HHS purchases replacement accessories from 3rd party vendors.

Repair Costs:

Repairs will be made to an issued device if the nature of the damage makes the laptop inoperable or leaves the laptop in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user. It is expected that the student report to the Tiger Tech room located in the High School Library where his/her device will be assessed for repair needs.

A student/parent is responsible for all costs associated with the repair of a damaged laptop. If the damage to the laptop is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the “Reporting Loss/Damage” section, or failure to comply with the “Handling, Care, and Use” and/or “Security/Storage and Transport” expectations, the students’ access to a school issued device may be revoked.

*Replacement costs of laptop accessories are based on the price for which HHS purchases replacement accessories.

Technology Access Fee :

All students and parents are required to pay the annual/ non-refundable \$40.00 technology access fee through the school before a device will be issued. In the event of loss/damage, the student/parent/guardian will be responsible for repair/replacement costs and will be provided an **EQUIPMENT REPAIR/REPLACEMENT SUMMARY** (pg. 13) that outlines charges the student will be responsible for. The charges will be inputted into the student portal and can be found under **FINES/FEES**.

Special Accommodations/Restricted Access:

Parent-Initiated Accommodations: It is the belief of the Hollister High School that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource that is made accessible to all other students. If circumstances outside the school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent, in collaboration with a school administrator, must be placed on file with the school. If the request is initiated by parent, then approved by a school administrator, and placed on file with the High School Office, a student may be granted "as needed only" or "by teacher request only" access to their laptop, rather than having it issued permanently into the student's possession.

Administrator-Initiated Accommodations:

Noncompliance with the expectations of the Student/Parent 1-1 Technology Handbook or violation of the District Student Technology Use Agreement can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent to make arrangements that may deny or restrict access to the resource in question. The use of HHS technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

File Storage/Back-Up:

Every student is provided H: drive server space on the District's network for storage of school-related files and content. All files stored on the District's network are the property of the District and are subject to regular review and monitoring.

Content saved on the device's desktop or hard drive are not stored on a network, and, therefore, are lost if a device requires repair or maintenance and cannot be recovered.

Flash drives, SD cards, etc., formatted as storage devices can be used on the devices.

Anytime a device requires repair or maintenance, all data and documents stored locally on the device may be lost.

Content Filtering:

HHS employs a 3rd party filtering application on all District computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district's network.

The content filter, as configured by the district and as it operates on the device in possession of a student who is using the device in compliance with the Student/Parent 1-1 Technology Handbook and the District's Student Technology Use Agreement, will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the internet.

Because of the nature of the internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the laptop, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that appropriate time or not.

Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.

Any access of unapproved content online, whether through a district-owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy.

Virus Protection:

HHS employs a 3rd party virus protection application on all district computers that is updated regularly. These updates are pushed to student devices while they are logged on to the district's network.

The virus protection, as configured by the district and as it operates on the device in possession of a student using the device in compliance with the Student/Parent Laptop Handbook, and the district's Student Technology Use Agreement will restrict inadvertent download of unapproved materials and deter attempts to deliberately download unapproved materials. This does not absolve the user from attempting to download unauthorized materials that can compromise a device or the network.

Attempts to disable, reconfigure, or circumvent the virus protection is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.

Any download of unauthorized content, whether on a district device or on any personal media storage device (flash drive, SD card, CD, memory card, etc.) that connects to a school device is a violation of usage policy.

Student Handling, Care, and Use:

Students are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned laptop. **Do not allow other users to use the device assigned to you.**

Make sure you start each day with a fully charged battery on your device.

Make sure the laptop restarts and logs onto the school district's network **daily** to receive necessary updates that are critical to keeping the laptop safe and operational.

Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the device that are not intended for that particular port or connector.

Make sure your device is never exposed to liquids or other foreign substances, including food, drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).

Make sure the surface of your device is not altered or defaced. Do not decorate your assigned laptop or remove labels, stickers, or tags from the laptop that are affixed by school district personnel.

Make sure that only school district personnel troubleshoot, diagnose, or repair your device. Do not allow 3rd party service people to handle your assigned device.

Security, Storage, and Transport:

Keep the device powered off and in the district-provided case when not in use.

Do not hold, lift, or suspend the device in the air solely by the screen/display.

Handle the device within the district-provided case **EVERYWHERE**.

Make sure to power the device completely off if it will be stored there for a duration of longer than 30 minutes.

Handle the device with caution, even when in the district-provided case. Do not throw, slide, drop, and toss, etc. the device, even while in the case.

Relocate a device that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.

You are responsible for making sure you do not share or switch your device, its power charger, and/or other accessories with other users.

Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Disciplinary Action:

The use of technology is a privilege and not a right. Students are expected to use their device in accordance with the Student/Parent Laptop Handbook and the District Student Internet and Computer Use Agreement, and any applicable laws. Failure to use the device in an appropriate manner will result in one or more of the consequences listed below as determined by the staff and administration of the Hollister High School:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges.
- Any and all school disciplinary action, including Lunch Detention, ISS, OSS
- Civil or criminal liability under applicable laws

TECHNOLOGY ACCESS AGREEMENT: Hollister High School 17-18

Student:

The Dell Latitude 3150 laptop, case and power adapter are being loaned to the student for educational purposes and are in good working order at the time of checkout. It is the responsibility of the student to care for the laptop and ensure that it is maintained in a safe environment. The district’s laptop may be used only in accordance with the district’s Internet and Computer Use Agreement policy and the rules stated in the Student/Parent 1-1 Technology Handbook. The student acknowledges and agrees the student’s use of the district’s computer is a privilege, and student acknowledges student’s responsibility to protect and safeguard the district’s laptop and to return the same in good condition and repair.

Parent:

To gain access to a high school issued device, the student/parent/guardian must pay the designated Technology Access Fee. The fee is expected to be paid at the beginning of the issuing school year. Students/parents/guardians who do not pay the technology access fee will not be provided a school issued device. If there is a claim or loss, the student/parent/guardian is responsible for the cost of repairs and/or replacement. If the loss/damage of the device is severe, rendering the device inoperable, the student/parent/guardian will pay full replacement cost. In addition, parent agrees to indemnify Hollister High School against any claim, suit, or damage occurring during or resulting from student’s possession or use of the laptop, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student’s use of the district’s laptop.

Students and Parents:

The student may not deface or destroy the laptop in any way. Inappropriate material on the laptop may result in loss of laptop privilege and potential criminal prosecution. The student and parent agree that in the event the laptop lost/damaged, the student/parent/guardian will immediately notify a Hollister High School administrator, as well as file a report with the School Resource Officer and/or Taney County Sheriff’s Department. The student and parent acknowledge that this agreement extends to any other district computer issued to student on a temporary basis due to this computer’s repair or other unavailability for use.

Students will return the laptop, case and power adapter to the district at the end of the issuing school year on a date determined by school administration.

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It is agreed & understood that 1) Hollister High School will offer technology access to all students by providing access to high school issued laptops, 2) A separate application will be needed for each high school issued laptop. Checks should be made payable to “Hollister High School”

My signature, and that of my parent or guardian, acknowledges receipt of an agreement to abide by the terms of the computer use Policies and Procedures while using the school issued laptop.

Student and parent understand the terms of this agreement.

Technology Access Fee Paid: YES - NO

Parent Signature: _____

Parent Name (printed): _____

Student Signature: _____

Student Name (printed): _____

Signature of Processing School Staff Member: _____

Date: _____

Student Internet and Computer Usage Agreement

Hollister High School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. However, the District does not have control of the information on the internet, nor can it effectively limit authorized users from access to the full range of information available. Some sites accessible via the Internet may contain material that is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.

Hollister High School realizes that guidelines must be set to ensure that the appropriate activities take place in the learning environment. Acceptable uses of the Internet are activities resulting from specific tasks and assignments that support learning, promote the District's goals and objectives, and advance the mission of the District. Unacceptable uses are those which violate the rights and privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary action. Hollister High School, through strict, in-school supervision and clearly defined standards of usage, is working to foster responsible Internet usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children or ward should follow. The District supports and respects each family's right to decide whether to participate in Internet usage.

The District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, pornographic or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Children's Internet Protection Act (NCIPA).

Standards of Usage

Access to the Internet is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. These guidelines are provided so that users are aware of the responsibilities they are about to acquire.

- A. Use of the District's technology is a privilege that may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the following guidelines.
 1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
 2. Users who intentionally access such material shall immediately terminate such access.
 3. Users shall not trespass in the folders, work, files, or data of others.
 4. Users shall not violate copyright laws; i.e., use someone else's work for one's own or download copyrighted material.
 5. Users shall not gain unauthorized access to resources or entities.
 6. Users shall not use an account of another user, only their assigned account or a guest account where it has been allowed by the administration.
 7. Users shall not abuse, harass, insult, threaten or attack others or invade the privacy of individuals.

8. Users shall not use inappropriate language; language that uses vulgarities of obscenities, libels others, or uses other inappropriate references.
 9. Users shall not damage computers, computer systems, computer networks, or computer data.
 10. Users shall not store, transfer, or use games, music, videos, or other resources which are not directly related to curriculum on district-owned computer or network equipment.
- B. Students are responsible for the use of their computer login information. Giving out an email address or password to unauthorized users is forbidden. The user should not reveal personal information to anyone. This includes, but is not limited to, home address, phone number, and password.
 - C. The network administrator must be notified if a security problem is identified. The user should not demonstrate the problem to anyone other than the network administrator. In addition, attempts to log on as a system administrator will result in revocation of all computer privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.
 - D. Hollister High School reserves the right to edit or remove any material stored in files that any staff member believes may be in conflict with the above standards. Users should not expect that files stored on the District's servers will be private or confidential.
 - E. Students will only be allowed to use the Internet for educational purposes. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate use of technological resources, and for ensuring that students understand that misuse will result in the loss of access privileges.

Consequences:

The consequences for violating the District's Internet and Computer Usage Agreement include, but are not limited to, one or more of the following:

1. Suspension of Internet access;
2. Revocation of Internet access;
3. Suspension of network privileges;
4. Revocation of network privileges;
5. Suspension of computer access;
6. Revocation of computer access;
7. Expulsion

Exception of Terms and Conditions

Hollister High School makes no warranties of any kind whether expressed or implied for the service provided. The District will not be responsible for any damages incurred while on this system. These damages include, but are not limited to, loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the system or the user's error or omissions. Use of any information obtained via the information system is at the user's own risk. Hollister High School specifically denies any responsibility for accuracy or quality of information obtained through electronic information resources. Student users of the District computer resources are responsible for respecting and adhering to local, state, federal, and international laws governing usage of available technology. Any attempt to violate the provisions of the District's rules and regulations governing usage may result in revocation of user privileges, suspension or other disciplinary action appropriate to the circumstances. Information services and features contained on the Internet are intended for private use of its patrons, and commercial or other

authorized use of those materials, in any form, is expressly forbidden. All terms and conditions as stated in this document are applicable to Hollister High School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, United States of America.

HOLLISTER HIGH SCHOOL

TECHNOLOGY REPAIR INVOICE

Student Name:	Grade:
Device #:	Incident Date:
Invoice Date:	Technician:
Completion Date:	Other:

DESCRIPTION OF INCIDENT:

SUMMARY OF REPORTS		
<input type="checkbox"/> Broken Ethernet Port (\$250)	<input type="checkbox"/> Device Cleaning/Restoration (\$20)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Broken Computer Screen (\$35)	<input type="checkbox"/> Charger Port	<input type="checkbox"/> Other _____
<input type="checkbox"/> Computer Case (\$45)	<input type="checkbox"/> Mouse	<input type="checkbox"/> Other _____
<input type="checkbox"/> Charger (\$50)	<input type="checkbox"/> Hinge	<input type="checkbox"/> Other _____
<input type="checkbox"/> Keyboard (\$20)	<input type="checkbox"/> USB Port	<input type="checkbox"/> Other _____

INVOICE		
SKU	Description	Price
		\$
		\$
		\$
<i>Subtotal (without taxes)</i>		\$
Grand Total		\$

TECHNICIAN NOTES:

Charges will be applied under FINES/FEES in SIS-K12 and will be accessible through the Parent Portal. Once invoice payment has been received the device will be returned to the student. Multiple incidents could result in the student no longer being provided access to a school device. Please refer to the HHS 1-1 Technology Handbook located on the high school website at <http://hs.hollister.k12.mo.us/pages>.

OFFICE COPY = WHITE TECH COPY = YELLOW CUSTOMER COPY = PINK