

# Van Meter Community Schools

## VMCSD LAPTOP COMPUTER/TECHNOLOGY USER POLICY

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Van Meter Community School District (VMCSD), the student receiving a laptop (“student”), and his/her parent(s) or legal guardian (“parent”). The student and parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “computer”) for use while a student is at Van Meter Community School District, hereby agree as follows:

### **1 Equipment**

**1.1 Ownership:** VMCSD retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Moreover, Van Meter administrative staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptops configurations the same. All computers include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. VMCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the computer is inoperable, VMCSD has a limited number of spare laptops for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The student is solely responsible for any non-VMCSD installed software and for any data stored on the computer. It is the sole responsibility of the student to backup such data as necessary. VMCSD provides a means for backup along with directions but VMCSD does not accept responsibility for any such software.

### **2 Damage or Loss of Equipment**

**2.1 Insurance and deductible:** VMCSD has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$250 deductible per loss.

**2.2 Responsibility for Damage:** The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Refer to the *Standards for Proper Computer Care* section for a description of expected care. In the event of damage not covered by the warranty, the student and parent will be billed a fee according to the following schedule:

- First incident– up to \$100
- Second incident– up to \$200
- Third incident – up to full cost of repair or replacement

VMCSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Computer Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Computer Care* section for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the computer is lost or stolen, the student and parent may be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Director of Technology. If the computer is stolen or vandalized while not at Van Meter or at a Van Meter sponsored event, the parent shall file a police report.

**2.5 Technical Support and Repair:** VMCS D does not guarantee that the computer will be operable, but will make technical support, maintenance and repair available.

### **3 Legal and Ethical Use Policies**

**3.1 Monitoring:** VMCS D will monitor computer use using a variety of methods– including electronic remote access– to assure compliance with VMCS D’s Legal and Ethical Use Policies.

**3.2 Legal and Ethical Use:** All aspects of VMCS D Laptop Computer/Technology User Policy remain in effect, except as mentioned in this section.

**3.3 File sharing and File sharing Programs:** File sharing and File sharing Programs: The installation and/or use of any Internet based file sharing tools is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

#### **3.4 Allowable Customizations**

- The student *is permitted* to alter or add files to customize the assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The student *is permitted* to download music to iTunes, but cannot download or install any other software without permission from the Director of Technology.

## **STANDARDS FOR PROPER COMPUTER CARE**

This document is an important addendum to the Van Meter Community Schools Computer Loan Agreement. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned computer.

**Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple's advice and the standards below will lead to a computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

### **Your Responsibilities**

- Treat this equipment with as much care as if it were your own property.
- Bring the computer and power adapter to VMCS D during every school day. (If you forget them, substitutes will may be provided.) Power adapters will not be loaned out.
- Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer Stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk. ***Avoid leaving the computer in environments with excessively hot or cold temperatures.***
- Do not let anyone use the computer. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to VMCS D Laptop Computer/Technology User Policy at all times and in all locations. When in doubt about acceptable use, ask Director of Technology or Van Meter Building Principals.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts/emails from school personnel.

### **How to Handle Problems**

- Promptly report any problems to the Director of Technology.
- Don't force anything (e.g., connections, popped-off keys, flash drives, external drives). Seek help instead.
- When in doubt, ask for help. Attempting to fix or repair the computer without first contacting the Director of Technology may damage and/or void any warranty on the computer.

## **General Care**

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families may be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in any way. Stickers and other items may not be placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.

## **Carrying The Computer**

- Always completely close the lid and wait for the computer to enter Sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient– there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not over stuff your pack– extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the computer, as this can damage the screen and other components

## **Screen Care**

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$700 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens, pencils, earbuds, flash drives or any other items left on the keyboard are guaranteed to crack/damage the screen when the lid is closed, potentially resulting in a charge of over \$700 to the family.

## **Battery Life And Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your computer charging overnight. Do not leave computer charging once battery level reaches 100%. To save battery life, let the battery run down under 5% and then full charge.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

## **Personal Health and Safety**

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop could generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this could significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.
- Read the safety warnings included in the Apple user guide.

## **EQUIPMENT LENDING INFORMATION**

This **additional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the *Van Meter Schools Laptop Computer Agreement*.

The VMCS D grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### **Agreements**

- 1 I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptops \$900, digital cameras \$300, video cameras \$400, and assorted peripheral items \$25-\$500.
- 2 I will treat this equipment with the same care as if it were my own property.
- 3 I will maintain the equipment in clean condition.
- 4 I will avoid use in situations that are conducive to loss or damage.
- 5 I will heed general maintenance alerts and advice from school technology personnel.
- 6 I will promptly report any malfunction, loss, damage or theft to the Director of Technology.
- 7 I will always transport the equipment within the case provided whenever leaving the school building.
- 8 I will adhere to VMCS D Laptop Computer/Technology User Policy when using this equipment at all times and locations.

### **Damage or Loss**

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

## **COMPUTER USE AND CONDUCT POLICY**

The primary goal of VMCS D's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines which govern the use of VMCS D computers and network resources.

*Network Resources* refers to all aspects of VMCS D's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of VMCS D's network resources whether this access occurs while on or off campus.

### **Students May Not Use Network Resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations;
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others- if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto VMCS D computers; to copy VMCS D school software

### **In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

## **Responsibility for Property**

Students are responsible for maintaining a 100% working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer secured (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen– even at school – will be the student's responsibility.

## **File Sharing and File Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). This also includes the downloading and viewing of movies from illegal sites. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

## **Discipline**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restricted and or revoked.

## **Legal Issues and Jurisdiction**

Because the VMCS D owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of VMCS D's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate the VMCS D Laptop Computer/Technology User Policy.

## **Disclaimer**

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. The district maintains and monitors the use of filters for Internet content. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school/district. The district monitors all Internet and local network activity.

# 2019-20 Van Meter Community Schools Laptop Computer Agreement

One Apple MacBook Air, power adapter/extension and bag are being lent to the student/Borrower and are in good working order. It is the student/ Borrower's responsibility to care for the equipment and insure that it is retained in a safe environment.

This equipment is, and at all times remains the property of Van Meter Community Schools, and is herewith lent to the student/ Borrower for educational purposes only for the academic school year. student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school when requested by Van Meter Community Schools, or sooner, if the student/Borrower withdraws from Van Meter Community Schools prior to the end of the school year.

The student/Borrower may use the District Property only for non-commercial purposes, in accordance with the District's policies and rules, the Van Meter Community School's parent-student Handbook, Laptop computer Use Agreement as well as, local, state, and federal statutes.

The student/Borrower may not install or use any software other than software owned or approved by the District and made available to student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student/ Borrower to which it has been assigned. The student/Borrower agrees to make no attempt to change or allow others to change the privileges and capabilities of this user account.

The student/Borrower agrees to make no attempt to add, delete, access, or modify other user/system accounts/settings on the laptop and on any school-owned computer.

The Van Meter Community Schools network is provided for the academic use of all students and staff. The student/Borrower agrees to take no action that would interfere with the efficient and academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are Mike Linde not to be removed or modified. If they become damaged or missing, contact the Director of Technology for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop unless approved by the Director of Technology.

An email account may be available for each student/Borrower to use for appropriate communication. These email accounts are the property of Van Meter Schools and may be monitored at any time.

It is the student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives, the cloud, drop box or external hard drives.

The District is not responsible for any computer or electronic viruses that may be transferred to or from student/Borrower's flash drives or other data storage medium and student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in student/Borrower's possession.

The undersigned acknowledge the failure to timely return the MacBook Air/Power Adapter/Extension and bag when scheduled or when requested shall result in liability by both parent and child for the value of the MacBook Air. The parties acknowledge the value of the MacBook Air shall be approximately \$900.00. parents are signing this agreement as guarantors for their child/children.