

St. John the Baptist School Laptop Computer Policy

Introduction:

St. John the Baptist School has actively pursued making advanced technology and increased access to learning opportunities available to our students. Each student in grades 3rd-8th will be assigned a laptop computer. Our goal in providing each student with a laptop computer is to promote a quality educational experience, student collaboration and communication. This document contains the rules and procedures for the student's acceptable use of technology.

Ownership:

Each laptop computer distributed to the students is property of St. John the Baptist School. The assigned computer is to be used only by the assigned St. John the Baptist School student; no other users shall be permitted to use the laptop computer.

Daily Use of the Laptop Computer:

The following guidelines should be adhered to on a daily basis when using the laptop computer:

- Students are required to bring their assigned laptop computer to school each day **fully charged**. Inability to participate in classroom instruction due to uncharged batteries will be treated as specified by individual teacher guidelines.
- AC power adapters are to be with laptop computers at all times for recharging.
- Students are responsible for appropriate care and use of the laptop computer at all times. **A carrying case must be purchased to ensure proper storage. This is NOT an option.**
- Laptop computer's interior/exterior should remain free of stickers, etching and writing.
- Cleaning of the laptop computer screen should be maintained with a micro fiber cloth and LCD screen approved cleaner.

Privacy and Security:

Students will be provided with a username and a password that will allow them access to the laptop computer and Google Classroom. The following guidelines should be followed:

- Usernames and passwords should not be shared with anyone.
- Students should follow all technology safety guidelines as noted in the Responsible Use of Technology Policy form.
- No personal information should be given out via Internet.
- Hardware and software of the computer may not be duplicated, altered or removed.
- St. John the Baptist School reserves the right to reimage the laptop computer back to its original state whenever it is deemed appropriate.
- Use of social media/messaging platforms is prohibited.**
- Students may not access inappropriate websites and/or content through the Internet at school or at home. It is noted that the student's parents/guardians take full responsibility for monitoring laptop computer after school hours.

Damages:

While every effort should be taken to avoid accidents with the laptop computers, we recognize it may occur. As a result, there will be damage fees that may accrue if such accidents happen.

- AC power adapter: \$50.00
- Laptop computer replacement cost (lost, stolen, broken): \$550.00

Computer Service/Help Desk:

All issued laptop computers must be serviced on site of St. John the Baptist School. The IT coordinator will perform all repairs required as hardware or software related issues occur. The following guidelines should be followed:

- St. John the Baptist School is not responsible for technical assistance for home network.
- Students, parents, other family members or outside sources are not permitted to repair or attempt to fix the laptop computer.
- Any issue of performance of the laptop computer must be reported to the school immediately.

End of the Year Turn In:

At the end of each school year, students are required to turn in their student issued laptop computers. This will allow for software updates to be installed for the following year. Students will be held responsible for laptop computers being returned in good condition and working order. At end of the year turn in, a physical inspection will be conducted. Once inspected and should repairs be needed see the following guidelines:

- Parts will be ordered and repairs completed.
- Costs of repairs will be subject to the damage fees.
- All damages and fees will be communicated post inspection.

Acknowledge/Agreement:

The signatures below indicate that the parents/guardians and the student have read and fully understand the laptop computer policy as set forth by St. John the Baptist School. By signing below parents/guardians and the student acknowledge and accept full responsibility for the laptop computer from this date forward.

Student Name Print

Student Signature

Date

Parent/Guardian Name Print

Parent/Guardian Signature

Date