

The Student Laptop Program at Great Oaks is designed to help students succeed academically as well as help prepare them for their future. During the school year, students will have full use of district-owned laptops assigned to them for use in their Great Oaks programs and academic classes.



### **Laptop Distribution & Collection**

- Laptops will be distributed during the first week of school.
- The laptops issued to the students are district property. As with all materials issued to the students by the district, the student is responsible for the care of the laptop.
- In the event a student no longer attends Great Oaks, he/she shall return the laptop and all peripherals to the Student Helpdesk prior to or when withdrawing from the campus.
- Laptops will be collected from all students at the end of each school year.

### **Laptop Insurance**

- Laptop insurance will be provided. However, students are responsible for damages caused by abuse or negligence.
- The comprehensive coverage includes replacement or repair coverage based on the terms and conditions of the district-owned laptop insurance policy.
- Claims are submitted to the campus administration for review.
- Great Oaks reserves the right to deny any claim. Students are accountable for denied claims.

### **Software**

The following district-owned software will be installed on the computer:

Virus Protection	Adobe Reader	Windows 10
Academic Applications	Microsoft Office 365	Internet browsers
Career Program Applications		

The software installed by the district must remain on the laptop. Students are prohibited from tampering with district-installed software or installing/downloading other software on the laptop.

### **Incidental Use Compliance**

The laptop provided by Great Oaks should only be used for school work. Trying to load personal software or materials (such as music files, etc.) is not approved and could result in additional cost to the district or students. Any cost to the district that is incurred for personal, non-approved use must be reimbursed to the district. Failure to provide such reimbursement or the repeated incurring of unauthorized use may result in forfeiture of the laptop computer and/or other disciplinary actions as deemed necessary by the campus and/or district administration.

### **Laptop Computer Safety Agreement**

**HANDLE WITH CARE!** It is crucial that students use their laptops in accordance with these guidelines.

- No software or download programs or files (music, etc.) should be installed by the students.
- Do not leave the laptop unattended.
- Contact the Student Helpdesk (located in the Cybrary) for technical support. Do not attempt to troubleshoot or repair any component or program on the laptop.
- Do not write on the laptop or case. Do not put stickers or tape on the laptop or case.
- Always store the laptop in the carrying sleeve that is issued with your computer.
- Use a soft cloth moistened with non-alkaline detergent to wipe the exterior of the computer.
- Spray cleaner should be applied to a soft cloth and not sprayed directly on the laptop.
- Avoid dropping or bumping the laptop.
- Keep liquids away from the laptop.
- Do not place books or other items in the laptop sleeve as this can cause screen damage.
- Avoid writing on, scratching, twisting, or pushing the laptop screen or placing any items on the keyboard.
- When picking up an open laptop, hold it by the bottom (keyboard) half. Don't carry it by the screen.
- The laptop should not be stored in extreme cold or hot temperatures.
- Do not leave the laptop in your car for long periods of time (overnight). Make sure the laptop is not visible from the outside of the car.
- Keep the laptop away from electrical appliances that generate strong magnetic fields (motor, magnet, television, refrigerator or large audio speakers).
- Students may not access or connect to any VPN or proxy. Any attempt to bypass the school network may result in disciplinary action.



## GREAT OAKS CAREER CAMPUSES

### Computer Network Information, User Agreement

We are pleased to offer students of Great Oaks Career Campuses access to the **district computer network and the Internet**. To gain access to the Internet, all students must obtain parental/guardian permission and must sign and return the agreement to the Office.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. **Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.** While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents/guardians of minors are responsible for setting and conveying the standards, which their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. All school rules for behavior and communications apply.

Network storage areas may be treated like school paper files. Network administrators and instructors may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

The following are unacceptable activities at Great Oaks:

- Sending or displaying offensive messages or pictures
- Using obscene or suggestive language
- Harassing, insulting or attacking others, degrading individuals or groups
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**Violations will result in a loss of access as well as other disciplinary or legal action.**

All students' files will be erased when the student graduates or withdraws from Great Oaks.