VISTA SCHOOL
ACADEMICS · ARTS · TECHNOLOGY

Student Laptop Policy

TABLE OF CONTENTS

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 6th-8th grader at Vista School access to a computer daily and more technology opportunities to all students.

Vista School is taking an aggressive initiative to transform teaching and learning. The 1:1 laptop initiative allows several things to occur for the benefit of student learning, and some of these include the following:
• Promoting student engagement and enthusiasm for learning.
• Encouraging collaboration among students, teachers, parents, community members.
• Reducing the use of worksheets and workbooks.
• Guiding students in their learning and production of knowledge.

Equipment

Ownership
• Vista School 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, Vista School administrative staff retains the right to collect and/or inspect the computer at any time, and to alter, add, or delete installed software or hardware.

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

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

PART ONE: COMPUTER USE AND CONDUCT POLICY

The primary goal of Vista School'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. Academic work for courses always takes priority over any other use of the computer and other media center equipment. The following is a list of rules and guidelines that govern the use of Vista School's computers and network resources. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:
• Must complete a NetSafe UT training before they will be issued a device.
https://www.netsafeutah.org/ - (Parents are also encouraged to complete the parental portion.) Access the system for educational purposes during school hours (this includes the use of networked printers in the building).
• Use appropriate language and be respectful of others. This includes no cyberbullying.
• Observe and respect license and copyright agreements.
• Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
• Return the laptops to Vista School at the end of the school year for system updates and re-imaging of the laptop.

Students may not use network resources:
• To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
• To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
• 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 that is not directly related to a class
• 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 not approved or not licensed by Vista School onto computers.

In addition, students may not:

• Bring in their own laptops from home to use at school.
• Attempt to change any Vista School network or server configuration or the configuration of the laptop.
• 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.
• Video tape staff or students without their consent or knowledge, this includes: webcams, laptops, cameras, cell phones, or any other digital devices.
• Post anonymous messages.
• Use school issued email accounts for personal use.
• I.M.(instant message) or chat during class.

Discipline
Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequence may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also have their devices reset to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

Specially, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.
- **Written warning documented in the student information system**
- **Suspension of network/Internet privileges**
- **Expulsion from school**
- **Involvement of local law enforcement**

PART TWO: LAPTOP USE AND POLICIES FOR STUDENTS

1. Computer Damages and Care

Computer Damages

• If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the "Cooperative Loss Program" scale below.

• Vista School 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 administration. Examples of gross negligence include, but are not limited to:

    1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.

    2. Lending equipment to others other than one's parents/guardians.

    3. Using equipment in an unsafe environment.

    4. Using the equipment in an unsafe manner.

• A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called "Hot Swaps" and will be available for students to use during the time of repair.

• A student who does not have a computer due to a computer being damaged intentionally may be allowed to use a "Hot Swap," only if there is one available and if the damage makes the machine unusable. The student will not be allowed to take the computer home. Other options for use in this situation would include access to a school machine during school hours.

• If the laptop charger is damaged or lost, the student is responsible for replacing it.

Cooperative Loss Program

• In the event of damage to the computer not covered by the warranty and within the student's control, the student and parent will be billed a fee.

• Vista will make every reasonable effort to repair the computer at the lowest cost possible. Depending on the damage, the student may be charged a fee of up to $200 for full replacement.

2. Student Access to Internet

• At school, students will have access to the internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations. The school's security system will also be in place when students

access the internet outside of the school. Vista School will make every reasonable effort to make sure that sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
• Students are allowed 24/7 computer access, and parents should monitor their student's time and activities on the computer.

3. Appropriate Use in Education

• Students will have ethical and appropriate use of technology lessons presented to them prior to issuance of a laptop. It is important that students are aware of appropriate use of technology for their own protection, security, and in order to effectively use technology in the 21st Century.
• Topics covered in these learning sessions will include information on cyber bullying, inappropriate websites, online safety, plagiarism, and misuse of the equipment.

4. Students Access & Monitoring

• Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate, and to search the computer if necessary at any time.
• The school's filter allows the school to block websites which are inappropriate for students whether they are accessing the web via the school wireless network or if they are connected to the Internet at other locations.
• Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration.
• If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site and report the incident to an adult immediately.

5. Bringing the Computer to School

• It is imperative that students bring their computers to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
• The computer must be kept in the carrying bag at all times when it is not being used.
• Students who accidentally leave their computers at home may have access to a limited amount of computers ("Hot Swaps"). Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them. Students will be allowed 1 time/semester to use a computer (if one is available) if they forget their computer at home.

6. Charging of Computers

• It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) with the improved battery that the computer has in it can be used the entire day for

classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.

• Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.

• It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord.

7. Loss or Theft of Computers

• Computers that are lost or stolen need to be reported to the school office immediately.

• If a computer is lost the student will be financially responsible for its replacement.

• If a computer is stolen or vandalized, the parent shall file a police report or work with the school to do so.

8. Computers from Home

• Students are not allowed to bring their own computers from home to use. Computers at Vista School are all formatted with the same basic programs and structures, and many of these are not possible on other computers.

9. Legal Issues and Jurisdiction

Because Vista School 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 Vista'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 this Computer Use Policy.

PART THREE: LAPTOP CARE REMINDERS

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 from failure to abide by the details below may result in full-financial responsibility.

General Care
• Treat this equipment with as much care as if it were your own property.
• Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken and damage occurs, student/parent will be responsible for 100 percent of the repair or replacement cost.
• Do not remove or interfere with the serial number or any identification placed on the computer.
• Keep the equipment clean. For example, don't eat or drink while using the computer.
• Do not do anything to the computer that will permanently alter it in any way.
• Do not put stickers or use any type of markers on the computer.
• DO NOT charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
• Close the lid of the computer when it is not in use.
• Do not walk from one location to another with an open computer. This is applicable at school and at home.

1. Keep Your Computer in a Safe Place
• The computer bag, with the computer and other equipment, must be stored in a safe place. Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets.
• Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will 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, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
• Avoid storing the computer in a car or other vehicle.

2. Computer Case
• Each student will be issued a computer protective case that they are required to use to carry their computer in during the school day and outside of school. Students may opt to use their own case of equal or greater quality, however, they will still be issued a case by Vista School

that must be turned in at the end of the school year. It is specially designed for the computer that students are using. It is important to keep the case clean, and take time to remove any items like paper clips that can scratch the exterior of your computer.

• Student will be responsible for replacing the case by paying a $10 fee if lost or not turned in at the end of the year.

• Computers must always have a case. If student loses their case, it must be replaced immediately.

3. Keep Your Laptop Away from All Liquids.

• Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, sodas, juice, energy drinks, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop.

4. Computer Problems

• It is a student's responsibility to maintain a 100% working computer at all times.

• If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, take the computer to the Technology Office where it can be examined. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.

• If you are away from the school and need assistance, submit a quick ticket either from home or at school the next day by visiting Vista School's website. Response time will not be immediate, but school personnel capable of finding a solution will be notified and the problem will be taken care of in as timely a manner as possible.

• Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

• When in doubt, ask for help.

5. Only One User

• Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the computer

• Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. It is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology office or administration office.

• Be conscious when wiping down keys as not to break the keys or damage the computer.

• Read and follow any maintenance alerts from the school technology personnel or the administration office.

PART FOUR: TECHNOLOGY ACCEPTABLE USE POLICY

This document can also be found on Vista School's website under *Policies*.

Vista School recognizes that communications and other new technologies are shifting the ways that information is accessed, communicated, and transferred by members of our society. These changes also alter instruction and student learning. The school supports access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the school, staff members and students are provided access to electronic information resources over a computer network, which is a part of Vista School. This computer network is supported by the Department of Education, and includes filtered access to the Internet.

Vista School currently provides access to a variety of information resources, including web based curriculum resources via the Internet. Vista School uses Internet filtering processes that are compliant with federal standards including the "Child and Internet Protection Act" (CIPA), and does everything possible to protect your children. These filters are designed and used to protect students (minors), teachers, and administrative staff from harmful material, abuse, and cyber-bullying websites, email, and viruses. Internet access (although filtered) may still lead to resources that may not have been properly screened by educators for use by students of various ages. Vista School cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the school or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Vista School supports and respects each family's right to decide whether or not their child will have access to resources via the Internet. If a student mistakenly accesses "inappropriate material", he/she should immediately notify a school staff member.

Students must complete a safety-training course provided by Vista School before they can use the Internet each year. This course will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Use of school systems, including Internet use, email messages, and conferences are not considered private and may be monitored by school staff and subject to open records requests.

Computer Network / Internet Rules
The purpose of the computer network is to further the learning of students in the school. Access to the computer network, and through its Internet resources, is given to students who agree to

act in a considerate and responsible manner. Use of the computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Responsible use means that everyone has a part:

      1. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computer may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.

      2. Parents and guardians are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.

      3. It is the responsibility of each user to employ the computer network in support of education and research consistent with the goals and objectives of Vista School.

Acceptable uses of Computer Networks

Students will use electronic information resources to:
• Access global educational resources
• Broaden their research capabilities by using primary sources
• Develop higher level thinking skills
• Differentiate and evaluate available sources of information
• Gain essential skills needed for the 21st century
• Turn in assignments, collaboration on assignments, and communication of assignments
• Accessing assignments that are online

Unacceptable uses of Computer Networks

The following behaviors are examples of unacceptable uses of computer equipment and are not permitted. This list is not intended to include every prohibited behavior.
• Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
• Using obscene language or gestures
• Using computer resources for purposes without clear educational value
• Threatening, harassing, insulting, or attacking others
• Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, "worms," or similar methods
• Violating copyright laws or revealing trade secrets
• Using another person's password, disclosing one's own password to others, or impersonating someone else
• Trespassing in another person's folders, work, or files
• Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
• Using computing resources for non school-related commercial purposes and/or transactions

• Using computing resources for illegal purposes
• Users shall not attempt to bypass or disable Vista School content filters

Consequences

a) Violations may result in loss of access.

b) Additional disciplinary action may be determined with existing practice regarding inappropriate language or behavior.

c) When applicable, law enforcement agencies may be involve

PART FIVE: STUDENT LAPTOP POLICY - CONTRACT

By signing below, you acknowledge that you have read pages 1-12 of the "Student Laptop Policy" and will abide by the policy.

 A copy of the policy may also be found and printed at:
https://www.vistautah.com/wp-content/uploads/2019/01/Student-Laptop-Policy.pdf).

After signing this contract, your student will be assigned a Vista School computer (per school requirement for 6-8th grade) to use for the school year. This signature page must be returned to the IT Department in order for your student to check out a laptop.

STUDENT NAME_____DATE_____

STUDENT SIGNATURE_____DATE_____

PARENT NAME_____DATE_____

PARENT SIGNATURE_____DATE_____