

LEE COUNTY SCHOOLS

INSPIRED.

*Lee County Schools will teach
each student the social and academic skills needed
to become a responsible and productive citizen.*

Dear Parents,

We are excited about the many new opportunities that laptops will bring to your child and to the classroom. Internet access is filtered while students are in school. This filtering does not extend to Internet use beyond the school. We encourage you to monitor your child's computer activities.

We have been trying to identify locations that provide free wireless Internet access in Lee County. Here is a list of places that have been reported to have access. As you become aware of changes that should be made to this list, please pass that information on to your teacher so we can make updates.

- Depot Park – Downtown Sanford- 226 Carthage St.
- Lee County Public Library 107 Hawkins Ave. (ask the desk attendant for a passcode)
- McDonalds – 1001 Spring Lane and 2502 S. Horner Blvd.
- Kerr Drug on Horner – 1050 S. Horner Blvd.
- Smithfield Chicken & Bar-B-Q – 2640 S. Horner Blvd.
- Café 121- 121 Chatham St.
- Java Express – 120 S. Moore St.

Thank you for your support of the 1:1 initiative.

Cindy Johnson

Chief Technology Officer

The focus of learning with laptops at Lee County Schools (LCS) is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these students is the laptop computer. The individual use of a laptop is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking.

REGULATIONS:

This form and all 1:1 Laptop participation forms must be signed and returned by a parent/guardian in order for the student to be able to take a laptop home. Refusal by a parent/guardian to execute all required forms will result in the student having privileges for computer use only during the school day ("Day User"). The use of LCS's technology resources is a privilege, not a right.

The privilege of using the technology resources provided by LCS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in LCS. This guideline is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this guideline, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

USER TERMS AND CONDITIONS

1. Educational Purpose

The use of LCS's technology resources is subject to the following terms and conditions:

1.1 The district Internet system has been established solely for "educational purpose". The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor online activities of the end users in the school environment.

1.2 The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. Students are also expected to follow the rules set forth in this guideline, in the student disciplinary code, and in the law, when utilizing the district Internet system.

1.3 Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

2. User Accounts

2.1 All students will have a username and password. DO NOT share passwords. Students are responsible for anything done using their laptop or their login.

2.2 User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

3. Laptop and Network Violations

Prohibited technology activities include, but are not limited, to the following:

Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, or sexually explicit materials
- Threats and/or cyber bullying of any kind
- Using a computer to plan a fight, cause harm or commit a crime
- Loading, creating, or sharing gang related content
- Loading, creating, or sharing images of weapons
- Videoing or taping on school property when not requested as part of a school assignment
- Gaming
- Cheating
- Logging into a computer/application using a stolen login
- Downloading or transmitting multi-player game, music, or video files using the school network
- Vandalizing, damaging, or disabling property of the school or another individual or organization
- Accessing another individual's materials, information, or files without permission
- Using the network or Internet for commercial, political campaign, or financial gain purposes
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others
- Promoting or soliciting for illegal activities
- Attempting to repair, remove or install hardware components reserved for an authorized service technician
- Violating copyright or other protected material laws
- Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and waste other users' time and access
- Intentionally wasting school resources

Consequences:

The consequences of violating this guideline may include but are not limited to the following:

- In school suspension
- Out of school suspension
- Loss of laptop
- Referral to law enforcement
- Long term suspension or expulsion from school

The Network Administration reserves the right to submit an office referral for the student.

Parent Initials _____
Student Initials _____

Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to bypass computer or network security, including the use of proxy sites.
- Sending, accessing, uploading, downloading or distributing data considered harassing, obscene, or threatening.

Consequences:

The consequences of violating this guideline may include but are not limited to the following:

- In school suspension
- Out of school suspension
- Referral to law enforcement
- Long term suspension or expulsion from school

The Network Administration reserves the right to submit an office referral for the student.

Parent Initials _____

Student Initials _____

Laptop or Network Violations that will result in loss of laptop are:

- Disassembling any part of the laptop computer
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to bypass computer or network security, including the use of proxy sites.
- Sending, accessing, uploading, downloading or distributing data considered harassing, obscene, or threatening.

Consequences:

- Loss of laptop

Parent Initials _____

Student Initials _____

4. Network Information

LCS does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis, without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. User Costs

Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as LCS explicitly agrees to pay.

6. Problems

Any security or equipment problems arising from the use of technology resources must be reported to the teacher or to the principal's office. Technical support is available only during school hours.

7. Repossession

LCS reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of this agreement.

8. Modification to Program

LCS reserves the right to modify the project or its terms at any time.

9. Student* Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by LCS may be applied to the computer.
- Computer bags furnished by the school district, if applicable, must be returned with only normal wear and no alterations so that the user will avoid paying a bag replacement fee.
- Computers that malfunction or are damaged must first be reported to the teacher in the school.
- LCS will repair computers that malfunction.
- Computers that have been damaged from normal use or by accident will be repaired with no cost or minimal cost to the student. Students* will be entirely responsible for the cost of repairs to computers that are damaged intentionally or by neglect.
- Accidental laptop damage: Students who have recorded repeated instances of accidental laptop damage may be asked to check their laptop in with the teacher after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the principal or designee.
- Computers that are stolen must be reported immediately to the principal's office **and** the appropriate law enforcement agency by the student's parent. Without a police report or record of investigation, insurance will be denied.
- Individual school laptop computers and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LCS for any other reason must return their individual school laptop computer on the date of termination.

*If a student user is under the age of 18 or subject to legal guardianship, by signing this document the parent acknowledges and agrees that all references to responsibilities for the cost of repairs and/or replacement of the laptop or laptop accessories shall be the parent's responsibility.

Parent Initials _____

Student Initials _____

Laptop computers remain the property of LCS and must be returned upon a student's graduation, transfer or expulsion. If a student fails to return the computer at the end of the school year or upon termination of enrollment at any participating LCS school, that student and/or student's parent will be subject to criminal prosecution or civil liability. The student and/or student's parent will also pay the replacement cost of the computer. Failure to return the computer will result in a police report being filed with an appropriate law enforcement agency by the building principal or principal's designee.

Furthermore, the student and/or student's parent will be responsible for any damage to the computer, consistent with LCS's Computer Laptop Guidelines and must return the computer and accessories to the school in satisfactory condition. The student and/or student's parent may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Parent Initials _____

Student Initials _____

10. Parent Responsibilities

In order for students to experience all of the benefits from this program, the district encourages parents to:

- Share in their child's excitement about this great opportunity for learning.
- Learn along with their child as he/she uses this instructional tool to prepare for their future in the 21st century.

- Monitor their child's appropriate Internet use and adherence to the Internet guidelines when using his/her laptop. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student and family members will use this computer for school-related purposes.
- Return the equipment no later than the last student day of the school year as designated on the district school year calendar or upon leaving the district.

RULES

1. Receiving Your Laptop

Laptops will be distributed during Laptop Orientation. Parents and students must sign and return the **Lee County Schools 1:1 Laptop Program Guidelines** before the laptop can be issued to their child for out of school use. If a parent/guardian fails to sign and return the required forms, the student will have access to the laptop during the school day only ("Day User"). Laptops will be collected at the end of each school year for maintenance, cleaning, re-imaging and software installations.

2. Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the teacher.

2.1. General Precautions:

- No food or drink is allowed next to your laptop while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of LCS.
- Laptops must never be left in view in a car, bus or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

2.2. Screen Care:

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

3. Using Your Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1. Laptops Left at Home:

Laptops are in integral part of the instructional day. If students leave their laptop at home, students will not be issued a loaner computer. Repeated violations of this guideline will result in additional consequences.

3.2. Laptop Undergoing Repair:

If available, loaner laptops may be issued to students when they leave their laptops for repair. Loaner laptops are covered by all the rules and regulations in this document.

3.3. Charging Your Laptop's Battery:

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeated violations of this guideline will result in disciplinary action.

3.4. Screensavers:

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5. Sound:

Sound must be muted at all times during use at school unless permission is obtained from the teacher for instructional purposes.

3.6. Printing:

Printing may only be done on the school's network printers at the direction of a teacher. Personal printers at home will not be able to be added to the laptop configuration. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

4. Managing Your Files and Saving Your Work

4.1. Saving Appropriate Content:

The content saved in the school-designated folder shall be specific to education. The space provided by the LCS file server is limited and there will be a quota of appropriate space allowed for each user. Material deemed "unnecessary for education" that is saved to this location will deteriorate school resources, complicate backups, and could slow down the school's network performance. Files not saved in the school-designated folder on the laptops will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

4.2. Saving Other Content:

Content unnecessary for education includes, but is not limited to, media files not used for education such as .mp3, .wav, .wmf. Files saved to the school-designated folder which are deemed unnecessary for education by network administration will be deleted and could result in disciplinary action for the student. These files should be stored on removable media or on a location other than the school-designated folder. Those other folders will not be backed up by the file server. Students are responsible for backing up their own data of this type. In the event of the laptop being re-imaged, students are responsible for their own data. It is recommended that students save any "Other Content" or files that they will not save to the school-designated folder to removable media such as jump drives. This will prevent the loss of data in the event of their laptop being re-imaged.

4.3. Saving Inappropriate Content:

Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration. Inappropriate content includes, but is not limited to, pornography, offensive content, harassing or abusive language, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

5. Software on Laptops

5.1. Originally Installed Software:

The software originally installed on the laptops must remain on them in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Some licenses for this software require that the software be deleted from laptops at the completion of the course. If deletion is required, students will be informed and periodic checks of laptops will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.

5.2. Virus Protection:

The laptops will have Symantec Anti-Virus protection software installed on them. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. In addition to the anti-virus software, the laptops are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the laptop and infecting the network.

5.3. Additional Software:

Students are not allowed to install software on their laptops other than what is installed by LCS. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installations of a specific type of software that is productive for an educational environment to the teacher. All requests will be considered, but will only be rolled out to computers on a periodic basis when the laptops are re-imaged. Re-imaging will not be done on an individual basis, but as a scheduled event for a specific group of computers. Rollouts/re-imaging will usually take place during typical school downtime (i.e. Winter Break, Summer Break, etc.)

5.4. Inspection:

Students may be selected at random to provide their laptop for inspection. Students may also be selected for inspection of their laptop if a staff member suspects that inappropriate material resides on the device or the student has violated the LCS Acceptable Use Guidelines.

6. Acceptable Use Guidelines

6.1. General Guidelines:

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of LCS.
- Students are responsible for their ethical and educational use of the technology resources of LCS.
- Access to the LCS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

6.2. Privacy and Safety:

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the technology staff immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3. Plagiarism and Copyright Infringement:

- Students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- You will not plagiarize works that that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- Copyright law can be very confusing. If you have questions, ask a teacher.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by LCS.

6.4. Email (if allowed by LCS):

Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be monitored by school officials and is subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- LCS student email is subject to inspection by the school.

6.5. Consequences:

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the rules of the Laptop Guidelines will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated LCS staff to ensure appropriate use. LCS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Open Records Act; proper authorities will be given access to their content.

7. Protecting and Storing Your Laptop Computer

7.1 Laptop Information:

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Individual user account name and password

7.2. Storing Your Laptop:

When students are not using laptops, they should be stored in a safe place. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after

school, regardless of whether or not they are needed. To avoid safety and/or heat related issues, laptops should not be stored in a student's/parent's vehicle at school or at home.

7.3. Laptops Left in Unsupervised Areas:

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, gymnasiums, stage area, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

7.4. Extra-Curricular Events:

Students are permitted to bring their laptop computers along with them to extra-curricular events knowing that they are fully responsible for the machine and are not going to be able to leave them on the bus. Laptops left at the school must be stored in a safe place. Students will be given access into the school to retrieve their laptop computers after such events.

8. Repairing or Replacing Your Laptop Computer

Please report all laptop problems to the teacher.

8.1. Accidental Damage Protection:

Laptops used by LCS students/staff may have limited insurance coverage to protect against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Parents are responsible for these damages (damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage).

9. Laptop FAQ's

Q: What happens if the parent/guardian will not sign the LCS Guidelines for the 1:1 Computer Laptop Program at my school?

A: The student will be considered a "Day User" and only have access to the computer assigned to them during the school day.

Q: What if I already have another model or brand of laptop computer?

A: You will be required to use the LCS issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

Q: Can I keep my laptop computer this summer?

A: No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall. The orientation ensures that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and the Acceptable Use Policy regarding the ethical use of computer.

Q: What about insurance against theft or breakage through carelessness?

A: A computer is very portable and very valuable, making it an attractive target for thieves. Options are outlined at the end of this document. The best insurance is to take care of your laptop. Do not leave your laptop in the

building, classroom, hallway, or car unattended. Always know where your laptop is! Above all, take your laptop home each night.

Q: What will I do without a computer in my class if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

A: Your school may stock a limited number of computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit from the teacher. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

Q. Do I need a printer?

A. No, printers are located in the schools. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

Q: How do I connect to the Internet at home?

A. You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. Internet access or supplies for home use is not provided by the school system.

Q. Will I be given a new battery if mine goes bad?

A. The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery nightly and for proper battery maintenance.

Q. What has the school done to help prevent students from going to inappropriate sites?

A. We have a software product which is designed to help monitor all Internet sites that students attempt to access while on the school network. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

Q. If the laptop backpack is lost or stolen, how much will it cost to replace it?

A. In the event that the laptop backpack is stolen, you should report the lost item to the teacher or Principals' Office. Lost or stolen backpacks must be replaced by a backpack approved by the school system.

Lee County Schools 1:1 Laptop Program Guidelines

By signing below, I acknowledge that I have read and understand all the terms of the LCS 1:1 Laptop Program guidelines and I AGREE to participate in the LCS 1:1 Laptop Program.

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Parent/Guardian Signature

Date