

SPRINGFIELD-CLARK
CTC
CAREER TECHNOLOGY CENTER

Student/Parent
Laptop
Handbook
2008-2009

Terms of the Laptop Loan

Terms:

You will pay a nonrefundable annual use and maintenance fee of \$90 on or before taking possession of the property. You will comply at all time with Springfield-Clark Career Technology Center's Student/Parent Laptop Handbook and Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the Springfield-Clark County Joint Vocational School District ("District") may repossess the property.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student/Parent Laptop Handbook.

Loss or Damage:

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Student/Parent Laptop handbook. Seniors must clear all records and pay all fees before participating in convocation ceremonies.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Student/Parent Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation:

Your failure to timely return the property and the continued use of it for non- school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Maintenance Fee

Students will pay a non-refundable annual use & maintenance fee of \$90.

- Students will pay fee on or before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will be responsible for \$200 for replacement cost instead of the Fair Market Value.
- If laptop is lost, students/parents are responsible to pay for the fair market value to replace the laptop (see Fair Market Value chart).
- **Student will be charged the full price of the laptop if deliberately damaged or vandalized.**
- Seniors must clear all records and pay all fees before participating in convocation.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops that are not covered by manufacturer warranty. (see Figure 2).
- Refunds will not be given after the 4th week of school.
- Fees may be prorated for students who transfer to SCCTC once school has started.

Figure 1 - Table of Fair Market Value

1 year or less	\$750
2 years	\$450
3 years	\$200

Figure 2 - Table of Estimated Repair / Replacement Pricing*

Broken screen (LCD)	\$200
Keyboard	\$30
Power adapter + cord	\$50
Battery	\$75
Laptop case	\$50

*1. The cost of any parts needed for repairs will be based on manufacturer's current price list.

*2. Costs reflect non-warranty repairs

Financial Hardships

Based on Ohio Revised Code, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of the laptop computer owned or rented by the district.

If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the Treasurer's Office for Financial Aid information.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time
- Allow reduced payment of the fee
- Allow student to conduct community service equal in value to the fee

Use of Computers and Laptops on the Network

Springfield-Clark Career Technology Center is committed to the importance of a student being able to continue with his work when his/her laptop is experiencing problems. To assist with this problem the District is providing the following:

Network Student Drives

The students will have a network drive setup from their login. Students should save important items on this network drive, keeping a backup that they can access from anywhere on the network. Students who are located in a satellite program may not have a network drive in which to save their school files.

Classroom Computers

The District has a limited number of desktop computers in the classroom. Many academic classrooms have at least 1 loaner laptop that is to be used for students whose computers are being repaired. The Technology Department also maintains a limited loaner pool for students to borrow while their laptop is being repaired. They will be able to access their saved work on their network drive.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about online safety go to www.isafe.org.

General Laptop Rules

Student Responsibility

- Do not leave the laptop unattended
- Students are required to bring the laptop to school every day
- Students are required to charge the laptop at home before coming to school. Power outlets may not be available.

Inappropriate Content

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- In the event that inappropriate content is found on the laptop, the Technology Department will not attempt to backup the student's data. It is the student's responsibility to ensure the data is backed up to the P: drive.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, Videos, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.

No Loaning or Borrowing Laptops

- Do NOT loan laptops to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames.

Passwords on laptops

- Students are not to activate any passwords on the laptop such as BIOS or Hard Drive passwords without written permission from the Technology Coordinator.
- Students who have assigned a BIOS or Hard Drive password that cannot be recovered will be responsible for any charges related to removal of the password.

Laptop Warranty

- Warranty claims are at the discretion of the laptop manufacturer and not the District. Students are required to pay for all non-warranty damages.

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

Transporting Laptops

- Laptops must be transported in a District issued case.
- To prevent hard drive damage, laptops need to be put in Standby status between classes.

Laptop bags

- ID badge must remain visible and on the outside of the laptop bag.
- Do not overstuff the laptop bag. Any damage due to overstuffing of the laptop bag will be handled as abuse, and the student will be responsible for damages.

Appropriate Use Policy (AUP)

Like school lockers, network storage, e-mail, and/or any personal material stored on SCCTC computer/network equipment can be searched at will by CTC staff. There shall be no expectation of privacy. Unauthorized materials may be removed at the discretion of CTC staff at any time without warning.

Inappropriate use of computers and other technology may be considered a serious discipline infraction. **Access to electronic learning resources is a privilege, not a right.**

Unacceptable uses of the computer / network include but are not limited to:

- Gaming: No games of any kind shall be played on CTC computer/network equipment.
- Damage or destruction of property/vandalism. This includes uploading and/ or downloading any inappropriate material, creating or introducing computer viruses and/or any attempt to harm, destroy, move, assemble, or disassemble or modify equipment, materials, or data of any other user.
- Theft. Attempted theft. Filing a false Missing Laptop Report/failure to report Laptop found. Fraud, misrepresenting damage or theft.
- Unauthorized software use. No student shall copy, delete, transmit, or modify files in any way, or violate copyright laws or use any software outside the rights granted to the student. This is to include but not limited to: the Internet, software use for class, or software used in the media center, and the use of software, include discs not approved, owned by, or legally licensed to the Springfield-Clark CTC District.
- Violation of law or rights of others. No student shall use computer technology in ways which violate the law, violate school or classroom policies/rules, and/or violate the rights of others: e.g. viewing, hacking, copying files, transmitting, deleting, harassing, threatening, degrading, racism, and/or pornographic and sexually explicit use.
- Plagiarism. Academic misconduct including the transmission of unauthorized academic information. Students are not permitted to use technical equipment, use teachers or administrator's workstation, or login, or use any computer without the direct supervision of a member of the SCCTC faculty, or staff present.
- Unauthorized network access. No student shall attempt to access the SCCTC computer network outside the regular connection, e.g. via modem or by any other unauthorized means. No student shall attempt to make unauthorized access to another Organization's network (e.g. hacking, Telnet). Using other's login/password is considered unauthorized access. Sharing passwords, using another's password, is a disciplinary offense. Attempting to bypass any Internet filtering or proxy methods is considered unauthorized access. Only files, or stored data directly relating to the curriculum of the courses taken by the student are considered appropriate for storing or saving on the computer or network. Students are not allowed to deface, decorate, or change the production looks of the laptops or any other computer or technology equipment.
- No alterations may be applied to the laptop computers, peripheral technology, or other technology equipment including both hardware and software.
- Protective cases may not be altered to the point of hindering the protection to the computer. Laptop computers are to remain in their cases at all times. Removal is a disciplinary offense.

Consequences for violations of the Technology Acceptable Use Policy:

- May include loss of computer privileges, or appropriate in-school-suspension, out-of-school suspension or expulsion, and may require the investigation and/or filing of charges with local law enforcement agencies. Damage/destruction of computers/technology (including software) may result in recovery of costs incurred by the school.
- Zero Tolerance disciplinary processes starting at suspension and ranging to possible expulsion and possible criminal charges will be filed against persons in the possession of non-assigned laptop computers or non-assigned technical equipment.
- Felony theft charges will be filed on all non-purchased/non-returned laptops after reasonable attempts have been made by the school to recover the equipment.

The Springfield-Clark CTC District and MVECA (internet provider) cannot guarantee the accuracy, quality, or appropriateness of information received via the Internet.

Laptop Program Miscellaneous Information:

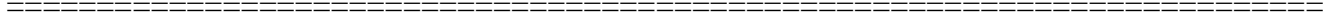
Loaner Laptops

- There are a limited number of loaner laptops available that can be borrowed while your laptop is being repaired or worked on. Loaners are issued on a first-come, first served basis.
- Loaner laptops are checked out PER DAY and must be returned before the student leaves at 2:17pm. If there is a need to borrow the loaner overnight for homework purposes, an AC adapter will be issued before the student leaves campus. The student must check back in with us first thing in the morning and return the AC Adapter.
- A loaner laptop or AC Adapter will NOT be issued if the student forgets to bring their issued unit to school.
- If your machine requires non-warranty repairs, a loaner laptop may be issued (if available) during the duration of the repair; however, once the machine has been repaired, the loaner laptop is required to be returned regardless if the repair fee(s) have been paid.

ID's

- Students are issued 2 IDs, one for the laptop and one for them to wear. The ID for the laptop MUST stay in the laptop bag facing forward at all times. Do not cover / deface / tamper with the ID or the laptop bag's windowed pocket. If the ID cannot be read and /or is not clearly visible, the student may be required to replace both the ID and / or the laptop bag
- IDs are required to be worn at all times while on campus, unless otherwise stated by SCCTC Administration
- ID replacement cost is \$5.00 each

Complete and return this page to Cashier's Office in Building A before assignment of Laptop Computer. Please retain the top section for your records.



We, the undersigned, have read and state that we understand and agree with the Springfield – Clark Career Technology Center Student / Parent Laptop Handbook and Acceptable Use Policy.

Parent / Guardian Signature

Student Signature

Parent / Guardian Printed Name

Student Printed Name

Date

Date

Career Tech Program: _____