

**Brownsburg Community School
Corporation
Senior Academy**

**1:1 Laptop Project Guidelines 2011-2012
For
Students and Parents**



**1000 S. Odell
Brownsburg, IN 46112**



"Higher Achievement Together"

Brownsburg Senior Academy 1:1 Laptop Project Guidelines 2011-2012

Brownsburg Community School Corporation

Jim Snapp
Superintendent

Kat Jessup
Associate Superintendent

John Voigt
Director of Operations

Brownsburg Community School Corp
444 E. Tilden
Brownsburg, IN 46112

<http://www.brownsburg.k12.in.us>

Brownsburg Senior Academy 317-852-2258

Bret Daghe,
Principal

Stephanie Bode,
Assistant Principal
sbode@brownsburg.k12.in.us

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Section 1: Technology and the Senior Academy Vision

Senior Academy Vision: Brownsburg Senior Academy graduates are skilled, self-directed, and analytical thinkers who are prepared to compete and collaborate in a technical, global society. BHS Senior Academy graduates are leaders in personal, community, and workplace environments.

Learning in today's world is not limited to textbooks. Students in Brownsburg's Senior Academy will be using dynamic, current content from the web. Students will be using their laptops in focused, productive ways that include

- Taking notes in One Note, a Microsoft business application, learning how to structure information, file, and share information on-line
- Collaborating on-line with teachers, other students, other schools, and professionals in vital occupations across the country and around the world
- Researching, studying, and evaluating information for daily classroom topics
- Uncovering and applying relevant information as a part of an informed decision-making process
- Producing multimedia presentations
- Communicating through school-issued e-mail accounts for increased collaboration among teachers, peers, and others
- Creating web pages
- Blogging
- Submitting materials for assessment

This kind of engaged, active learning requires freedom. With freedom comes responsibility. Students must have high character and exercise good judgment more than ever in the Senior Academy's high tech learning environment. The Brownsburg High School Student Handbook states:

The Senior Academy is a unique learning environment based on student accountability. Students in the Senior Academy have privileges based on trust. Discipline issues which indicate that a student cannot follow Senior Academy guidelines or the Brownsburg High School Code of Conduct may result in loss of privileges. A loss of Senior Academy privileges could include a reassignment of the student to a different educational program at the discretion of the administration.

Section 2: 1-1 Computing

What is 1-1 Computing?

1:1 computing is a concept where every student has 24/7 access to the same laptop computer for use in every class and at home. The student and his/her parent/guardian are totally responsible for that computer. As this program develops, Senior Academy teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real world assignments and seek out legitimate digital information to solve real world problems.

Section 3: Laptop Specifications

School Rental – HP Elitebook 2540p Notebook PC

- Processor: Intel Core i7-640LM Processor (2.13 GHz, 4MB L3 cache), Up-to 2.93 GHZ with Intel Turbo Boost Technology
- Memory: 2048 MB, Hard Drive: 160GB, Display 12.1 WXGA anti-glare, Integrated camera 2 MP Webcam
- DVD+/-RW SuperMulti with Double Layer Drive, Full sized keyboard
- 65 W Smart AC Adapter, Battery – 9-cell (93 WHr) Lithium-Ion battery
- OS – Windows 7 Professional – 32 bit
- Application Software - Microsoft Office 2010
- AVG AntiVirus
- Some additional software will be provided at a later date.

Student-Owned Computers

There are several criteria to consider when buying a laptop for your student entering the Senior Academy. If you prefer not to buy, the school will again be offering a lease program for last year's laptops. If you already own a laptop, and it meets the following criteria, then you are all set and ready to go.

1. Does the laptop meet the criteria set by Brownsburg High School?
 - a. Laptops must be a supported operating system.
 - i. Windows XP Professional (Windows XP **Home** is NOT supported).
 - ii. Windows Vista Premium or Home Premium (Vista Home **Basic** is NOT supported).
 - iii. Windows 7 Professional or Home (Windows 7 **Starter** is NOT supported).
 - iv. Apple computers may be used if they have one of the above operating systems as a bootable partition.
 - b. The laptop must support 802.11g wireless technology.
 - c. Laptop should have a battery life sufficient for the school day (6-7 hours). An extended battery.
 - d. Wireless G (minimum) or N (preferred)
2. Screen size and weight
 - a. Screen size does add weight; however the screen should provide viewing comfort for your student.
 - b. Review the computer size and weight so that your student is comfortable carrying the computer throughout the school day.
3. Memory and Hard disk size
 - a. Most laptops marketed during the last 3 years will have ample memory and disk storage. If it has Windows 7 or Vista operating systems, it will be fine. Windows XP Professional should have a minimum of 512mB memory and 30GB disk capacity.
 - b. 1 GB memory minimum (2 to 4 GB preferred)
4. Personal features
 - a. Is Microsoft Office productivity software bundled?
 - b. Select a computer that has features meeting your students personal needs; e.g., built-in video camera, off-line DVD player.
5. Future use
 - a. Select a computer that will be useable for years down the road.
6. Warranty
 - a. Review the standard warranty inclusions and exclusions.
 - b. Review your home owner's insurance policy. Can you get a rider to cover your laptop?
 - c. Review and consider an extended warranty
 - i. Remember your student will be transporting daily to/from school, throughout the school day, and perhaps after school activities.
7. Price
 - a. We do not recommend brands of laptops or stores. We do recommend staying with a major brand and purchasing from a store or on-line company that can address questions and facilitate repairs. Present laptop prices at a local electronics retailer that meet the schools criteria range from \$370 to over \$1000. The battery life of the lower end models was about 3 hours. Some mid-range price (\$700) laptops offered battery life from 6-9 hours. The number of battery cells is a good indicator of battery life.

8. Netbooks
 - a. Netbooks, while small, very compact and the least expensive are acceptable if they meet the criteria set by Brownsburg High School. (for example, the netbook must have an approved operating system)

Section 4: Receiving Your Rented Laptop/ Enabling a Home Laptop For School Use

Laptops will be distributed during student registration if parents have previously attended the Laptop Parent/Student Information Meeting on July 31st or August 1st. Personally owned laptops will be loaded with the necessary printers and programs if parents have attended the Laptop Parent/Student Information Meeting.

Before receiving the laptop or getting a network logon for personally owned laptops, students and parents read and agree to these forms/agreements:

1. the BCSC *Technology Acceptable Use Agreement* (pages 13-15 in this document)
2. the *Laptop Use Agreement* (p. 16 for rental or 17 for student-owned in this document)

For rental laptops, the \$225 rental fee is a part of textbook rental. Any student on free or reduced lunch may request help with laptop rental. If a student does not have a laptop for school on a given day, a student can check-out a laptop (\$5/day) on a first-come, first-serve basis for use during the normal school day. Loaner laptop use will be limited **and the computer must be checked in with the SA office at the end of the school day.**

Rented student computers will be given to students loaded with software. They will need either a laptop case or a protective sleeve in the student's backpack.

Students who own computers need to bring them in at registration and give the tech team will direct the student in loading applications for use at the Senior Academy along with the wireless access code. Once this is done, it will be considered as "certified" for use on the school's network.

Section 5: Taking Care of Your Laptop

Insurance

Insuring your child's laptop is strongly recommended. Check into your homeowner's or renter's policy. Student Insurance Partners has offered laptop insurance; forms will be available on the Laptop Information meeting and posted on the Senior Academy webpage.

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.
- 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 Brownsburg Schools. Spot checks will be done by administration or BCSC Technicians at any time.
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.

- Students are responsible for keeping their laptop's battery charged for school each day. Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying Laptops

Students need to provide protective cases or protective backpacks for laptops with sufficient padding to protect the laptop. Laptops and power supplies should always be within the protective case when carried.

- The laptop must be turned off before placing it in the carrying case.
- Be sure to include a carrying case that adequately protects the computer with separate compartments for the laptop and books.
- A good idea would be to purchase one of the small neoprene form-fitting zipper bags (about \$10) to put the laptop in before putting it in the book bag. It will help protect from scratches, dents and damage to the faceplate of the CD/DVD drive.
- Other items should not be stored in the carrying case to avoid placing too much pressure and weight on the laptop screen.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the laptop nor place objects on top of it 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 headphones).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid or water on the laptop.**

Section 6: Using Your Laptop at School

- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes within the Senior Academy.
- If students leave their laptop at home, they may pick up a daily rental from the SA office for \$5 charge per day. There are a limited number of daily rental computers available on a first come basis. Daily rentals are issued for a single day and must be returned the same day. Students not returning daily rentals will receive a disciplinary referral. **The school will not be responsible for class time or materials missed because a student does not have a computer at school.**

School Owned Laptops Undergoing Repair

- There will be a collection point at the Senior Academy if a school computer needs to be serviced.
- Repaired computer hard drives may end up with their original image as received in August. **It is important students keep their school data on network drives so documents and class projects will not be lost.** Personal information that cannot be replaced should be kept at home on an external drive.
- Loaner laptops may be issued to students while their school owned laptops are being serviced by the Technology department. There is no loaner fee. If repair is needed due to malicious damage, the school may refuse to provide a loaner.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology staff office.
- Students and parents will be charged for laptop repairs that are not considered normal wear and tear. Parents will be billed for Hewlett Packard parts and labor.

Cost estimates for some possible repairs (board approved June 2011, check website for current pricing)

	Part	Description	Part Fee 1	Labor Hours 2	Hourly Labor Rate¹	Total Cost
1	Normal Wear & Tear	Minor worn paint, (3 or less) minor dents	\$0.00	1	\$00.00	\$ 00.00
2	Missing labels	ID labels appear to have been peeled off	\$0.00	1	\$20.00	\$ 20.00
3	Decal Residue	Sticky residue needs removing	\$0.00	1	\$20.00	\$ 20.00
4	Dented Top - not normal	Significant dents due to abuse	\$0.00	1	\$20.00	\$ 20.00
5	Damaged Corners	Due to misuse or droppage	\$0.00	1	\$20.00	\$ 20.00
6	Laptop Reimage	First reimage	\$0.00	1	\$0.00	\$ 00.00
7	Laptop Reimage	2nd - 5th reimage	\$0.00	1	\$20.00	\$ 20.00
8	Laptop Reimage	6th + reimage	\$0.00	2	\$65.00	\$ 65.00
9	AC Adapter	Missng AC Adapter	\$56.05	1	\$00.00	\$ 56.05
10	Power Cord	Missing Power Cord	\$49.00	0	\$00.00	\$ 49.00
11	Base Assembly	broken, cracked	\$26.09	2	\$65.00	\$ 156.09
12	Battery	missing or damaged	\$89.26	0	\$00.00	\$ 89.26
13	CD/DVD Drive	damaged or lost CD/DVD	\$124.36	1	\$20.00	\$ 144.36

14	Hard drive	hard drive failure	\$319.49	1	\$20.00	\$ 339.49
15	Keyboard	missing key(s)	\$50.35	1	\$35.00	\$ 85.35
16	Mother/System board ³	system board failure	\$1,511.64	2	\$65.00	\$ 1,641.64
17	Scratched screens	scraped, scratched, non-polished	\$0.00	1	\$20.00	\$ 20.00
18	Screen	damaged screen	\$395.84	1	\$65.00	\$ 460.84
19	Touchpad	Damaged or non-functioning	\$103.55	1	\$35.00	\$ 138.55
20	Part not identified above	Fee based on HP manufacturer's listed fee plus labor hours		1		\$
21	HP Laptop 2540p	stolen or missing laptop	\$1,778.00	1	\$00.00	\$ 1,778.20

- (1) Prices and rates based upon HP vendor pricing, subject to change
(2) Labor Hours based on average BCSC technician repair time; 1 hour minimum
(3) System board replacement will be the cost of a replacement laptop
(4) Parts not identified above will be based on HP Manufacturer's listed price plus labor hours.

Personally Owned Laptops Undergoing Repair

- Students may obtain a laptop through daily rental for a fee of \$5/day.
- Repairs are the responsibility of the student and parent and will not be done by school staff.
- Uncertified laptops brought in for the day will not be allowed on the network.

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.
- Students may wish to bring the charger in the laptop bag each day for emergencies.

Screensavers and Backgrounds

- Screensavers and backgrounds must not be offensive or violate the AUP.
- Passwords must be given to staff upon request.
- The administration or its designee reserves the right to check a student's laptop at anytime given valid cause.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds may be used during study times in group areas.

Printing

- Printing will be monitored and limited to only those things needed directly for instruction.
- Printing stations will be available at the school on each floor. Printers will not be located in every classroom.
- Rented computers will have all printer drivers pre-loaded.
- Personally owned computers will have printer drivers loaded before school.

Inspection

Students may be selected at random to provide their laptops for inspection without notice. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Protecting and Storing Your Laptop Computer

Laptop Identification

- Student laptops will be labeled in a manner specific to the Senior Academy. **Under no circumstances are students to modify, remove, or destroy these labels or etchings!**

Password Protection

- Windows and hard drive passwords must be shared with staff if requested. **If access by staff is impossible on school owned computers, students may be responsible for the cost of replacement hardware.**
- **Violations of this policy will result in disciplinary action.**

Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, 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 administrative office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Each student is responsible for his/her laptop once it has been issued.

Section 7: Managing Your Files and Saving Your Work

Saving Your Work

- Students will have network drives and school work should be saved on this drive (G:/). The G:/ drive is backed up daily. A copy may be saved on the C:/ drive if portal access is not available in the evening.
- Students should have access to their G:/ drive from their homes through the school portal.
- During maintenance and imaging on school owned computers, all work saved to the desktop and My Documents will be lost. Personal data should be saved to a USB thumb drive or external hard drive for backup purposes.

Section 8: Laptop Software

Originally Installed Software

- The software originally installed by the school system must remain on the laptop in usable condition and be easily accessible at all times.
- Copyrighted software installed by the school shall not be copied.
- Format or image of school owned computers may not be copied or altered.

Additional Software

- Student added software must not interfere with school added software and it must not violate AUP standards.
- From time to time school staff may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Virus and Spyware Protection

- School-owned laptops will use a virus protection program from AVG. Students may not install additional virus protection on school-owned laptops.
- Student owned laptops need to have virus protection software that automatically downloads the latest anti-virus updates.
- If a student-owned laptop does not have an updated file of virus definitions, it will not be allowed on the school's network.

Section 9: Acceptable Use Guidelines (see also pages 13-15)

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 the Brownsburg Senior Academy.
- Students are responsible for the ethical and educational use of the technology resources of the Brownsburg Community School Corporation.

- Access to the Brownsburg Community School Corporation's technology resources is a privilege and not a right. This includes both those using rented computers and those students who own their own laptops. Each employee, student, and/or parent will be required to follow the Brownsburg School's Technology Acceptable Use Policy.
- Material stored on any laptop carried into the school setting is subject to conditions of the Acceptable Use Policy.

Email

Students will all have email accounts through Outlook in conjunction with Brownsburg Schools. Please note that emails are not private and school administrators will have access to files if needed. The following rules will apply when using an email account:

- 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.
- Use of email during class periods should be appropriate to class needs.
- Noncompliance with the policies of the Brownsburg Senior Academy 1:1 Laptop Guidelines, Brownsburg High School Handbook, or signed Technology Acceptable Use Policy will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.

Precautions and Consequences

Electronic mail, network usage, and all stored files (whether on rented or personally owned computers) shall not be considered confidential and may be monitored at anytime by designated Senior Academy staff to ensure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Internet Access and the Educational Program

- Brownsburg Community School Corporation makes no warranty of any kind for the Internet/network access it is providing.
- The School Corporation will not be responsible for any damages incurred involving loss of data.
- The School Corporation will not be responsible for any financial costs incurred due to on-line purchases.
- The School Corporation will not be responsible for the accuracy or appropriateness of material downloaded from the Internet.

BROWNSBURG STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Brownsburg Community School Corporation (hereafter referred to as BCSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. BCSC has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world. Technology includes:

- all computer hardware and software,
- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access,
- administrative systems, media systems, and learning information systems including online applications,
- related and forthcoming systems and new technologies.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure. BCSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum BCSC requirements including approved virus protection software.

The following uses of school-provided or curricular-based technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material

- e. to vandalize, damage, alter, or disable the property of BCSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email
- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum
- r. to attempt to circumvent BCSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may be filed.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Brownsburg Community School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

BCSC will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Important Notice: Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-AUP compliant material is found, disciplinary action will be taken.

Networks- Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

BCSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on BCSC property or with BCSC technological infrastructure.

Documents/Files/web based applications

The BCSC has final editorial authority over students creating websites that are stored on BCSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The BCSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

- Personal information sent to school computers should not be considered private.
- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

School Owned Technology

In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes
- School is not responsible for unauthorized information (games, music) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

SENIOR ACADEMY COMPUTER RENTAL

BROWNSBURG COMMUNITY SCHOOL CORPORATION STUDENT/PARENT LAPTOP USE AGREEMENT 2011-2012

In this agreement, "computer" means computer and all its components, software, and battery charger.

Parent and Student please initial each section

P: _____ **Terms:** You agree to pay an annual use and rental fee of \$225 through textbook rental.
S: _____ Once possession of the laptop has been taken, refunds are not allowed.

You will comply at all time with the Brownsburg Community School Corporations 1:1 Laptop Handbook and its guidelines as well as the Corporation Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property. Computer is to be carried in a protected case and is assigned to a single individual is and is not to be shared.

P: _____ **Title:** Legal title to the laptop is in the School Corporation and it shall remain in the School Corporation. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Laptop Handbook for Parents and Students.
S: _____

P: _____ **Loss or Damage:** If the property is damaged, lost or stolen, the parent/guardian is 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 School Corporation by the next school day after the occurrence and a police report may be required.
S: _____

A table of estimated pricing for a variety of repairs is included in the 1:1 Laptop Handbook for Parents and Students but in all cases will be based upon time and materials. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

P: _____ **Repossession:** Students not complying with all terms of this Agreement and the 1:1 Laptop Handbook for Parents and Students, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the computer to take possession.
S: _____

P: _____ **Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from the Senior Academy.
S: _____

P: _____ **Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
S: _____

SENIOR ACADEMY STUDENT OWNED COMPUTERS

BROWNSBURG COMMUNITY SCHOOL CORPORATION STUDENT/PARENT LAPTOP USE AGREEMENT 2011-2012

In this agreement, "computer" means computer and all its components, software, and battery charger.

Please initial each section

P: _____ **Terms:** You will comply at all time with the Brownsburg Community School Corporation 1:1 Laptop Handbook and its guidelines as well as the Corporations Technology Acceptable Use Policy. Any failure to comply may terminate your rights to access the school's network. Computer is to be carried in a protected case and is assigned to a single individual is and is not to be shared.
S: _____

P: _____ **Responsibilities:** Up to date virus protection software will be used (virus definitions must be up to date)
S: _____ All computer contents must be acceptable within the AUP

P: _____ **Loss or Damage:** If the property is damaged, lost or stolen, the parent/guardian is responsible for the repair. The technology department will not repair or assess damage to personally owned computers.
S: _____

Senior Academy Student/Parent 1:1 Laptop Initiative Signature Page

Student Information

Last Name _____ First Name _____ Student ID _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____ Drivers License # _____

Address _____

Home Phone _____ Cell Phone _____

Laptop Use Agreement

I have read and understood the Laptop Use Agreement (see overleaf)

Student Signature _____ Date _____

Parent Signature _____ Date _____

Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students.
In order to use technology resources, I agree to abide by the above Acceptable Use Policy Guidelines as stated in this document.

Student Signature _____ Date _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the BCSC technology and computer resources, I hereby release the BCSC and its agents from any and all claims of any nature arising from my student's use or inability to use the BCSC's technology and computer resources.

Parent Signature _____ Date _____

