CMCSS Middle School Student Laptop Handbook and Contract

The Clarksville-Montgomery County School System (CMCSS) is pleased to make laptop computers available for student use during the 2017-2018 school year. Appropriate use of these devices will enhance the college and career readiness of our students.

Please read this entire handbook and contract carefully. CMCSS students and parents agree to the terms of this Handbook upon receipt of a laptop.

Middle School Students

Middle School students will be assigned a laptop computer at the beginning of each school year. The student will check out his/her assigned laptop at school at the beginning of each day, and will check it in at the end of each day. The laptop will not be transported home with the student.

EQUIPMENT

Ownership

CMCSS owns all student laptops and grants permission to the students to borrow the laptops according to the guidelines set forth in this document and in the Technology Acceptable Usage administrative policy (TCH-A002) found at http://www.cmcss.net/iso/masterdocs/TCH-A002.PDF. CMCSS staff has the right to collect and/or inspect student laptops at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Equipment Provided

Laptop: One laptop computer will be assigned to each student. CMCSS will retain records of the serial numbers of equipment provided to each student.

Recommended Protective Equipment

A laptop case/sleeve is recommended: Middle School students are encouraged to bring a laptop case/sleeve to protect the laptop as they transport it between classes during the school day.

Substitution of Equipment

In the event that a student's assigned laptop is damaged or inoperable for reasons beyond the student's control, he/she may be issued a loaner laptop to use while his/her assigned equipment is being repaired or replaced. However, the CMCSS Technology Department has a limited number of loaner laptops for this purpose and cannot guarantee that a loaner will be available at all times. Students will be held responsible for loaner equipment as if the loaner was the student's assigned laptop. Additionally, if the Technology Department determines that the student's assigned laptop is damaged or inoperable as a result of student negligence, the loaner equipment will be revoked.

Responsibility for Electronic Data

The student is personally responsible for any data stored on his or her assigned laptop. It is the responsibility of the student to backup data as necessary. Personal data should not be saved using district resources.

EQUIPMENT DAMAGE

Technical Support and Repair

The CMCSS Technology Department will provide all technical support for laptops, but cannot guarantee that every damaged laptop can be repaired. No outside technician should be asked to work on student laptops. The student will be held responsible for any work done on the computer by persons other than the CMCSS technology department.

Responsibility for Damage
> The student is responsible for maintaining a 100% working laptop at all times and shall use reasonable care to ensure that the laptop is not damaged. Students will need to place a work order for repair or service through the student work order system.

LEGAL AND ETHICAL USE POLICIES

Monitoring
> CMCSS will monitor laptop use using a variety of methods, including electronic remote access, to ensure compliance with CMCSS's Technology Acceptable Usage policy (TCH-A002).

Legal and Ethical Use
> All aspects of CMCSS Technology Acceptable Usage policy (TCH-A002) and the Student Code of Conduct (STS-M001) remain in effect, except as mentioned in this section.

Filesharing and Filesharing Programs
> The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images, etc.). Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Chief Technology Officer.

Allowable Customizations
> Students are permitted to alter or add files to customize the assigned laptop to their own working styles (i.e., background screens, default fonts, and other system enhancements).

STANDARDS FOR PROPER LAPTOP CARE

This section is an important addendum to the Technology Acceptable Usage policy (TCH-A002). Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Read the electronic manual found on the desktop of the laptop. Following the advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

Laptop Storage and Transportation
(1) Students are encouraged to store and transport their laptop in their protective case/sleeve.
(2) Always wait for the laptop to enter sleep mode and then close lid before placing it in the protective case/sleeve or moving it, even short distances.
(3) Only the laptop should be stored in the laptop slot of the case/sleeve. Do not store anything else, such as cords, papers, books, etc., in that area as additional items may damage the screen.

General Care
(1) Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover, or laptop shell/ casing. Students will be responsible for 100% of the repair or replacement cost in such instances.
(2) Do not remove or interfere with the serial number, Student Name label, or any other CMCSS identification placed on the laptop or charger/power cord. Students will be charged a $5.00 replacement fee for each missing identification marker.

(3) Do not permanently alter the laptop in any way. Students may apply appropriate stickers to the outside of laptop devices as long as they are completely removable.
(4) Avoid eating or drinking while using the laptop. **Students will be financially responsible for repair or replacement of laptop due to accidents involving food or drink.**
(5) Do not stack objects or books on top of the laptop, even if the laptop is secured within a backpack or case/sleeve.

Screen Care
(1) The laptop screen can be easily damaged if proper care is not utilized. Screens are particularly sensitive to damage from excessive pressure.
(2) Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for touchscreens. Cleaning supplies are available in the media centers.
(3) Never leave any object on the keyboard. Pens or pencils left on the keyboard are likely to crack the screen when the lid is closed.

Equipment Problems & Work Orders
(1) Students should submit work orders or ask a teacher for assistance with submitting a work order regarding equipment problems or suspected problems to the CMCSS Technology Department.
(2) When in doubt, ask for help - don't force anything (e.g., connections, popped-off keys). Seek help instead.

LAPTOP USE AND CONDUCT POLICY

CMCSS's primary goal of providing students convenient access to technology is to enrich learning both in and out of the classroom. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. The use of software, email, and the Internet on these laptops should be for academic purposes only. The following is a list of rules and guidelines, which govern the use of CMCSS laptops and network resources.

Passwords
(1) Students will login to the laptop with his/her personal password.
(2) Passwords are not to be shared with anyone other than a parent or guardian and appropriate members of the CMCSS Technology Department.

Saving Files and Submitting Assignments
(1) Files should be backed up weekly while at school in the student's folder on the Active Directory server, on Google Drive, on Dropbox, and/or through use of a student-provided thumb drive.
(2) When submitting assignments electronically, students are responsible for ensuring files reach the teacher. Forgetting to attach the assignment is not an excuse for late or missing work.

Students must follow the CMCSS Student Code of Conduct (STS-M001) at all times, and should not use laptops:
(1) to create, send, access, or download material which is abusive, hateful, harassing, or sexually explicit;
(2) to participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others;
(3) to illegally download copyrighted Internet-based music, video, and large image files;
(4) to send file attachments through the school's email system that are greater than 5MB in size

(the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Department to make special arrangements);
  (5) to alter, add, or delete any files that affect the configuration of a school laptop;
  (6) to conduct any commercial business;
  (7) to conduct any illegal activity (this includes adhering to copyright laws);
  (8) to access the data or account of another user (altering files of another user is considered vandalism);
  (9) to install unauthorized software onto CMCSS laptops;
  (10) to copy district-owned software (copying district-owned software programs is considered theft);
  (11) to play games, browse the Internet, or chat with classmates for social purposes.

In addition, students may not:
  (1) provide their home address or phone number to anyone on the Internet;
  (2) post anonymous messages to any Internet site;
  (3) forward email commonly known as SPAM, unsolicited commercial email (UCE), or "junk" mail.

DISCIPLINE

Any student who violates the rules of this handbook and contract, the Technology Acceptable Usage policy (TCH-A002), and/or the CMCSS Student Code of Conduct (STS-M001) will be subject to disciplinary action that may include the revoking of laptop usage privileges.

DISCLAIMER

CMCSS uses a Children's Internet Protection Act (CIPA)-compliant solution to prevent, to the greatest extent possible, student access to materials the district deems harmful and to block Internet access to inappropriate sites, including child pornography and obscenity. However, on a global network such as the Internet, information can appear, disappear, and change almost instantaneously, so it is not always possible to predict what students may locate. Sites accessible via the Internet or incoming email may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Clarksville Montgomery County School District.

CMCSS account holders, including students, take full responsibility for their access to CMCSS's network resources and the Internet. Specifically, CMCSS makes no warranties with respect to school network resources nor does it take responsibility for:
  (1) the content of any device or information received by an account holder;
  (2) the costs, liability or damages incurred as a result of access to school network resources or the Internet;
  (3) any consequences of service interruptions.

AN ADDITIONAL NOTE FOR PARENTS AND GUARDIANS

  (1) Review this Handbook and Contract, the Technology Acceptable Usage administrative policy (TCH-A002), the CMCSS Student Code of Conduct (STS-M001), and the Code of Conduct and Internet Usage Agreement Acknowledgement Form (STS-F021) carefully, and discuss each with your child.
  (2) Discuss ethical use of technology and individual responsibility with your child.
  (3) Keep teachers informed of questions or concerns, and let them help if problems arise.

CMCSS Middle School Student Laptop Handbook and Contract

CMCSS MIDDLE SCHOOL STUDENT LAPTOP HANDBOOK CONTRACT

After reviewing the CMCSS Student Laptop Handbook and Contract, the Technology Acceptable Usage policy (TCH-A002), the CMCSS Student Code of Conduct (STS-M001), and the Code of Conduct and Internet Usage Agreement Acknowledgement Form (STS-F021), please initial an understanding of the expectations listed in the chart below.

Student Initials	Parent/ Guardian initials	CMCSS Laptop Usage Expectations
		It is **highly recommended** that middle school students transport laptops in a protective case/sleeve.
		Students will use laptops for academic purposes only.
		Any and all concerns about laptop maintenance will be reported immediately to a CMCSS teacher and/or the Technology Department through a work order.
		Only CMCSS Technology Department staff will be allowed to dismantle, work on, or repair student laptops.
		Students will adhere to all expectations of the CMCSS Student Laptop Handbook and Contract, the Technology Acceptable Usage policy (TCH-A002), the CMCSS Student Code of Conduct (STS-M001), and the Code of Conduct and Internet Usage Agreement Acknowledgement Form (STS-F021).
		Any student who violates the rules of this Handbook and Contract, the Technology Acceptable Usage policy (TCH-A002), the CMCSS Student Code of Conduct (STS-M001), and/or the Code of Conduct and Internet Usage Agreement Acknowledgement Form (STS-F021), will be subject to disciplinary action that may include the revoking of laptop usage privileges.

STUDENT

I have read and understand the rules, expectations, and consequences of misuse (per the CMCSS Student Code of Conduct). I agree to adhere to all rules when issued a laptop.

Student Signature _____

Student's Name (Printed) _____ Date _____

School Name _____ Student ID# _____

PARENT/GUARDIAN

I have read and understand the rules, expectations, and consequences of misuse (per the CMCSS Student Code of Conduct) for student laptops.

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____ Date _____