

## **Computer Specifications**

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You can find out more information about Weld RE-1 issued laptops and updates to this student handbook at:

<http://livevikingtech.weebly.com/index.html>

## **Terms of the Laptop Loan**

### **Terms:**

You will pay a nonrefundable annual use and maintenance fee of \$75 on or before taking possession of the property. You will comply at all times with the Weld County School District's Parent/Student laptop handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the 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 Parent/Student Laptop handbook

### **Lost 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 Parent/Student Laptop handbook to which reference is hereby made. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

### **Repossession:**

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student 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 and Maintenance Fee**

Students will pay a non-refundable annual use and maintenance fee of \$75.

- Students will pay fee before the end of the school year. Fees can not accumulate.
- 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 principal.**
- 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 graduation.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops (see Repair Pricing chart – Page 3).

**Table of Fair Market Value**

Age of Laptop	Value
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1 year or less	\$1,000
2 years	\$800
3 years	\$600
4 years	\$400

\* Original cost to the District is currently \$1,031.00.

**Table of Estimated Repair Pricing**

<b>Repair</b>	<b>Loss, Deliberate Damage, or Neglect</b>	<b>Accidental Damage</b>
Broken Screen (LCD)	\$300	\$100
Keyboard and other parts	Market cost	No Charge
Power Adapter + Cord	\$79	No Charge
Battery	\$129	No Charge
Re-image of Hard Drive due to violation of Acceptable Use Policy	\$15	\$15
Abandonment Fee	\$15	\$15
Backpack or Laptop Case	\$25	No Charge

The costs of any other parts needed for repairs will be based on manufacturer’s current price list.

**Financial Hardships**

Based on Policy File: JQ – Student Fees, Fines and Charges, the school district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in the policy.

If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the building principal to create a payment plan.

## **Use of Computers and Laptops on the Network**

Weld County School District RE-1 is committed to the importance of a student being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this problem the District is providing the following:

### **Network Student Drives**

Students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network. Each student will be provided backup storage of 100 megabytes on the school district's server.

### **Classroom Computers**

The district has desktop computers throughout the school building, including labs, classrooms, the library and the counseling office. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

### **No Loaning of Borrowing Laptops**

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

### **School Fusion**

Many classes have online assignments posted in School Fusion which can be accessed through any computer with Internet access. Talk with your student's teachers about the availability of coursework and assignments in School Fusion.

### **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 safety go to [www.isafe.org](http://www.isafe.org).

## **General Laptop Rules**

### **Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$15 reimaging charge to get rid of any of the above.

### **Sound**

- Sound may be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

### **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.
- There is a \$15 reimaging charge to correct system files.

### **Music, Games, or Programs**

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

- There is a \$15 reimaging charge to get rid of any unapproved software or files.
- Gaming during school may result in the loss of a student's laptop.

#### **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.
- Do NOT share rechargers or other cords.

### **General Laptop Rules, cont.**

#### **Unauthorized Access**

- Access to another persons account or computer without their consent or knowledge is considered hacking and is unacceptable and may result in the loss of use of a laptop and school district technology.

#### **Transporting Laptops**

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down between classes.

### **Student Guidelines for Acceptable Use of Technology Resources**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, applications software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

## **1. Expectations**

- a. Student use of computers, other technology hardware, software and computer networks including the internet is only allowed when supervised or granted permission by a staff member during the school day.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- e. Students are to charge their laptops overnight everyday.

## **Student Guidelines for Acceptable Use of Technology Resources, cont.**

### **2. Unacceptable conduct includes, but is not limited to the following:**

- a. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.

- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
  - f. Intentionally wasting finite resources, i.e., on-line time, real-time music.
  - g. Gaining unauthorized access anywhere on the network.
  - h. Revealing the home address or phone number of one's self or another person.
  - i. Invading the privacy of other individuals.
  - j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
  - k. Coaching, helping, observing or joining any unauthorized activity on the network.
  - l. Forwarding/distributing E-mail messages without permission from the author.
  - m. Posting anonymous messages or unlawful information on the system.
  - n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicitly, threatening, stalking, demeaning or slanderous.
  - o. Falsifying permission, authorization or identification documents.
  - p. Obtain copies of or modify files, data or passwords belonging to other users on the network.
  - q. Knowingly placing a computer virus on a computer or network.
3. **Acceptable Use Guidelines – Weld County School District RE-1 Computer On-Line Services**
- a. General Guidelines
    - 1) Students will have access to all available forms of electronic media and communication which is in support of education and research and is support of the educational goals and objectives of Weld County School District RE-1.



- 2) Students are responsible for their ethical and educational use of the computer on-line services at Weld County School District RE-1.
- 3) All policies and restrictions of the computer online services must be followed.
- 4) Access to Weld County School District RE-1 computer on-line services is a privilege and not a right. Each employee, student and/or parent will be required to sign the acceptable Use Policy Agreement Form and adhere to the Acceptable Use Guidelines in order to be granted access to the internet and computer online services.
- 5) The use of an internet and computer on-line services at Weld County School District RE-1 must be in support of education and research and in support of the educational goals and objectives of Weld County School District RE-1.
- 6) When placing, removing, or restricting access to specific databases or other internet and computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
- 7) Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 8) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Weld RE-1 Student Code of Conduct.
- 9) Parents concerned with the internet and computer on-line services at their child's school should refer to Policy File: IJ – Supplementary Materials Selection and Adoption and follow the stated procedures.
- 10) Any parent wishing to restrict their children's access to any internet and computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

**b. Network Etiquette**

- 1) Be polite.
- 2) Use appropriate language.
- 3) Do not reveal data (home address, phone number, or phone numbers of other people).
- 4) Remember that the other users of the internet and computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

**c. E-Mail**

- 1) E-mail should be used for educational or administrative purposes only.
- 2) E-mail transmissions, stored data, transmitted data, or any other use of the internet and computer on-line services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- 3) All e-mail and all contents are property of Weld County School District RE-1.

**4. Consequences**

The student in whose name a system account and/or computer hardware issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published here, in the Student Code of Conduct and in Board Policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to suspension and/or expulsion. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Colorado Open Records Act; proper authorities will be given access to their content.

### **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have the potential to support curriculum and student learning. The Board believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

### **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No expectation of privacy**

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives

- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## **Security**

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

## **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 30 (thirty) students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

### **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

**School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: March 19, 1997

Revised: December 12, 2007

LEGAL REFS.: 47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)  
47 U.S.C. 231 (*Children's Online Privacy Protection Act of 1998*)  
20 U.S.C. 6801 *et seq.* (*Elementary and Secondary Education Act*)  
C.R.S. 22-87-101 *et seq.* (*Children's Internet Protection Act*)

**STUDENT USE OF TECHNOLOGY AND THE INTERNET  
WELD RE-1 ACCEPTABLE USE**

All computers and Internet access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. The use of your Internet account must be consistent with the educational objectives of the Weld RE-1 School District. Acceptable uses of district technology and the Internet include but are not limited to:
  - locating material to meet educational and/or personal information needs
  - participating in distance learning activities
  - communicating with other students and individuals
  - asking questions of and consulting with experts
  
2. Unacceptable uses of district technology and the Internet include but are not limited to:
  - using an account owned by another user
  - posting personal messages without the author's consent
  - posting anonymous messages
  - damaging or destroying technology hardware or software
  - vandalizing the data of another user or school district
  - gaining unauthorized access to resources or entities
  - uploading or creating computer viruses
  - transmission of any material in violation of any U.S. or state regulation including copyrighted material, threatening or obscene material, and material protected by trade secrets.
  
3. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time. The administration, faculty, or staff may request the system administrator to deny, revoke, or suspend specific user accounts; however, final authority in this matter rests with the building principal.
  
4. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Any user identified as a security risk may be denied access to district technology.
  
5. The Weld School District RE-1 makes no warranties of any kind, whether expressed or implied, for the service it is allowing. The Weld RE-1 school district will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. RE-1 does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to students does not imply endorsement of the content by the school district.

**WELD COUNTY SCHOOL DISTRICT RE-1**  
**Gilcrest • LaSalle • Platteville**

STUDENT USE OF TECHNOLOGY AND THE INTERNET



Student Name: \_\_\_\_\_  
(please print)

I have read, understand, and will abide by the Weld RE-1 Acceptable Use rules and procedures for Student Use of Technology and the Internet. I further understand that a violation of these rules and procedures is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and that school disciplinary action and/or appropriate legal action may be taken.

*Your signature on this form is legally binding and indicates that the (parties) who sign have read the terms and conditions carefully and understand their significance.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian

*If the user is under 18 years of age, a parent or legal guardian also must sign this Agreement.*

As the parent or legal guardian of the student named above, I have read the Acceptable Use rules and procedures. I understand that technology and Internet access are designed for educational purposes and that Weld RE-1 has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the district to restrict access to all controversial materials and I will not hold the district responsible for materials acquired via the network. Further, I accept full responsibility for supervision if and when my child uses the Internet outside of the school setting and certify that the information contained on this form is true and correct. I also understand that once this form is signed, it gives my child permission to access the Internet until he or she finishes the 12th grade or otherwise leaves the district unless the school revokes the privilege or I rescind my permission in writing to the school principal.

I hereby give permission for the school district to provide network and Internet access for my child and certify that the information contained on this form is true and correct.

Parent / Guardian Name: \_\_\_\_\_  
(please print)

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: March 19, 1997