

RCS



Going GLOBAL

Rutherford County Schools

Growing Learning Opportunities Beyond
All Limits

Handbook

Guidelines for
Rutherford County Schools

Students & Families

RCS Laptop Handbook

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Going G.L.O.B.A.L. Growing Learning Opportunities Beyond All Limits

Students in Rutherford County Schools grades 6-12 will have the opportunity to use a laptop during the year at home and school. Providing laptops for students is just one part of Rutherford County Schools vision to prepare students for success in a global community. This handbook contains information about the appropriate use and care of the school-issued laptop.

To ensure the success of the 1:1 initiative, each middle and high school has a Technology Help Desk. A technician and an Instructional Technology Facilitator are available before, during, and after school hours to assist with laptop related issues.

RCS reserves the right to modify the terms of use as appropriate.

Rutherford County Schools Student Laptop Acceptable Use Agreement

General Purpose and Use

Use of the Internet is vital to 21st century communication and should be an integral component of a 21st century education. Therefore, students will be provided appropriate access to the Internet and other tools such as email, instant message, chat, blogs, and wikis and will be taught the proper use of these tools within an educational environment. Students have a responsibility to use technology resources in accordance with the guidelines outlined in this document and the student handbook. Misuse of technology resources by Rutherford County School students may result in limitations to Internet access or other tools. School administration reserves the right to make decisions regarding access and use.

Guidelines and Responsibilities

Students will:

- Keep laptop secure and damage free and will follow the general care and use guidelines in the student handbook.
- Recognize that all Internet and electronic communication access is provided to RCS students for educational purposes. Personal use is acceptable as long as such use does not interfere with instructional use. Personal use must comply with all RCS policies and may not involve activities that are unethical, illegal, immoral, profane, obscene, or pornographic.
- Comply with copyright laws and/or fair use provisions regarding the use of pirated or illegal material (including but not limited to software and music files) as well as the reproduction or dissemination of Internet materials, except as permitted by law or by written agreement with the owner of the copyright.
- Comply with federal, state, and local laws prohibiting the intentional use or distribution of obscene, profane,

pornographic, discriminatory, or otherwise inappropriate materials.

- Recognize that when using school resources for electronic communication, there is no legal privacy interest. The school system may monitor access to student resources to ensure security and performance of computer systems and networks. Upon request by an administrator or teacher, students will make any messages or files sent or received at any Internet location available for inspection. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Refrain from activities that could disrupt network functions. Students should not attempt to gain unauthorized access into any network, system, program or account. Only install, download, or copy software with the permission of district technology personnel.
- Use appropriate language in all communications. Students should avoid using profane, offensive or inflammatory speech. Personal attacks, threats, or other acts of cyber bullying made while using district owned technology are prohibited and shall be reported to responsible school personnel.
- Exercise caution in revealing personal identification information, such as Social Security numbers or telephone numbers in any form of electronic communication.
- Refrain from using any electronic communication tool provided by the school system to conduct "for profit" transactions.

General Care and Use

Always....

- Keep laptop secure and damage free.
- Charge your laptop every night.
- Bring your laptop and charger to school.
- Close the laptop lid before leaving the classroom.
- Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
- Plug the charger into the wall receptacle before plugging into the laptop.
- Remove all material (pencil, book, or notebook) from the keyboard before you close the laptop.
- Disconnect the laptop from the power outlet before cleaning.



Never...

- ...loan your laptop or charger and cords.
- ...leave the laptop where it is visible in a vehicle.
- ...leave the laptop in a vehicle when temperatures are extremely hot or cold.
- ...have food or drinks in close proximity to the laptop.
- ...leave your laptop unattended.
- ...carry laptop by the monitor or carry the laptop while open.
- ...decorate the laptop with stickers or any other material that would leave residue. Transparent hard covers or static clings are acceptable.
- ...spray liquids directly on the laptop screen or keyboard.
- ...login as someone else when sending/receiving messages.
- ...allow pets near your laptop.
- ...place the laptop unattended in the floor or in sitting areas such as couches or chairs.
- ...leave the laptop near table or desk edges.
- ...stack objects on top of your laptop.
- ...leave the laptop outside or use near water such as a pool.
- ...check the laptop as luggage at the airport.
- ...remove labels and identifying stickers on laptop/bag
- ...cover your laptop's internal webcam. *The webcam portal also acts as a light sensor, adjusting power levels and brightness of the laptop monitor. This portal will be damaged if the internal webcam is covered.*

Student Expectations

Being provided a school-issued laptop and increased access to the Internet affords new opportunities to you as students. With these opportunities come additional responsibilities. We want students to know you are responsible for your actions while using your laptops and the Internet. We expect you to follow the district policies for acceptable use of technology, as well as refrain from hurting, harassing, or bullying other students or people with this equipment.

When not in use, the laptop should be stored in the protective laptop backpack provided by RCS or other approved bag. In order to protect the laptop from unintended damage, it should always be kept in the bag when it is not in use.

Never attempt to repair or reconfigure the laptop. Under no circumstances should you or any other unauthorized person attempt to tamper with the internal components of the laptop. This will void the warranty and may result in disciplinary action and/or a charge to the student for repair of the computer.



The RCS Online Policy Manual is available at <http://rcsnc.org>.



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Spring 2011

Internet Safety

In order to protect our students from identity theft and other issues related to working in an online environment, all laptops are equipped with Internet filtering software. Even so, careful monitoring of a student's computer use by the parent is the best practice for ensuring safety. Additionally, students should never reveal personal information such as birth dates, Social Security numbers, addresses, etc. in emails or other electronic communications.

Students are expected to use appropriate language in all communications. Profane, obscene, offensive, threatening or inflammatory speech is unacceptable. Any instance of cyber bullying or cyber stalking should be reported to school personnel immediately.



Privacy

Although we are providing the laptops for individual student's use, the laptops are still property of RCS. Therefore, as student users, you do not have the same right to privacy as you would if you owned the computer. For example, all Internet activity on and off campus will be filtered through the RCS Content Filter Software. The filter will log all attempts to access inappropriate material; however, the district **will not** remotely access the laptop's web camera. Please do not cover your laptop's internal webcam as this may cause damage to the computer.

The RCS Online Policy Manual is available at <http://rcsnc.org>.

Terms of the Laptop Loan

Each laptop is the property of Rutherford County Schools and is being assigned to individual students. As such, possession and use of the laptop is dependent upon each individual student's compliance with the RCS Acceptable Use Agreement, this handbook and RCS policies.

Insurance

A laptop insurance fee of \$20 must be paid for each student. This insurance fee covers accidental damage, theft, fire, vandalism, and natural disasters. The insurance may not cover intentional damage to the laptop.

Damage

When damages occur, the student and parent are responsible for paying the \$50.00 deductible, per incident. All repairs will be handled by the Rutherford County Schools Technology Department. Parents and students may not allow anyone other than the RCS technology department to repair or modify the computer.

Loss or Theft

In all cases of theft of a laptop, the student or parent is required to file a police report and notify school administration immediately. A copy of the police report must be provided to the school. RCS will work with law enforcement agencies to alert pawn shops of lost or stolen laptops.

If your charger/cord is lost or stolen, you are responsible for reimbursing the school for the replacement cost.

Security

Never leave your laptop unattended or unsecured. During after-school activities and beyond school hours, you are still expected to maintain the security of your laptop. Each laptop has an identifying label. *Under NO circumstances are you to modify or destroy these labels.*



going G.L.⊙.B.A.L.

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