

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2830-03</b>
<b>SUBJECT:</b>  <b>USE OF SCHOOL-OWNED COMPUTING DEVICES</b>	<b>DATE OF ISSUE: 03/07/13</b> <hr/> <b>REVISIONS: 06/12/16</b> <hr/> <b>PREPARING OFFICE:</b>  <b>TEACHING, LEARNING &amp; ADMINISTRATION</b>

**I. PURPOSE:**

To provide tools and resources to the 21st century learner;

To establish procedures for the care and use of district owned computing devices assigned to students for use at school and at home.

**II. DEFINITIONS:**

- A. "School-owned computing device" means any Chromebook, laptop, notebook computer, tablet computer, iPad or other mobile computing device.
- B. "Loaner" means any school-owned computing device that is assigned to the student for a limited time because the student's regularly assigned school-owned computing device is not available for use by the student.

**III. PROCEDURES FOR ASSIGNING SCHOOL-OWNED COMPUTING DEVICES:**

Students in Topeka Public Schools may be assigned a school-owned computing device for classroom use and to complete assignments and projects outside the school day.

- A. Prior to issuance of a school-owned computing device, the receiving student and his/her parent/guardian must acknowledge, in writing, their receipt and understanding of the Topeka Public Schools acceptable use, internet and school-owned computing device policies and regulations.
  1. The parent/guardian must sign and return a school-owned computing device agreement, giving written consent in order for student to take a school-owned computing device home outside the school day.
  2. The parent/guardian must pay a yearly student computer usage fee and agree to pay for any damage to or loss of the computing device.

- 3. Students must sign and adhere to Topeka Public Schools acceptable use, internet and school-owned computing device policies and regulations.**
- B. Students will be assigned a school-owned computing device for use during the specified time. The equipment will have identification numbers that will be recorded with the student's name. Depending on the type of device, a student may or may not be assigned a carrying case or other accessories for the device.**
- C. Student issued computing devices and accessories will be checked on a periodic basis-to verify ownership and physical condition.**
- D. Unless otherwise authorized by the Superintendent, school-owned computing devices must be returned to the school upon request.**

**IV. RULES FOR USE OF SCHOOL-OWNED COMPUTING DEVICES**

- A. Students who have a school-owned computing device assigned to them shall comply with the following:**
  - 1. The school-owned computing device and carrying case issued to the student are the property of the Topeka Public Schools and should be kept clean and free of marks at all times. The school-owned computing device should be transported to and from the school using appropriate care as outlined below.**
  - 2. Placing stickers, writing or drawing on, engraving or otherwise defacing the school-owned computing device or carrying case are not allowed and will result in loss of privileges and/or cleaning charges.**
  - 3. Each computing device is assigned to an individual student. Students should never "swap" or "share" their computing device.**
  - 4. Students must care for the school-owned computing device:**
    - School-owned computing devices should be protected from extreme heat or cold.**
    - School-owned computing devices should never be left in a car, even if the car is locked.**
    - School-owned computing devices should be protected from the weather, water or other liquid, food, and pets.**
    - Heavy objects should never be placed or stacked on top of the school-owned computing devices.**
    - School-owned computing devices should be moved from place to place in a carrying case.**
    - School-owned computing devices should be properly cleaned on a periodic basis.**
  - 5. Students are responsible for bringing their computing device, fully charged, to school each day. Students will be allowed to recharge their computing devices during the school day if additional charging is needed.**

6. **Altering/modifying the original USD 501 pre-set software image is prohibited. Examples include, but are not limited to:**
    - Loading software applications not authorized by USD 501
    - Changing the computing device name
    - Changing or removing operating system extensions
    - Altering security software
    - Altering the pre-loaded operating system or application
    - Taking apart the computing device for access to internal parts
  7. **Internet access, e-mail, and other media that are accessed, created or stored on a school-owned computing device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason. Accessing or attempting to access sites that have been intentionally blocked by TPS technology staff will result in disciplinary action.**
  8. **Use of this computing device, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Topeka Public Schools.**
  9. **Downloading music and videos is allowed only for academic purposes.**
  10. **Students are prohibited from playing non-academic games, including Internet-based and Widget games, during the instructional day**
- B. Parents/guardians of students who have a school-owned computing device assigned to them shall comply with the following:**
1. **Topeka Public Schools does not provide home access to the Internet. Parents are responsible for providing Internet access at home, if they choose.**
  2. **Parents/guardians do not have a right or expectation of privacy for any use of the school-owned computing devices or district networks. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited on school-owned computing devices.**
  3. **Parents/guardians will be given the child's login name and password to supervise the student's use of the computer at home.**

**C. DAMAGE OR MALFUNCTION OF A SCHOOL-OWNED COMPUTING DEVICE**

**If the computing device is damaged or not working properly, it must be turned in to the teacher, building administrator or building technology staff for repair. Students may be provided with a loaner device during the repair period. Parents/guardians/ students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop. If a computing device malfunctions outside of school, the student will need to return the computing device to the school's technology**

director on the first school day following the malfunction. The school district does not have an evening or weekend Help Desk at this time.

#### **D. LOST WORK**

If a student's class work is lost because of a computing device failure, the student should report the failure to the teacher or building technology staff. The building technology staff or the IT department will make contact with the teacher/teachers from the classes affected on the same day that the issue is brought to the department. Teachers will make the appropriate time adjustments for the student to redo the lost class work. A record of this will be kept in the IT department and will be reported to the building administration.

#### **E. SECURITY**

1. School-owned computing devices should be in a student's possession, or secured in a secure area designated by the principal or building technology administrator at all times. If a student is participating in an activity that is not conducive to using their school-owned computing devices (field trip, sporting event, assembly, etc.), the school-owned computing devices must be left in a designated secure area.
2. If the computing device is lost or stolen, parents/guardians should immediately report the loss or theft to the administration and/or the school resource officer. A police report must be completed. Parents who fail to file a police report may be responsible for the full value of the school-owned computing device.

#### **V. PENALTIES**

A. Students are responsible for following all Topeka Public Schools rules and regulations governing use of the Internet, acceptable use of computers and use of school-owned computing devices while using assigned school-owned computing devices and/or loaners both on and off school property. If students are unsure of the appropriateness of a particular use of the school-owned computing device, they should ask a teacher or parent/guardian for help. Students are ultimately responsible for everything that happens with the school-owned computing device while it is assigned to them, regardless of who uses the computer, with or without their permission.

#### **B. Consequences for inappropriate use and carelessness:**

1. Students who violate any of the district policies or regulations governing acceptable use of computers on the Internet, or regulations governing use of school-owned computing devices will be subject to the same types of disciplinary action as outlined in those policies and/or student discipline policies. Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computing device, and computer fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction.

- 2. The district reserves the right to limit use of the computing device for any student who develops attendance issues, including truancy. In such cases, the school-owned computing device will be collected and kept at school. The student will be required to check the school-owned computing devices in and out each day.**
- 3. Any student who continually does not bring their school-owned computing device to school will have the privilege of taking the school-owned computing device home revoked, at the discretion of the building principal. The student will be required to check the school-owned computing device in and out each day at school.**
- 4. A student who forgets to bring his/her school-owned computing device to school may be given a loaner school-owned computing device to use at the discretion of the building administrator. A student who repeatedly forgets to bring his/her school-owned computing device to school will NOT be provided with a loaner on a regular basis.**
- 5. The school-owned computing device belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.**
- 6. Students at the high school and middle school level will be charged a minimal cost of \$25.00 for use of the school-owned computing device and any assigned accessories. For elementary students, the fee will be \$15.00. For devices assigned exclusively to an individual student, and when a student is allowed to use the device in an off-campus setting, if a computing device is accidentally damaged, the parent/guardian is responsible for the damage per occurrence. Additionally, in the case of loss or theft of the school-owned computing device, negligent damage, intentional damage, or multiple occurrences of damage to the school-owned computing device, the parent/guardian may be responsible for the total cost of repair or replacement**

