

**Carson Middle School  
Student/Parent  
Laptop Program Handbook  
2019-2020**



## Student Guidelines for 1:1 Laptop Program

The following are guidelines which require ethical, and legal utilization of all technology devices.

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Policy and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- District 8 has a content filter to block potentially dangerous Internet sites from students. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. The District filter may not protect students during home access, so parents may want to restrict their home Internet access. Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District **does not** allow the use of personal devices (BYOD or BYOT) on the District network.
- The District **does not** permit the use of social media websites for District business.

### Netiquette

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc).
- Be respectful to all - Remember that other users of the District's computer online services/networks are human beings whose culture, language, values and perspectives may differ from those of your own, however all deserve basic mutual respect required by our society.

### 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, unless completely folded over into tablet mode.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Administration and CMS Technicians will perform spot checks at any time.

- 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.
- Do not attempt to repair the laptop.
- Do not open the back cover of the laptop.
- Keep air vents unblocked when laptop is turned on.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.
- Students must log in under their assigned username/password and are not to share this information with others.
- Students are not allowed to print or download without prior permission from a teacher.
- Students are expected to keep the stylus attached to their laptop at all times.

### **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 may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop 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.

### **Sound**

- Sound **MUST** be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Laptop Cases**

- Laptops must always be in their case and inside backpack when being transported. This includes when students are walking through the hallways. If a student is caught transporting the laptop outside of its case, the laptop will be taken from the student.

### **Email Communication**

- FFC8 will provide all students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school need. While users are provided with email accounts, the account(s) should be used with care.

Users:

- Should not send personal information
- Should not attempt to open files or follow links from unknown or untrusted origins
- Should use appropriate language

- Should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All email communication will be monitored and archived.

### **Limited Expectation of Privacy**

- District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district.
- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

### **Document and File Storage**

- FFC8 students are provided with Microsoft Office 365 OneDrive account for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an internet connection is available. **Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive and/or any other external storage device. Students are not to save directly to the laptop hard drive for any reason.**

### **Consequences for Misuse**

The student in whose name a system account and/or technology device is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Examples of Unacceptable Use**

I will **not**:

- Delete any system related folders or files that I did not create or that I do not recognize. I understand that deletion of certain files will result in computer failure and will interfere with my ability to complete course work.
- Attempt to find inappropriate images or content; intentionally searching inappropriate images or content is a direct violation of the District Acceptable Use Policy.
- Create a personal mobile “hot-spot”, use a “proxy site”, or other method to circumvent the school's network safety measures and filtering tools as this is a direct violation of the District Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the FFC8 network.

- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
  - Use school technologies to send spam or chain mail.
  - Participate in any on-line gambling activities.
  - Post or otherwise disclose personally-identifying information, about myself or others.
  - Use language online that would be unacceptable in the classroom.
  - Use school technologies for illegal activities or to pursue information on such activities.
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- Attempt to hack or access sites, servers, or content.
- Download movies, games or play online games that are not specifically assigned in class.
- Install programs or games for which FFC8 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

**This is not intended to be an all-inclusive list. Users should use their own good judgment when using school technology.**

### **Estimated Repair Pricing**

	Repair/Replacement Costs
Broken Display Bezel	\$55.00
Power Adapter + Cord	\$35.00
Base Enclosure	\$160.00
Approved Laptop Case	\$40.00
Broken Screen	\$265.00
Stylus	\$30.00

\* This is not intended to be a comprehensive list of all the parts that could possibly be damaged but rather a simple list of the most obvious or likely parts that could be damaged. Students will be responsible for any and all costs incurred due to neglect, carelessness or deliberate vandalism. Additionally, prices are always subject to change based on supplies and other needs outside of the control of FFC8 staff.

### **Progression of Discipline for Violation of CMS Laptop Program Handbook Expectations**

Students who violate any portion of the expectations outlined in this CMS Laptop Program Handbook may receive disciplinary actions equal to the infraction.

Following the second documented minor offense, a student’s laptop may be confiscated, and will not be returned until a meeting is completed to review the Laptop Program Handbook with the student and parent/guardian.

A student's laptop may be confiscated immediately for any offense deemed by administration as being a serious violation to the Laptop Program Handbook. In this event, the student and parent will have to meet with the grade-level administrator.

## Annual Use & Maintenance Fee

Students will pay a non-refundable annual use & maintenance fee.

Families with multiples students enrolled in FFC8 will pay the full fee (based on the chart below) for the first student, and then one half of that fee for each additional student.

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	<b>1st Student</b>	<b>Siblings</b>
<b>Regular Lunch</b>	\$ 40	\$ 20
<b>Reduced Lunch</b>	\$ 25	\$ 12.50
<b>Free Lunch</b>	\$ 15	\$ 7.50

Per federal guidelines, the eligibility status of your child you gave on your Free and Reduced Price School Meals application form may be shared with other school programs for which your children may qualify.

Regarding CMS's 1:1 Laptop Program, the information will remain confidential and will be used solely for the purpose of determining your student's annual laptop use and maintenance fee.

**If you do NOT want your child's free and reduced price meal eligibility shared for this purpose, please notify Carson Middle School in writing. By doing so, your students will be charged the full "regular lunch" annual laptop fee.**

Please note, sharing this information with the 1:1 laptop program administrator will not change whether your children qualify and/or receive free or reduced price meals.

### Laptop Fees

- Students will be a charged repair/parts cost for intentional damage caused due to negligence and/or carelessness.

- Students will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed with the School Resource Officer by the student or parent within 48 hours of the occurrence. Incidents occurring off campus must be reported to the city police by the parent and a copy of the police report must be brought to the school by the next school day.**
- Withdrawing students **must** pay all laptop-related fees or school fees, and return their laptop prior to dis-enrolling from CMS.

## Paying Fees

- The easiest way for families to pay fees is directly online through his or her student's account.
  - There are many benefits to paying fees using a student's online account. These benefits include but are not limited to:
    - Ease of payment (Payments can be made 24 hrs a day, 7 days a week)
    - Price adjustment for Free or Reduced Lunch status
    - Proof of Payment
    - Parents do not need to send their student to school with money
- Parents can pay for multiple locations using the same method □

Follow these steps to pay your fees online:

○ Go to the FFC8 website at [www.ffc8.org](http://www.ffc8.org) ○ Hover over the Parent\$ Student Tab at the top of the page ○ Click on the Infinite Campus (Student/Parent Portal) ○ Sign in with your username and password ○ Click on the "RevTrak online payment site" link. See image below. ○ If you have not already, create an account for RevTrak. ○ You can pay all student fees for FFC8 through RevTrak.







As a parent or guardian, I have read the Carson Middle School Student/Parent Handbook policies and procedures, including the District 8 Laptop/Technology Policy Agreement. I will make every effort to support the Carson Middle School administration and faculty in developing responsible students. My signature indicates I have read and understand the school's policy and procedures.

Name of Parent (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Parent or guardian's signature

\_\_\_\_\_  
Date

As a student, I have read the Carson Middle School Student Handbook and the District 8 Laptop/Technology Policy Agreement. I will make every effort to operate within the established guidelines as I develop into a responsible student and citizen. My signature indicates I have read and understand the school's policy and procedures.

Name of Student (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date