

## **LCCPA LAPTOP POLICY**

Little Chute Career Pathway Academy (“LCCPA”) is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides. Upon the return of the Laptop Computer Student/Parent/Academy Agreement signed by the student and one parent or guardian, LCCPA will provide all students with a laptop computer. If the agreement is not signed by the student and parent/guardian (prior to the first day of class) the student will not be enrolled in the LCCPA. The following policy will define the proper use of school-provided and owned laptop computers.

### **Applicability of Other School Policies and Rules**

LCCPA only authorizes the use of its laptop computers in a manner consistent with established instructional, research, and administrative objectives of the school. Accordingly, because LCCPA does not discriminate in its policies and practices because of an individual’s race, religion, sex, national origin, height, weight, marital status, political belief, special needs, or disability, the Laptop Policy must also comply with these standards.

### **Ownership**

A. Laptop computers issued by LCCPA are the property of LCCPA. Students have no ownership, interest, or right to title in the laptop computers.

B. License Agreements: LCCPA is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

### **Acceptable Use**

- A. Little Chute Career Pathways Academy only authorizes use of its laptop computers in a manner that supports its mission.
- B. Personal use is permissible so long as, in the determination of LCCPA, it does not interfere with the school’s mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person’s or entity’s rights and work and/or learning environment, and does not conflict with any rule or law.

- C. Notwithstanding the above described permissible personal uses, LCCPA laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
- D. A nonexclusive example of illegal activity for which the laptops may not be used is transmission or storage of copyrighted materials not in the name of the student or LCCPA.
- E. Students must handle the laptop computers with care as if it is their own personal belonging.
- F. Students must bring their laptops to school with them every day unless instructed to do otherwise by Academy personnel.
- G. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.
- H. Students must not install software onto laptop computers borrowed under this policy unless specifically instructed and authorized to do so by Academy personnel.
- I. Students must not intentionally modify network configuration files, security settings or otherwise interfere with the functioning of a LCCPA computer.
- J. Students must not intentionally transmit viruses and other such malicious computer programs via the LCCPA laptop computers.
- K. Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all LCCPA policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
- L. Loss or theft of laptop computers must be reported to the school by the first subsequent school day following the loss or theft.
- M. Students must not modify, upgrade, or attempt to repair laptop computers issued under this policy without exception.

### **Reporting of Unacceptable Use**

Students and parent/guardian are responsible for maintaining the integrity of the LCCPA Laptop Policy and reporting any violations of this policy.

### **Liability**

- A. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of LCCPA's network, equipment, or software.
- B. LCCPA is not liable for any material sent by and/or stored on laptop computers issued to students via the Laptop Computer Agreement.

### **No Guaranteed Content Privacy**

- A. LCCPA cannot guarantee that content stored on laptops issued in accordance with this policy will be private. LCCPA respects the rights of its students; however, the District is also responsible for servicing and protecting its property.

- B. Although the content of the laptop computers is not routinely monitored, LCCPA reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person or entity.

### **Deposit**

Each student is required to submit a \$100.00 deposit in order to receive possession of a LCCPA laptop computer.

- A. This \$100.00 deposit is refundable only if the LCCPA computer is returned without damage. Any cost of repair will be deducted from the refund at the end of the school year. If the cost of repair or replacement of the laptop exceeds \$100.00, the student will be responsible for that cost over and above the initial \$100.00 deposit.
- B. Students not able to pay the \$100.00 deposit may request a confidential review of their ability to pay by the Academy Administrator. The Academy Administrator, after evaluating the student's ability to pay, may offer a payment plan or other accommodation at his or her discretion.

### **Return of the Laptop Computer**

- A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be invited to return the LCCPA laptop computer. On this date, the school will inspect the computers for damage. The cost of any damage will be deducted from the initial \$100.00 deposit and the remainder, if any, will be returned to the student. If the cost of repairing any damage to the laptop exceeds \$100.00, the student will be responsible for that cost over and above the initial \$100.00 deposit.
- B. If a student cannot or will not return the LCCPA laptop computer because of theft, loss, accident, or otherwise, the student will not advance to the next Academy level, receive Academy credit or be permitted to participate in graduation ceremonies until the computer or its monetary value, as determined by the LCCPA, minus the initial \$100.00 deposit is returned to the school.
- C. Upon a student's disenrollment from LCCPA, the laptop computer must be promptly returned.

### **Disciplinary Measures**

- A. Noncompliance with the above LCCPA Laptop Policy will result in loss or restriction of laptop computer privileges. Repeated or severe infractions may result in permanent termination of privileges or dismissal from the Academy. Possession of a LCCPA laptop computer may be revoked at any time for infractions.

- B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- C. Academy personnel will determine violations of the above LCCPA Laptop Policy.
- D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of LCCPA. Discipline may include legal action.

### **Indemnification**

By signing the LCCPA Laptop Computer Student/Parent/Academy Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold LCCPA harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the laptop computer and its software to the Academy in accordance with this policy.

Policy Developed: 04-20-11

Policy Adopted: 06-06-11