

**ST. JAMES PARISH
PUBLIC SCHOOL DISTRICT**

Student Laptop Handbook

www.stjames.k12.la.us



Achieving Content Mastery and Building Relationships to
Succeed in a Global Community

“Providing Every Child with a Hope and Purpose”

St. James Parish Public Schools Strategic Plan

Revised 7/20/16

St. James Parish Public Schools

Operation Laptop – Achieving Content Mastery and Building Relationships to Succeed in a Global Community One-to-One Laptop Initiative

Introduction

Providing laptops to our students will create new learning environments that will both engage students and prepare them for tomorrow. The computer labs of yesterday are not sufficient to provide the access that students need on a daily basis to support learning. Our students will have the necessary tool at school and home to meet the needs of the 21st century learner.

St. James Parish teachers will guide our students through this wealth of information by developing digital classrooms that extend and enhance everyday learning opportunities. They will also continue to drive our students to achieve content mastery by leveraging the laptop as a learning tool. This includes the ability to wirelessly communicate with fellow students and content experts anywhere in the world as they address meaningful issues happening around the globe. We are on the brink of exciting changes and we look forward sharing this experience with you.

Ownership

Laptops and bags are the property of the St. James Parish Public School District. They are provided for the exclusive use of St. James Parish Public School students and teachers. Due to insurance and liability issues, the laptops should not be lent to other individuals, groups, or institutions.

Management

St. James Parish Public Schools is responsible for asset management for. St. James Parish Public Schools will keep track of all computers it assigns to students. Computers assigned to students will be entered into inventory and labeled. A small number of computers will serve as spares. Spare laptops may be temporarily assigned to students whose computers have been sent out for repair. A student withdrawing from St. James Parish Public Schools must return the laptop before his/her last day. A new student entering St. James Parish Public Schools will be assigned a laptop. Returned computers will be re-imaged to their original state. Student laptops and all accessories will be turned in at the end of the school year to be upgraded and serviced over the summer. **The student is responsible for returning the laptop, charger components and carrying case in good condition at the end of the school year.**

Repairs

Student laptops needing repair should be brought to their school's Tech Support Center. Each school will have a designated location. **Students will need to drop off the laptops either before school or during lunch/recess.** The District Technical Support Staff will troubleshoot, and/or repair the laptops. If the repair is an issue requiring the computer to be sent out for service, it will be returned as soon as possible.

Backing Up

During the course of repairs, files may be altered, erased, or destroyed. Every reasonable effort will be made to retrieve and save work files, however, it is important that files be backed up before turning a computer in for repair. Every student is responsible for backing up his/her files on an external drive or online storage folder. Backing up should be a regular part of the laptop routine.

Power Management

Batteries for each laptop may or may not last a full day depending on the amount of use. The following settings and procedures will maximize battery life:

1. Batteries must be fully charged at the beginning of each school day. Charge your computer every night. A laptop charges faster when it is off. Chargers should be kept at home to prevent damage, loss and theft.
2. Whenever the laptop is not in use, close the lid to put it to sleep. Batteries last longer in the sleep mode.

3. Use a simple, light-colored desktop image. Complex, large, and deep color images require more battery power. Revolving images also deplete battery life quickly.
4. Keep the laptop in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer. Never leave your laptop in a car.
5. Reduce screen brightness using the brightness controls on the laptop keyboard.
6. Quit all applications that you are not using.
7. Remove any external storage devices, headphones, or wireless devices when they are not in use.
8. All cables and wires should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery is not charging, do not wiggle the power cord. Bring the laptop to the Technology Support Office.
9. When plugging in the powercord the proper procedure is to plug into a wall socket first, then into the laptop.

Caring for your laptop

Your laptop is a delicate, electronic learning tool and needs to be treated with care. To get the greatest enjoyment and learning experience from your laptop, please follow the care procedures listed below:

◆□ Handling

1. Use the laptop on a flat, hard, and stable surface.
2. *DO NOT* carry the laptop with the lid up. An accident is more likely to happen with the lid open and up.
3. Close the lid from the center edge of the screen. Do not slam the lid shut.
4. Do not set books or other objects on top of a laptop.
5. Do not leave pencils, pens, or any other materials on the keyboard when closing the laptop.
6. Do not pick up the laptop by the screen.
7. Keep magnets away from your laptop.
8. Keep your laptop in its bag when it is not in use.
9. Do not put food or drinks near the laptop.
10. When using the laptop outside, avoid sand, dirt, moisture, direct sunlight, and heat.
11. Avoid touching the monitor screen with your fingers, pens, pencils, or other items.

◆□ Cleaning

1. Shut down your laptop and disconnect the power adapter prior to cleaning the outside of the computer.
2. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. *DO NOT* spray liquid directly on the computer.
3. *DO NOT* use aerosol sprays, solvents, or abrasives on any part of your laptop.
4. If you need to clean the screen, use damp clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.

St. James Parish Public Schools Student Laptop Use Rules

1. The student, in whose name a laptop is issued, is responsible for its proper use at all times. **The primary purpose of the laptop is for education.** Treat it as a valuable tool for learning. Inform staff immediately of any problems or concerns.
2. Students must bring their laptops and supplies to school daily. Daily necessities include:
 - i. Fully charged laptop
 - ii. Laptops are to be kept in the assigned protective cover at all times.
 - iii. The identification tag must remain on the laptop at all times.
 - iv. Students must provide their own headphones.
3. Laptops must be securely locked in a locker or cart during PE and should never be left outside, unattended.
4. Students are not to touch other student or teacher computers without permission, either physically, or through the network. Students are not allowed to log in on another student's laptop.
5. Protect your files on your laptop and the server by keeping your passwords private.
6. Students are responsible for organizing and maintaining their files. Students must not only save their documents, but also should back up their files to a flashdrive or student assigned digital locker.
7. Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to revert to pencil and paper, or use a desktop computer
8. Unapproved games, videos, music, and DVDs are NOT to be used during the school day. Headphones are only to used for instructional purposes within the classroom.
9. Accessing inappropriate Internet sites is strictly forbidden on any St. James Parish Public School computer, including laptops.
10. Students are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.
11. The "dress code" for computers is the same as St. James Parish Public Schools' dress code. If it is not appropriate for fashion, then it is not appropriate on your computer. This includes the desktop, screen savers, documents, graphics, sounds, icons, etc. Also, **DO NOT** write, draw on, or place stickers on the laptop.
12. School assignments should be printed at home. ***Assignments must be printed and ready to turn in at the beginning of class on their due dates.*** Approved printing may be done before and after school.
13. E-mailing, forwarding, downloading, displaying, posting, or using obscene, threatening, offensive, and all other inappropriate material is prohibited. The consequences for such behavior may be severe.
14. Students are not to join chats at school unless a teacher gives student(s) permission to join as a legitimate class project.
15. Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not open to the public.
16. Laptops are loaded with district and site approved software. **Installing additional software is prohibited.** Do not change settings. Never open the inside of the laptop.

17. Laptops must be handled responsibly. Each student is responsible for his/her own laptop condition.
Swapping and sharing laptops is prohibited.
18. Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion.
19. Use the laptop only within the designated areas in the school, classroom, or home. Do not use the laptop while on the bus, at lunch, during or after practices, games and other extra-curricular activities.

Expectations and Responsibility of Care

St. James Parish Public Schools is proud to provide mobile, wireless technology to our students. All 7th – 12th grade students have the opportunity to receive a laptop computer for academic use at school and home. As a parent/guardian and student, the following information is provided to help you understand the expectations, responsibility of care, and use related to receiving a laptop computer.

- Students are expected to treat the laptop as a valuable piece of instructional equipment.
- Students must take precautions to prevent damage: (ex. Never use the laptop where there is a danger of liquid spills and cover the laptop in inclement weather.)
- Students will be able to take the laptop home during the school year.
- Students will receive instruction on the proper use of the laptop computer.
- Students must take precautions to prevent theft. (ex. Do not leave the laptop unattended or in the passenger area of a car.)
- Students are to use the laptop to access only appropriate materials and websites.
- Students must not purchase goods or services via the Internet, which could result in unwanted financial obligations. (Parents/students will accept full responsibility for any financial obligations incurred from the use of the laptop.)
- Students are to use the laptop in accordance with the St. James Parish Acceptable Use and Internet Safety Policy.
- 24/7 Internet filtering is provided on all student-issued laptops.
- Students should not leave laptops in extreme heat or cold.

Acceptable Use Policy (AUP)

St. James Parish School Board - Student Internet Use Agreement

USE OF COMPUTERS, TECHNOLOGY, AND THE INTERNET

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers, technology, and the Internet. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage, online access, and files for compliance to all regulations and/or procedures.

The St. James Parish School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also

be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board.

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy.

ACCOUNTABILITY

Faculty, staff, and student use of School Board computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. Teacher or class files on the network shall be treated as District property subject to control and inspection by School Board personnel.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The St. James Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

SECURITY

Teachers and personnel who have computers in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

Any user who knowingly allows another to use the ID assigned to him or her will immediately lose access privileges, and may be subject to further disciplinary action. Attempts to fraudulently log on to any network as a system administrator or another user shall result in immediate cancellation of user privileges and the offender may be subject to further disciplinary action. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to any computer or technology service.

USE OF THE INTERNET

Students, faculty, staff, or other authorized users may only use the Internet if the *Computer and Internet Usage Contract* has been properly signed, filed at the school or administrative site, and approved by appropriate School District personnel, and then only in accordance with School District regulations governing such usage.

REGULATIONS

The St. James Parish School Board believes that there are appropriate regulations to maximize effective educational use of computers, technology and the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. No person shall be permitted to use the Internet unless a completed *Computer and Internet Usage Contract* has been submitted to the Superintendent or designee.
2. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
3. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
4. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
5. Illegal activities, including copyright or contract violations shall not be permitted. Copying information from the district's technology systems and handing it in as original work also violates copyright laws and shall not be permitted.
6. The Internet may not be used for financial or commercial gain.
7. Nothing shall be done to disregard or circumvent the established safeguards with regard to the *Children's Internet Protection Act* and La. Rev. Stat. Ann. §17:100.7.
8. Threatening, profane, or abusive messages shall be forbidden.
9. No activities shall be allowed which may damage or interrupt equipment or any networking system.
10. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
11. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
12. Consumables (paper, ink, storage devices, bandwidth) and resources offered by the Internet and paid for by the Board may not be willfully wasted.
13. Installing or running a program which damages or places an excessive load on District technology shall be prohibited.
14. Tampering with, damaging, or modifying computers, computer systems, computer networks, school district system software, hardware, or wiring or taking any action to jeopardize or violate the school district's technology systems security shall be forbidden.
15. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
16. Invading the privacy of another user, or using their account, shall not be tolerated.
17. Posting personal messages without the author's consent shall be forbidden.
18. Sending or posting anonymous messages shall be forbidden.
19. Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, solicits, or configures electronically any profane or obscene language or pictures.
20. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
21. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher or supervisor when evidence of such is encountered on the Internet.
22. Any subscriptions to list servers, bulletin boards, or online services shall be approved by the Superintendent or his/her designee prior to any such usage.
23. When a security problem is detected, it shall be reported immediately to the teacher or supervisor. The problem shall not be demonstrated to other users.
24. The use of personal hardware (such as laptop computers, PDAS, MP3 players, iPods) and software is prohibited. This does not include consumables such as CDs, flash/pen drives, or floppy discs.
25. Any other use of District technology which is illegal or in any way violates Board policy, local, state, or federal laws and statutes is strictly prohibited.

DEFINITIONS

In general, the *District's technology* includes hardware, software, video and subscription services. Specifically, the district's technology includes, but is not limited to: computers (and related equipment/attachments), monitors, printers, scanners, network devices, portable computers, digital cameras, flex cameras, video cameras, electronic microscopes, probes, global positioning systems, phones, PDAs, scan converters, projectors, amplifiers, TVs, VCRs, DVD players, MP3 players, uninterruptible power supplies, surge protectors, operating systems, applications, VHS video tapes, streaming video, DVD videos and services (local/subscription services).

Consumables include, but are not limited to: ink cartridges, mouse pads, paper, transparencies, cleaning supplies, diskettes, tapes, pen drives, zip disks, blank CDs, blank VHS tapes, and blank DVDs.

CONSEQUENCES OF MISUSE

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use Board computers, technology, or access the Internet. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet. Consequences may include suspension or expulsion of students, or dismissal of employees.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others. No "flaming."
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers for yourself, other students, or colleagues. This is for the students' safety.
- Note that electronic mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users. This includes repeating the same message.
- All communications and information accessible via the network should be assumed to be private property.
- Cite your source. If you are using the ideas or works of others, give them credit.
- Do not invade the privacy of others, or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- Do not access information, which is considered dangerous, or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

Responsible Use of Online Resources

The St. James Parish School Board recognizes that access to telecommunications and other information technologies is critical to the preparation of St. James Parish students for life in the 21st century. We believe that students must have the opportunity to learn how to responsibly use resources available on the St. James Parish School District network and the broad array of resources available on the Internet. Therefore, the Board is committed to continued enhancement of the District's network services and to ongoing staff development to

ensure that St. James Parish students master the skills necessary to effectively tap into these vast information resources.

There is a wealth of information available on the Internet—ranging from on-line databases and libraries to extremely current web pages on specialized topics. Unfortunately, many of the resources available on the Internet have not been screened for use by students. The District believes, however, that the benefits to students of access to such information and of the opportunities for collaboration afforded by the Internet greatly exceed the disadvantages. Parents and guardians and District educators must work together to ensure that students use these resources responsibly. Parents and guardians play an especially important role in setting the standards that their children should follow when using the Internet.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. The Board expects that District staff will blend thoughtful use of Internet information resources throughout the curriculum and that the staff will provide guidance and instruction to students in the analysis, evaluation, and appropriate use of such resources.

Electronic mail is an extremely powerful tool that enables students to communicate with and collaborate with people around the world. We believe that responsible use of electronic mail can greatly enrich student learning opportunities. On the other hand, we realize that the two-way communication that electronic mail makes possible introduces risks unique to this communication medium. Therefore, we offer electronic mail services to all students, but only after submission of the St. James Parish Public Schools Student and Parent forms signed by the student and, if the student is a minor, his or her parent or guardian.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy.

The Board looks forward to the educational opportunities that the District's network services afford our students.

Student Privacy Form

Introduction: Students are making increasing use of various technologies as powerful learning tools. Key benefits of such activities include opportunities to share work with and interact with other students and the world at large. Such activities are not entirely without risk. Media and technology provide students with access to people and information beyond the St. James Parish School community and enable others to view student work and interact with students in St. James Parish schools. Student work can be shared in a variety of ways, including newsletters or newspapers, radio or TV programs, web pages, electronic mail, compilations of student work on a class CD, etc. It is important for parents and students to consider the level of exposure for the students' work.

Student Privacy Guidelines: A paramount goal of the St. James Parish School District is to ensure the safety and privacy of our community of learners. To help achieve this goal, publication of student information on the

Internet and sharing of student information via print media, electronic mail, video, and other technologies is restricted. Student information and student work will not be published or shared unless permission is obtained. Permission is granted only for projects or activities that take place in a specific school year. Students must submit an updated permission form each year. No personal information, such as home or mailing address and phone number, except as listed below, will be published or shared.

St. James Parish Schools- Student Internet Use Consent and Waiver

By signing the acknowledgement form the user agrees to abide by the restrictions outlined in the St. James Parish Schools Acceptable Use Policy. St. James Parish School Board makes no warranties with respect to Internet service or content. The user and his/her guardians should be aware that the St. James Parish School Board does not have control of the information on the Internet nor can it provide barriers to users accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Similarly, while the St. James Parish School Board supports the privacy of electronic mail, users must assume that this cannot be guaranteed.

The St. James Parish School Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

Student Electronic Mail Account

The St. James Parish School Board is pleased to offer students of the District access to the District computer network for electronic mail. To gain this access, a student under the age of 18 must obtain parental permission and must return this form, signed by a parent or guardian, to the Main Office of the student's school. Students 18 and over may sign their own forms. This form is intended to be informational, as policies approved by the St. James Parish School Board apply to all users of the St. James Parish Public Schools District Academic Electronic Network, whether or not said users have signed this agreement.

Access to email will enable students to communicate with and collaborate with people throughout the world. While our intent is to make electronic mail available to further educational goals and objectives, families should be warned that it is not possible to monitor every student electronic mail conversation. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from access to electronic mail exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Acceptable Use Policy: I understand and will abide by the above Internet Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school and school district disciplinary action may be taken, and/or appropriate legal action.

Student Electronic Mail Account: I have read and/or discussed with my parent(s) the Policy and I agree to comply with the stated "Guidelines for Student Electronic Mail Account " I realize that if I don't comply with these guidelines, my account may be terminated, restricted, or suspended.

Student Privacy: I have read the information regarding Student Privacy and discussed it with my parents. My signature below acknowledges that I grant permission for my work to be published and/or viewed by others and that I certify I will only submit work that I have created. I also understand that the School District has no responsibility to, nor will it, enforce U.S. copyright law pertaining to my work.

I agree to follow the rules and guidelines listed in the Handbook, as well as AUP, Email Accounts and Student Privacy. I understand the consequences for not following the rules and will do my best to be a responsible laptop student.

St. James Parish Public Schools Parent Form

Acceptable Use Policy: As the parent or guardian of this student, I have read the Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. St. James Parish School System has taken precautions to eliminate controversial materials. However, I also recognize that with the global nature of the Internet it is impossible for St. James Parish School System to restrict access to all controversial materials, or even be aware of them, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

****As the parent or guardian of this student, I will allow the St. James Parish School System to place pictures of my child for educational purposes on the parish website. I understand that my child's first name will only be used for identification purposes.***

Student Electronic Mail Account: I have read and understand the Guidelines for Student Electronic Mail Account Policy. I have discussed the policy and guidelines with my child. I realize that should my child not comply with the guidelines, his or her account may be terminated, restricted, or suspended. I further realize that school network personnel have complete authority over who is admitted to the system, and I agree to abide by their decisions regarding my child's conduct and use of the system.

Student Privacy: I understand that my child may engage in classroom projects and activities that enable others to view or listen to him or her, view his or her work, and/or to interact with him or her. In order for my child to participate in such projects and activities, I understand that this permission form must be completed, signed, and on file at my child's school and that lack of a permission form will be regarded as "permission denied." I understand that, where possible, appropriate alternative activities will be provided as substitutes when permission is not given. Further, I understand that, as part of classroom activities,

- my child's work may be displayed on the St. James Parish School District's web page servers (and occasionally on non-District web servers as part of school-related projects) or in other public media (such as newspapers, radio or TV programs, and CDs of class projects);
- my child may participate in school-related audio or video conferences or other communications with students and/or adults (for example, projects involving "experts" such as authors, scientists, etc. or collaborative projects with students in other schools).

Unless otherwise informed in writing, the district is authorized to use student's voice, quote, and/or video which may be published or shared as part of this school year's projects or activities.

I understand that U. S. copyright law protects my child's work. I also understand that the School District has no responsibility to, nor will it, enforce U.S. copyright law pertaining to my child's work. I certify that my child will only submit work that he or she has created. My signature below acknowledges that I grant permission for my child's work to be published and/or viewed by others and for my child to participate in activities such as those described above. In granting this permission I understand the "Student Privacy Guidelines" stated above will be followed.

1:1 Laptop Repair and Replacement Fees

Total Replacement	Fee Charged
13" Macbook Air	\$1000*
Please Note: Intentional destruction of the equipment will result in disciplinary action and full monetary replacement of the machine and software. *Approximate cost	

Replacement Part or Description	Apple Pricing	Deductible - cost to Student/Parent
Cracked Screen	\$349	\$100
Complete Upper Section	\$549	\$100
Hard Drive	\$299	\$100
Casing Top Case w/ Keyboard	\$349	\$100
Track Pad	\$199	\$100
Bottom Case	\$199	\$100
Logic Board Repair	\$399	\$100
Charger	\$50	\$50
Adding Administration Rights to Computer	\$100	\$100
Lost/Stolen Laptop	\$1000*	\$1000*
Cover	\$35	\$35

ST. JAMES PARISH TECHNOLOGY DISCIPLINE PLAN GRADES K-12

Infraction	Consequence
<ul style="list-style-type: none"> Unauthorized use of printers 	As per Teacher Consequence Ladder
<ul style="list-style-type: none"> Failure to bring laptop to school Failure to use approved laptop bag or ID missing from bag Attempting to access unauthorized (non-instructional) software any other programs (including games, email, chat rooms, etc.), directories, sites (not Category A), or files on the system without the explicit permission of or direction from the classroom teacher, administrator, or IT staff 	Comparable to Dress Code Violation
<ul style="list-style-type: none"> Use of unauthorized (non-instructional) software any other programs (including games, email, chat rooms, etc.), directories, sites (not Category A), or files on the system without the explicit permission of or direction from the classroom teacher, administrator, or IT staff Unacceptable or malicious use of the Internet or email as stated in the Acceptable Use Policy and/or prohibited by instructor Attempting to or successfully logging into a system as a user other than one's self Failure to maintain possession of laptop (left unattended and/or lost) 	1 st Offense: 1 After-School Detention 2 nd Offense: 1 After-School Detention 3 rd Offense: 2 After-School Detentions 4 th Offense: 2 After-School Detentions 5 th Offense: 1 ISSP 6 th Offense: 1 Day Home Suspension 7 th Offense: 2 Days Home Suspension 8 th Offense: 2 Days Home Suspension
<ul style="list-style-type: none"> Installation of any software that results in copyright infringement or use of such software Misuse of network resources, including but not limited to, bandwidth, shared directories, and network printers 	1 st Offense: 1 After-School Detention 2 nd Offense: 2 After-School Detentions 3 rd Offense: 1 ISSP 4 th Offense: 2 ISSP 5 th 1 Day Home Suspension
<ul style="list-style-type: none"> Creating and/or possessing digital content rated either above one's age or 17 and above (RIAA, ESRB, MPAA) 	1 st Offense: 2 After-School Detentions 2 nd Offense: 3 After-School Detentions 3 rd Offense: 1 ISSP 4 th Offense: 2 ISSP 5 th 1 Day Home Suspension A restricted laptop will be issued for a minimum of 30 days.
<ul style="list-style-type: none"> Defacing or damaging computer hardware as a result of negligence 	Restitution 2 After-School Detentions / Administrative Conference / Report incident

Infraction	Consequence
	<p>to proper authority: Principal (school), Superintendent (system), Sheriff's Office (legal)</p> <p>A restricted laptop will be issued for a minimum of 30 days</p>
<ul style="list-style-type: none"> Defacing or damaging computer hardware with malicious intent to destroy 	<p>Restitution 1 - 3 days suspension out of school / Administrative Conference / Report incident to proper authority: Principal (school), Superintendent (system), Sheriff's Office (legal)</p> <p>A restricted laptop will be issued for a minimum of 30 days</p>
<ul style="list-style-type: none"> Using technology resources for bullying, cyberbullying, intimidation, harassment, or hazing 	<p>1st Offense: 1 - 3 days suspension out of school / Administrative Hearing</p> <p>A restricted laptop will be issued for a minimum of 30 days</p>
<ul style="list-style-type: none"> Accessing data or programs with malicious intent to cause damage to the network or administrative systems Accessing and or participating in pornographic websites/videos and/or communications (ex. Sexting, sexual social networking sites) 	<p>1st Offense: 1 - 2 days out of school suspension and loss of access to internet 2nd Offense: 1 - 3 days out of school suspension and loss of access to internet</p> <p>Report incident to proper authority: Principal (school), Superintendent (system), Sheriff's Office (legal)</p> <p>A restricted laptop will be issued for a minimum of 30 days</p>

To parents and guardians,

In St. James Parish School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St. James Parish School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their device, and learn 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for St. James Parish Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Additional Services enabled by the school administrator - e.g. YouTube, Blogger, Google Maps. A list of additional services is available at <https://support.google.com/a/answer/181865>, and instructions for administrators about how to enable or disable them are available at <https://support.google.com/a/answer/182442>.]

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

[As applicable for school/district] We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

- With [insert name of school/district]. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting [insert contact information for school administrator]. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

STUDENT AND PARENT SIGNATURE FORM

St. James Parish Schools

Student Internet Use Consent and Waiver

By signing this form the user and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in the St. James Parish Schools Student Handbook and Student Policy Manual as updated on the St. James Parish Schools website. St. James Parish School Board makes no warranties with respect to Internet service or content. The user and his/her guardians should be aware that the St. James Parish School Board does not have control of the information on the Internet nor can it provide barriers to users accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Similarly, while the St. James Parish School Board supports the privacy of electronic mail, users must assume that this cannot be guaranteed. The St. James Parish School Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

STUDENT ACKNOWLEDGEMENT

I understand and will abide by the above Internet Acceptable Use Policy, the St. James Parish Schools Student Handbook, and Student Policy Manual as updated on the St. James Parish Schools website. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school and school district disciplinary action may be taken, and/or appropriate legal action.

Student User Name (print): _____

Student User Signature: _____ Date: _____

PARENT ACKNOWLEDGEMENT

As the parent or guardian of this student, I have read the Internet Acceptable Use Policy, the St. James Parish Schools Student Handbook, and Student Policy Manual as updated on the St. James Parish Schools website. I understand that this access is designed for educational purposes. St. James Parish School System has taken precautions to eliminate controversial materials. However, I also recognize that with the global nature of the Internet it is impossible for St. James Parish School System to restrict access to all controversial material, or even be aware of them, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting

Parent or Guardian Name (Please Print) _____

Signature: _____ Date: _____

This form, along with a non-refundable deposit, must be signed and returned to the school before a laptop is given to the student.

