

Netbook Policy, Procedures and Information

Unity Point CCSD #140

The procedures, policies, and information within this document apply to all netbooks used at Unity Point School District, as well as any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use within their classrooms.

READY TAKING CARE OF YOUR NETBOOK.

Students are responsible for the general care of the netbook they have been issued by the school in order to be ready for instruction. Notify your teacher immediately if your netbook is broken or fails to work properly. This will be the Netbook they will have until their 8th grade year.

General Care

- **Be ready to use your netbook by having clean hands**
- **Food and beverages can damage your netbook. Students will be responsible for damages caused by food and beverage spills.**
- **Cords, cables, and removable storage devices should be inserted carefully into the netbook.**
- **Students should never carry their netbooks while the screen is open, unless directed to do so by a teacher. During class trades netbooks should be placed in the netbook bag and zipped closed.**
- **Never leave your netbook unattended**
- **Netbooks should remain free of any writing, drawing, stickers, or labels that are not the property of the Unity Point School District.**
- **Netbooks should never be left in a vehicle or any unsupervised area.**
- **Students are responsible for preparing their netbooks to charge at the end of school each day.**
- **Students are responsible for cleaning their assigned netbook according to their teachers instruction**

Screen Care

The netbook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- **Do not lean on the top of the netbook when it is closed.**
- **Do not place anything near the netbook that could put pressure on the screen.**
- **Do not poke the screen.**
- **Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).**
- **Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.**

USING YOUR NETBOOK AT SCHOOL

Netbooks are intended for use at school each day. Students are responsible for following all classroom procedures established by their teacher for netbook use.

- **Charging Your netbook's Battery.** Have your netbook ready by charging it each evening.
- **Customizing.** Inappropriate media may not be used as a screensaver, desktop backgrounds, etc. and will result in disciplinary actions.
- **Sound.** Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones, it is the student's responsibility to care for and store appropriately.
- **Printing.** Students will print per teacher instructions.
- **Netbook Undergoing Repair.** Loaner laptops may be issued to students when their netbooks are undergoing repair. Students are responsible for the care of the loaner while in their possession.
- **Netbooks not in use.** netbook use will be determined by your teacher. When not in use your netbook should be in the netbook bags on your chair.

RESPECTFUL *TAKING CARE IN ALL YOUR COMPUTER USE*

Students are respectful of the netbooks, themselves, and others.

Privacy and Safety

- **Do not go into chat rooms or social networking sites without permission.**
- **Do not open, use, or change computer files that do not belong to you.**
- **Do not reveal personal information such as your full name, phone number, home address, social security number, credit card numbers, or passwords to other people.**
- **Remember that storage is not guaranteed to be private or confidential.**
- **If you inadvertently access a web site that contains obscene, or offensive material, notify a teacher, network administrator, or the Principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.**

RESPONSIBLE *TAKING CARE IN ALL YOUR ACTIONS*

Students are responsible for their ethical and educational use of the technology resources of the Unity Point School District.

Access to the Unity Point School District technology resources is a privilege and not a right. Each student and parent will be required to follow the Computer System Use and Internet Safety Policy.

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Unity Point School Code of Conduct.

Teachers have a right to manage and/or restrict student use of the netbook, software, and internet within the confines of their class.

Legal Propriety

- **Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.**
- **Plagiarism is a violation of the Unity Point School Policies and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.**
- **Use or possession of hacking software is strictly prohibited and violators will face disciplinary action. Violation of applicable state or federal law, including the Illinois Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.**

PROTECTING & STORING YOUR NETBOOK COMPUTER

- **Netbook Identification.** Student netbooks will be labeled in the manner specified by the school. Students will not remove UP Property stickers, Windows Product Key, or serial number sticker. If stickers have or appear to be falling off, student should take netbook and sticker to the Teacher immediately.
- **Password Protection.** Students are expected to use and keep their logon password confidential to protect information stored on their netbooks. Disciplinary action may result due to actions of an unauthorized user.
- **Storing Your Netbook.** When students are not monitoring netbooks, they should be stored as directed by their classroom teacher.
- **Netbooks Left in Unsupervised Areas.** Under no circumstances should netbooks be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen. Unsupervised netbooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving your netbook in an unsupervised location.
- **Intentional or Negligent Damage.** Students are expected to keep the netbook in good condition. Failure to do so will result in fines depending upon netbook condition.

Consequences for Misuse: Loss of netbook privileges, loss of network access, or traditional disciplinary actions.