

Hamlin School District
Student
Computer
Handbook
2017-2018



INTRODUCTION

All 9th -12th grade students will be issued computers for use as part of their educational curriculum. The purpose of these computers is to provide students with immediate access to online resources, local network resources, and online/CD-Rom based textbooks. Computers may be used outside of school time for personal reasons as long as none of the activities are inappropriate as defined within this handbook.

Computers will be distributed each fall during the Open House. The computer will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students will sign for the equipment. Parents & students must sign and return the Computer Protection Plan and Student Pledge documents before the computer can be issued to their child. The Computer Protection plan outlines three options for families to protect the computer investment for the school district. Please review the Computer Protection plan.

Computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original computer each year while enrolled at HHS.

With the issuance of the computer comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROM's, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources, as well as the care and maintenance of computer and its accessories.

Terms of the Computer Loan

Terms: A signed copy of Computer Protection Agreement and Student Pledge must be on file before taking possession of the Computer.

Acceptable Use: You will comply at all times with the Hamlin School District Acceptable Use Policy, and the Student Pledge form which you and your parents have signed. Any failure to comply ends your rights of possession effective immediately.

Liability: If the property is not returned, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed. If the computer is lost because of negligence, you are responsible for the insurance deductible fee (\$100). **Inspection:**

Students may be selected at random to provide their computer for inspection to verify condition and compliance with district policy.

Repossession:

Access to the Hamlin School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy and Student Pledge. If you do not fully comply with all terms of these agreements, the District has the right to repossess the property at any time.

General Computer Guidelines

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols will result in disciplinary action.
- Passwords on screensavers are not to be used.

Sound

- Sound will be muted at all times unless permission is obtained from the instructor and is for instructional purposes.

Deleting Files

- Do not delete any files that you did not create. Deletion of certain files can affect your computers performance.

Music, Games, or Programs

- Music, programs, and games are not allowed on the computer during class time without permission from the instructor/supervisor.
- All software must be district provided.

There will be a \$10 Re-Imaging Fee assessed to correct problems associated with the above guidelines when deemed necessary.

Computer Rules and Regulations

Student Responsibilities

- Students are responsible at all times for their computer, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All computer accessories are to be carried in the computer bags **at all times.**

- Students may not loan computer accessories to other student **for any reason.**
- Students may **not** load or **download any software** on the computer without prior approval.
- Students are responsible for charging and maintaining battery units in their computers daily.
- Computers come with a standardized image already loaded. This image may not be altered or changed in any way.
- All students have access to a CD burner drive and a network drive on which to store data. **It is the responsibility of the student to make sure critical files are backed up regularly to one of these two locations.**
- All use of the Internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all sites accessed.
- These files will be reviewed periodically.
- **Do not** leave the power cord plugged into the computer while in the computer bag. This will cause damage to the computer.

Parental Responsibility

- Parents will be responsible for reviewing the Acceptable Use Policy and Student Pledge for Computer Use with their child.
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home.
- Parents concerned with their child's internet activity should contact the administration.

REPAIRING or REPLACING YOUR COMPUTER and ACCESSORIES

The computer is covered with a Warranty and Accidental Damage Protection Plan. Please report all computer problems to the Technology Help Desk.

Computer Warranty

This coverage is purchased by the Hamlin School District as part of the purchase price of the equipment. HP warrants the computer from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Accidental Damage Protection

The Hamlin School District has purchased coverage to protect the computers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The coverage will assess the computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. All costs for repairs not covered by the coverage will be the sole responsibility of the student. The computer will not be returned until all fees are paid in full.

FREQUENT or REPEATED DAMAGE REPAIRS will result in suspended or limited computer privileges.

Loan of Computers

Hamlin School District is committed to the importance of a students being able to continue with his/her work when a computer is experiencing problems. To assist with this:

Network Student Drives

All students have a password protected Z: drive that is a network drive setup from their login. Students can save important work on this network drive. This will allow them to access this material from anywhere on the network.

CD Burner Drives

All computers are equipped with a CD Burner Drive. Students may purchase CD's and burn backup copies of critical files at anytime.

Loaner Computers

If a computer is in need of warranty repair, a loaner computer will be issued when available.

Computer Security

Each of the computers has a security program installed on it. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Hamlin School District system. Two primary forms of security exist:

1. **Desktop Security** - Security is in place on the desktop to prevent certain activities. These include downloading or installing software in the computer, removing software, changing system settings, etc.
2. **Filtering Software** – Hamlin School District maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. In addition, there is a second software filter package installed on each computer unit. This filter will run when the students are home,

and will insure safe access to the Internet. Files that show when and where students have accessed Internet sites are available within this filter package.

3. **Virus Protection-** The computer has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

Using an Internet Service Provider from Home

Because of the variety of ISP's that are available, and the need to prevent students from loading unwanted software on the computers, an **ISP Connection** icon has been placed on the desktop. This is a generic ISP icon that is very easy to use, and will prevent students from having to load their own software.

1. Just click on the ISP connection.
2. Type in the username and password *provided by your ISP*.
3. Type in the number of your ISP provider.

How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with ITC, Midcontinent Communications or Prairie Wave, you simply need to plug the Ethernet cable into the Ethernet port on the computer. If you maintain a wireless home network, you must set the computer to connect to your wireless connection.

Dial-up Internet connections will not work on the school computer until the Hamlin High School technicians format your computer for a dial-up connection. Please take your computer to the technology Help Desk if you want your computer configured for your home dial-up Internet access.

Note: *The only ISP service that we currently do not support is AOL. We apologize for the inconvenience, but since AOL requires separate software and browsers to be loaded, we are not able to accommodate the software.*

Internet Providers available include but are not limited to the following: ITC, Prairie Wave, Quest, Midcontinent Communications, DISH Network, and DIRECT TV.

District Acceptable Use Guidelines

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware,

operating system software, application software, stored text, data files, electronic mail, local databases, CD-Rom's, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Expectations

- A. All users are expected to follow existing copyright laws.
- B. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, or threatening.
- C. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- D. Student records will be maintained confidential through password protection. Students feeling that their records are at risk may contact network administrators for interventions.

E-Mail

Students will be issued a school affiliated e-mail account which may be used during school hours for educational or administrative purposes.

- Students should maintain high integrity with regard to email content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- No private chatting or instant messaging during class.
- E-mail transmissions, stored data, transmitted data, or any other use of the on-line services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents are property of the District.

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.

- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals. F. Intentionally wasting finite resources, i.e., printing, storage.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.

Acceptable Use Policy

Purpose

The Hamlin School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Hamlin School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Hamlin School District.

Definition – Technology Resources

The Hamlin School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Hamlin School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the HAMLIN SCHOOL DISTRICT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Hamlin School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Hamlin School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Hamlin School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Hamlin School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology activities include, but are not limited to, the following:

Computer Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.

- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

Consequences:

1st offense – Office intervention and/or a minimum 5 day computer suspension

2nd offense – 10 day computer suspension 3rd offense – Computer privileges suspended for remainder of quarter or not less than 10 days.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.

Consequences: Suspension of computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- 4. Hamlin School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be

liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Hamlin School District may be applied to the computer.
 - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental computer damage: Students who have recorded 3 or more instances of accidental computer damage may be asked to check their computer in at the Help Desk after school. Computers may be checked out again before classes begin the next day. Special permission to take a computer home for class work may be permitted by the student's teacher.
 - e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
 - f. Individual school computers and accessories must be returned to the HHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at HHS for any other reason must return their individual school computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at HHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Hamlin County Law Enforcement.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Computer Protection plan and must return the computer and accessories to the HHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Student Pledge for Computer Use

1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will not leave the computer unsecured. I will know where my computer is at all times.
3. I will not loan out my computer or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will use only the case provided or another approved carrying case while transporting my computer outside of the classroom.
8. I will use my computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the computer unless issued by the school district.
10. I understand that my computer is subject to inspection at any time without notice and remains the property of the Hamlin School District.
11. I will follow the policies outlined in the *Student Computer Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Hamlin School District administration.

13. I will be responsible for all damage and/or loss caused by neglect or abuse.
14. I agree to pay for the replacement of power cords, battery, or computer case in the event any of these items are lost or stolen.
15. I agree to return the Hamlin School District Computer and all accessories in good working condition.
16. I understand that network administrators and school administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers and networks will be private.
17. I agree to follow all rules and guidelines outlined in the Student Computer Handbook.

Hamlin School District 28-3

44577 188th St.
Hayti, SD 57241

**Phone: 605-783-3644 FAX:
605-783-3632**

**Principal: Jeff Sheehan
Network Administrator: Tim
Koisti**

www.hamlin.k12.sd.us