

# 1:1 LAPTOP PROGRAM RESPONSIBLE USE POLICY



**PURPOSE:** Mercer Island School District (MISD) provides students a one-to-one (1:1) laptop as a means to promote student achievement and provide equitable access to learning technology. This policy outlines MISD expectations for students and families issued a 1:1 device. In addition to this policy, the use of district-provided technology requires students to abide by the Electronic Resources and Internet Safety Procedure outlined within policy 2022.

MISD expects students to use district issued equipment responsibly. This policy will help you understand responsible use of your device and district network resources. MISD also expects students to make a good faith effort to keep their 1:1 devices safe, secure, and in good working order. *This policy includes the following specific responsibilities and restrictions.*

## Student Expectations:

1. **Charge your 1:1 device at home every night and bring it to school each day with a full charge.** If a device is repeatedly brought to school without a charge, the student may lose their take-home privileges.
2. **Bring your 1:1 device to school every day.** If a device is left at home, a loaner may be available from the school. If not, students will be expected to complete their coursework by hand. If a device is left at home repeatedly, the student may lose their take-home privileges.
3. **Communicate Responsibly!** All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over district systems are archived and retained per WA state public record laws.
4. **Back up important files.** MISD maintains 1:1 devices with periodic updates. Students should save files in online storage (e.g. Google Drive) to avoid accidental loss of course work. *MISD cannot guarantee data loss will not occur and is not liable for such loss.*
5. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited. Do not use your device to store personal content.
6. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments.
7. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**

## Prohibited Activities:

1. Students will be provided with a laptop skin on the top cover of the laptop. **Students are able to personalize or put stickers on the laptop skin only. Do not mark or deface any surface of the MISD laptop. Placing stickers or tape on any surface except the provide laptop skin is prohibited.**
2. Do not loan your 1:1 device, charger, or case to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.**

**Hacking:** Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

### **Student Safety:**

1. Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means. This includes posting personal information regarding other students as well.
2. **Cyberbullying, including personal attacks or threats toward anyone using online resources is strictly prohibited and may lead to criminal charges. *If you are aware of cyber bullying, please report it to responsible school personnel!***
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, MISD cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:** Parents/guardians assume all responsibility for monitoring their student's activity on district issued devices and accounts during non-school hours and on all non-student attendance days. Students are responsible for the appropriate use of the device and all accounts, applications, and services.

Important resources for families around child technology use and digital citizenship can be found on our [Instructional Technology website](#).

**Fiscal Responsibility:** For a small fee, the MISD Insurance Program covers all accidental damage for student devices and lessens the financial burden if a loss or theft of a device occurs. Please refer to the "MISD 1:1 Optional Insurance Program" form for more details.

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Students and families assume responsibility for the appropriate and safe use and care of MISD district-issued technology. You understand that should you fail to comply with the terms of this policy, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the [MISD Student Handbook](#).

**Take Home Opt-Out:** Families can opt-out of their student taking home their laptop. Note that a laptop is still a required instructional resource at school. If a family opts-out of take home, their student will still have their own laptop to use at school, but will store it at a designated location at the end of each day.

**Opt-Out Process:** Families can opt out of take home by contacting our technology department or emailing [Andreeves Ronser](#).

**IF YOU DO NOT OPT OUT BY CONTACTING OUR TECHNOLOGY DEPARTMENT, YOU WILL BE DEEMED TO HAVE AGREED TO HAVE YOUR STUDENT TAKE HOME THEIR 1:1 DEVICE.**

# MISD 1:1 Optional Insurance Program

**MISD Optional Insurance Program:** The MISD Optional Insurance Program covers all repair costs for any accidental damage to student laptops and reduced replacement costs if loss or theft occurs. The Insurance Program fee will cover the current school year for a single device. The fee can be paid through the MISD Online Payment Portal after August 1<sup>st</sup> or in person once your school office opens for the school year.

Options Insurance Enrollment
\$25 Annual Cost
<a href="#"><u>Pay through MISD Online Payment Portal</u></a>

Device Coverage		
Occurrence	Lost/Stolen	Accidental Damage
1st Incident:	\$100 to replace	Assurance fully covers the costs of accidental damage for MISD Laptops.
2nd Incident:	Full Cost	
3rd Incident:	Full Cost	
Explanation:	Police report filed within 24 hours if stolen and provided to MISD.	Dropping device, water damage, natural disasters, etc.

Hardware Repair Costs	
Replacement Charger:	\$30
Replacement Styli	\$40
New Laptop:	\$800

## Fine Print

- All fees for 1:1 Insurance stay within the program and fund continued repairs, replacements, and upgrades to student 1:1 devices.
- Lost chargers, styli and cases are not covered by insurance and will be charged to the student account for replacement.
- Students will be charged full price for parts if they intentionally vandalize\damage their device.
- Repeated damage to a device may result in loss of take-home privileges and\or fines on a case-by-case basis.
- If a lost, stolen, or non-returned device is later recovered in working condition, any related fines will be refunded.
- If a student leaves the district and does not return their laptop, a fine for the full replacement cost will be placed on the student record and restriction of records and transcripts will apply.

2023-2024

Date of Payment \_\_\_\_\_ Online Receipt # \_\_\_\_\_ / Check # \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grad Year \_\_\_\_\_

### Laptop Responsible Use Agreement Mercer Island School District

My child and I have read the Mercer Island School District's Laptop Responsible Use Policy, and the Electronic Resource and Internet Safety Policy and Procedures (Administrative Policy 2022 and 2022P)

- We understand the procedures and requirements to which my student must comply, including the Mercer Island Responsible Use Policy.
- We accept responsibility for any damage or neglect that may result from my student while the laptop is in his/her possession or control, which may result in monetary charges.
- We understand that my student may lose his/her laptop privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District laptop.
- We understand my student must return the laptop, power adapter and cable when requested at the end of the school year or when unenrolling\graduating from the Mercer Island School District. I understand that I will be charged for any missing equipment or cables.

Insurance Option Selection (**CHECK ONE**):

- Annual insurance policy (self-insured, managed by Mercer Island School District) • \$25  
Students submit the \$25 insurance fee through the MISD Online Payment System
- Declining insurance and assuming full responsibility for damage, theft or loss of the iPad

Parent/Guardian – Print your name here:

Signature and date here:

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Current Address: \_\_\_\_\_

Phone number: \_\_\_\_\_