

Dupree School District

Laptop Policy

1. LAPTOP DISTRIBUTION & COLLECTION

Laptops are distributed each fall during **Student Registration & Laptop Orientation**.

- **Parents and students must sign** the **Laptop Policy Sign-Off** and **Student Pledge** before receiving a device.
- **Laptops are collected at the end of each school year** for maintenance, cleaning, and software updates.
- Students will **keep the same laptop** each year while enrolled at Dupree High School.
- Laptops may also be **recalled during the school year** for updates or maintenance as needed.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the proper care of their school-issued laptop.

If a laptop is damaged or not working, it must be taken to the Technology Help Desk in the Tech Lab.

2.1 General Precautions:

- No food or drinks near your laptop.
- Insert cords, cables, and devices gently.
- Carry laptops closed, unless a teacher says otherwise.
- Shut down laptops before moving to save battery.
- Do not cancel file syncing at log-on or log-off—this can cause data loss.
- Keep laptops free of writing, stickers, or unauthorized labels.
- Never leave laptops in cars or unattended places to avoid theft or damage.
- Keep your laptop charged for the entire school day.

2.2 Carrying Laptops:

- Always carry your laptop **inside its protective case**.
- Keep extra items in the case to a minimum to avoid pressure on the screen.
- **Turn off the laptop** before placing it in the case.

2.3 Screen Care

Laptop screens are fragile and can be easily damaged by pressure or improper use. Follow these guidelines to avoid damage:

- **Do not lean** on the laptop when it's closed.
- **Do not place objects** on the keyboard before closing the lid (e.g., pens, pencils).
- **Avoid placing pressure** on the screen or placing items near or inside the case that could press against it.
- **Never poke** or tap the screen.
- **Only use approved devices** with laptop ports — do not insert items like pens or pencils.
- **Do not use pen-style devices** on the screen — they may cause damage and are not supported.
- **Clean the screen** with a soft, dry, or anti-static cloth only.

Screen damage may result in a repair fee, as listed on the Damage Fees Page.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are meant to be used at school every day. Besides teacher instructions, students will use them to access school messages, announcements, calendars, and schedules. Students must bring their laptop to all classes unless told otherwise by a teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they must immediately call parents to bring it to school. Repeat offenses will lead to disciplinary action.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued when a student's laptop is left for repair at the Help Desk.

3.3 Charging Your Laptop's Battery

Laptops must be brought to school fully charged each day. Students should charge their laptops every evening. Repeat violations will result in disciplinary action.

3.4 Sound

Sound must be muted at all times unless the teacher gives permission for instructional use.

3.4 Printing

Printing is allowed only on school network printers. Personal home printers cannot be added to the laptop. Printing should be minimized as digital copies of homework will be used whenever possible.

4 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work

Save all work to the "**My Documents**" folder under OneDrive on your laptop. This ensures files are backed up to the school server, available offline, and synchronized when reconnecting to the network.

4.2 Saving Appropriate Content

Only save **education-related files** in the "My Documents" folder. Storage space is limited, and non-educational files may slow down the network or affect backups. Files saved elsewhere won't be backed up and may be lost during re-imaging.

4.3 Saving Other Content

Non-educational files (e.g., .mp3, .wav, .wmf) should **not** be saved in "My Documents." These files may be deleted without notice and could lead to disciplinary action. Save personal files to removable media and back them up yourself to avoid loss.

4.4 Saving Inappropriate Content

Students may face disciplinary action for saving or viewing any content deemed **inappropriate** by school or network administration, in line with the **Acceptable Use Policy**. This includes, but is not limited to, **pornography, offensive material, or any other content** judged inappropriate by school officials.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

All school-issued laptops come preloaded with Windows 10 Education, Microsoft Office 2013/2016, and other educational software. This software must always remain installed and accessible.

Additional course-specific software may be installed during the school year and must be removed once the course ends, per licensing agreements. Periodic checks will be done to ensure compliance.

5.2 Virus Protection

Laptops come with Windows Defender antivirus software, which scans the system at startup and receives updates through the school network.

Laptops are also locked down to limit software installations, helping prevent viruses and protect the school network. This restriction may limit what students can install.

5.3 Additional Software

Students may not install any software unless approved by the school. This includes media downloaders, games, or unauthorized apps.

Students may request software installations by submitting a request to the Help Desk. Approved software will be installed school-wide as needed.

5.4 Inspection

Laptops may be randomly selected for inspection. Devices may also be checked if a staff member suspects a violation of the **Acceptable Use Policy** or the presence of **inappropriate material**.

5.5 Software Reinstallation

If technical issues arise, the Help Desk follows a "**5-minute rule**"- if a problem can't be fixed within 5 minutes, the laptop will be **re-imaged** (reset to original condition).

Files in "**My Documents**" will be preserved, but everything else will be erased. To avoid data loss:

- Always save school files to "**My Documents**"
- Never cancel **File Synchronization** at logon or logoff

6 ACCEPTABLE USE

6.1 General Guidelines

- Technology use must support **education and research** aligned with Dupree School District goals.
- **Non-educational use is not allowed or supported.**
- Students are expected to use technology **ethically and responsibly**.
- Access to district technology is **a privilege, not a right**. Violations of the **Acceptable Use Policy** may result in **loss of access** (from 1 day to the entire year) and other disciplinary actions.
- The **network or school administration** will decide what is acceptable in situations not clearly defined.
- **Illegal activities**—such as sharing confidential info, copyrighted material, obscene content, or viruses—are strictly prohibited.

- **Tampering with data, settings, or another user's files** without permission is considered vandalism and will result in disciplinary action.
- All users must **sign and follow** the district's Acceptable Use Policy, along with this laptop policy.

6.2 Privacy and Safety

- Only use chat rooms assigned by instructors or part of official courses.
- Do **not access or modify files** that aren't yours.
- **Never share personal information** (name, phone number, address, SSN, credit cards, or passwords).
- Network storage **is not private**—school administrators may inspect files at any time.
- If you accidentally access **inappropriate content**, report it to a teacher or principal immediately. **This is your responsibility.**

6.3 Legal Propriety

- Students must follow **copyright, trademark, and license laws**. Ask the network administrator if you're unsure.
- **Plagiarism is prohibited**. Always credit sources, including internet content like images, music, videos, and text.

6.4 State-Provided Email Guidelines

Students are provided access to state-issued K-12 email accounts, which are monitored and filtered by both state and district officials.

Email Use Expectations:

- Use appropriate language at all times
- Do not send profane, obscene, abusive, or offensive content
- Avoid mass emails, chain letters, or spam
- Private chatting during class is not allowed without permission
- Email content is subject to review by school administration at any time
- All use should reflect responsible communication and follow school policies.

6.5 Use of AI Technology

Students may not use AI technology in assignments or projects unless explicitly allowed by instructional staff for a specific task or portion of work. All submitted work must reflect the student's own knowledge, skills, and personal effort.

AI tools may be used only for clarification, brainstorming, or understanding complex material, and must be properly cited. Copying AI-generated text or images without attribution is prohibited. If AI is used in any form, students must clearly describe how and where it was used at the end of the assignment.

When AI use is permitted, students must:

- Use it only as instructed
- Disclose the AI tool used
- Cite all AI-generated content appropriately

Unauthorized or improper use of AI will be treated as a violation of the district's policies on academic honesty, plagiarism, and the student code of conduct, and will result in disciplinary action.

6.6 Consequences

- The student assigned a laptop and/or system account is **responsible for its proper use** at all times.
 - **Violations** of the Laptop Policy or Acceptable Use Policy will result in **disciplinary action**, unless another user is clearly proven responsible.
- **Email, network activity, and stored files are not private** and may be monitored by school administrators to ensure proper use.
- The district cooperates with law enforcement in cases involving **violations of computer crime laws**.
 - Email and network content may be released under the **South Dakota Open Records Act**.

7 PROTECTION & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

Laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and asset tag

7.2 Laptop Storage and Daily Procedures

Students are responsible for storing and handling laptops safely and securely.

- **K–5th grade students** will have access to laptops in their classrooms under teacher supervision.
- **6th–8th grade students** will **check in their cell phones** and **check out their laptops** from their homeroom carts at the start of each day. At the end of the day, they will **return their laptops** and **retrieve their phones**.

- **9th–12th grade students** are individually responsible for the care, storage, and use of their assigned laptops.

Storage Guidelines

- When not in use, laptops should be **locked in student lockers**—never left out in classrooms or hallways.
- **Nothing should be placed on top** of the laptop when stored.
- **Laptops must go home every night** and be fully charged for the next day.
- If a laptop must stay at school, it must be checked in at the **High School Office** or **Technology Room**.
- **Never store laptops in vehicles**, as this may lead to damage or theft.

Unsecured and Unsupervised Laptops

- Laptops left **outside of lockers**, including in classrooms or hallways, are considered **unsecured and unsupervised**.
- **Teachers are not responsible** for any laptops left in their classrooms and will turn them in to the **High School Office** or **Tech Office** if found.

7.3 Storing Laptops at Extra-Curriculars

Students are responsible for the care of their own laptop on extra-curricular trips. They must either designate someone to care for it while they cannot or securely lock it in a locker. Laptops should never be left on activity buses.

Students are not allowed to bring laptops to these events. After the event, they may retrieve their laptops from their lockers:

- Any extra-curricular event on a Friday or Saturday
- Track meets
- Cross country meets
- Other events designated by the Principal

Students may have homework on trips, but laptop care is their responsibility. If they cannot ensure proper care, the laptop should remain locked in their school locker.

7.4 Consequences

Consequences for Leaving a Laptop Unsecured or Unsupervised

- Leaving a laptop unsupervised **3 times** results in loss of laptop use for the class period when the device is found (held by IT Coordinator, HS Principal, or Dean of Students).

- After **5 times**, the student loses laptop use for the entire day when the device is found.
- After **7 times**, the student loses laptop use for the entire week when the device is found.
- More than **7 times** may result in permanent or extended loss of laptop privileges, as determined by the Principal.

Consequences for Leaving a Laptop in a Vehicle

- Students who leave their laptop in a vehicle and cause significant damage (up to replacement cost) will be responsible for the full cost of replacing the device.

8. LAPTOP CARE, CONSEQUENCES & REPAIRS

8.1 Consequences for Leaving a Laptop Unsecured or Unsupervised

- Leaving a laptop unsupervised 3 times results in loss of laptop use for the class period when the device is found (held by IT Coordinator, HS Principal, or Dean of Students).
- After 5 times, the student loses laptop use for the entire day when the device is found.
- After 7 times, the student loses laptop use for the entire week when the device is found.
- More than 7 times may result in permanent or extended loss of laptop privileges, as determined by the Principal.

8.2 Consequences for Leaving a Laptop in a Vehicle

- Students who leave their laptop in a vehicle and cause significant damage (up to replacement cost) will be responsible for the full cost of replacing the device.

8.3 HP Warranty

This coverage is purchased by the Dupree School District as part of the equipment purchase. HP warrants the laptops 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 laptop or a laptop replacement. The HP Warranty DOES NOT cover damage caused by misuse, abuse, accidents, or computer viruses. Please report all laptop problems to the Help Desk located in the Technology Lab.

8.4 Accidental Damage Protection

The Dupree School District, in conjunction with the State of South Dakota, has purchased coverage through HP to protect the laptops against accidental damage such as liquid spills, accidental drops, power surges, and natural disasters. This coverage DOES NOT cover damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. HP will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and

within the protection guidelines. The laptop is covered with a three-year HP Warranty and Accidental Protection Plan. Please report all laptop problems to the Help Desk located in the Technology Lab.

8.5 Lost or Stolen Accessories

South Dakota law allows the District to seek payment for loss or damage to school property. Students will be required to replace laptop accessories such as the AC adapter, battery, and laptop bag. Replacement costs will be at fair market value.

8.6 Lost, Stolen, or Lost in Fire

All laptops that are lost, stolen, or damaged/lost in a fire are not covered by the accidental damage policy and are the responsibility of the student or the student's parents. A police or fire report must be filed by the student or the student's parents involved in the loss. A copy of the report must be brought to the Principal. The user will not be issued another laptop for off-site use until the replacement cost is paid to the school district. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also face disciplinary action according to the school discipline code.

9 LAPTOP TECHNICAL SUPPORT

The Technology Help Desk, located in the High School Technology Lab, is the main contact for laptop repairs. If the lab is closed, contact the Technology Coordinator for repair assistance. Services include:

- Hardware maintenance and repairs
- Password help
- User account support
- Operating system and software configuration
- Application information
- Hard drive re-imaging
- Software updates and installations
- Requests for future updates
- Coordination of warranty repairs
- Distribution of loaner laptops, batteries, and power accessories

Dupree School District

Laptop Policy Handbook

Sign-Off and Student Pledge

- ☐ I will care for my laptop and use the same one each year.
- ☐ I will never leave my laptop unattended or unsecured.
- ☐ I will not leave my laptop in locker rooms or activity buses to prevent damage or theft.
- ☐ I will not lend my laptop to others.
- ☐ I will always know where my laptop is.
- ☐ I will fully charge my laptop battery every night.
- ☐ I will keep food and drinks away from my laptop.
- ☐ I will not disassemble or repair my laptop.
- ☐ I will carry my laptop only in its sleeve or an approved case, especially when moving between classes.
- ☐ I will use my laptop only for educational purposes.
- ☐ I will not put decorations (stickers, writing, etc.) on the laptop.
- ☐ I understand the laptop is District property and may be inspected anytime without notice.
- ☐ I will follow all Laptop and Acceptable Use policies at school and beyond.
- ☐ I will file a police report if my laptop is stolen, vandalized, or damaged.
- ☐ I am responsible for damage or loss caused by neglect or abuse.
- ☐ I will pay to replace lost or stolen power cords, batteries, or laptop bags.
- ☐ I will return all District equipment (laptop, cords, battery, bag) in good condition.
- ☐ *(6th - 8th Grade only)* My laptop must stay at school unless I have Principal permission.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

Damage Fees

Broken Screen	\$30.00
Damaged Battery	\$20.00
Damaged Keyboard	\$20.00
Lost / Damaged Charger	\$20.00
Lost / Damaged Case	\$10.00
Broken Hinge/s	\$10.00
Cleaning at end of year (Stickers, tape, markers, etc.)	\$5.00