



## CMCSS Student Laptop Handbook and Agreement

The Clarksville-Montgomery County School System (CMCSS) is pleased to make laptop computers available for student use during the 2020-2021 school year. Appropriate use of these devices will enhance the college and career readiness of our students.

Please read this entire handbook and agreement carefully. CMCSS students and parents agree to the terms of this Handbook upon receipt of a laptop.

With parent permission, students entering a CMCSS school in kindergarten through high school will be issued a laptop computer. Students will return the computer when they transfer, terminate enrollment in a CMCSS school, or when requested for any other reason by the Technology Department. The student will be responsible for safely transporting the laptop to and from school each day. Students will utilize the same computer for the entirety of their time as a CMCSS student unless the technology department determines a need for a computer change.

### EQUIPMENT

#### Ownership

CMCSS owns all district-assigned student laptops and grants permission to the students to borrow the laptops according to the guidelines set forth in this document and in the Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)). CMCSS staff have the right to collect and/or inspect student laptops at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. CMCSS staff will never access student laptops for any unethical or illegal purpose.

#### Equipment Provided

- (1) **Laptop:** One laptop computer will be assigned to each student. CMCSS will retain records of the serial numbers of equipment provided to each student.
- (2) **Charger:** One charger/power cord for the laptop will be assigned to each student.

#### Backpack or Laptop Case

Students are required to have a backpack with a padded laptop slot or separate padded sleeve to protect the laptop. Students will not be issued a laptop until an appropriate backpack or padded sleeve has been approved by the issuing teacher, administrator, or Technology Department Staff member. A limited number of backpacks can be made available to students upon request.

#### Substitution of Equipment

In the event that a student's assigned laptop and/or charger is damaged or inoperable for reasons beyond the student's control, he or she may be issued a loaner laptop and/or charger to use while his or her assigned equipment is being repaired or replaced. However, the CMCSS Technology Department has a limited number of loaner laptops and/or chargers for this purpose and cannot guarantee that a loaner will be available at all times. Students will be held responsible for loaner equipment as if the loaner was the student's assigned laptop and/or charger. If a student forgets to bring the laptop and/or charger to school, a substitute will not be provided. Additionally, if the Technology Department determines that the student's assigned laptop and/or charger is damaged or inoperable as a result of student negligence, the loaner equipment privileges will be revoked.

#### Responsibility for Electronic Data

The student is personally responsible for any data stored on his/her assigned laptop. It is the responsibility of the student to backup data as necessary. Personal data should not be saved using district resources.

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### EQUIPMENT DAMAGE

#### Technical Support and Repair

The CMCSS Technology Department will provide all technical support for laptops, but cannot guarantee that every damaged laptop can be repaired. No outside technician should be asked to work on student laptops. The student will be held responsible for any repair work done on the laptop by persons other than the CMCSS Technology Department.

#### Responsibility for Damage

The student is responsible for maintaining a 100% working laptop at all times and shall use reasonable care to ensure that the laptop is not damaged. Students should place a work order for repair or service through the student work order system.

#### Charges for Damage

In the event that a student's assigned equipment becomes damaged or inoperable, CMCSS reserves the right to charge the student and parent/guardian according to the schedule of charges listed below, to include (1) the cost of parts for repair/replacement, and (2) a service fee. However, for laptop issues that the CMCSS Technology Department determines are out of the student's control and result in a need for repair or service, students will not be charged.

##### *Schedule of Charges for Damage:*

- (1) Cost of Parts for Repair/Replacement: CMCSS reserves the right to charge the student and parent/guardian the full cost for repair or replacement of parts when damage occurs due to *gross negligence*, as determined by the CMCSS Technology Department.

##### *Examples of Charges for Parts:*

Damaged Keyboard:	\$50.00
Cracked/ Damaged laptop shell:	\$55.00
Damaged Screen:	\$225.00

##### *Examples of Gross Negligence* include, but are not limited to:

- Incidents involving food, drink, or pets.
- Intentional damage (such as removing keys from the keyboard) or ignorance of the *Standards for Proper Laptop Care* section of this handbook.
- Issues that occur as a result of leaving the equipment unattended and/or unlocked, even at school.
- Issues that occur as a result of lending the equipment to others.
- Issues that occur as a result of using the equipment in an unsafe environment.
- Issues that occur as a result of using the equipment in an unsafe manner.

- (2) Service Fee: In addition to the cost of parts, students will be charged a service fee for technician services for damage due to gross negligence, over the life of the computer, as follows:

1 <sup>st</sup> incident:	\$25.00
2 <sup>nd</sup> incident:	\$50.00
Each additional incident:	\$75.00

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*Examples of Charges:*

Student A: First Incident of Damage

Damaged Screen	\$225.00
First Incident Service Fee	+ \$25.00

Total Charge to Student & Parent/Guardian	<b>\$250.00</b>
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Student B: Third Incident of Damage

Damaged Keyboard	\$50.00
Third Incident Service Fee	+ \$75.00

Total Charge to Student & Parent/Guardian	<b>\$125.00</b>
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### Technology Protection Plan

CMCSS is offering an optional, annual Technology Protection Plan to help offset the cost of unintentional damage to an issued laptop, as determined by the CMCSS Technology Department. A student who chooses to purchase this one-year plan will be eligible for full coverage of total charges for the first incident of unintentional damage to their issued laptop during that school year. The Technology Protection Plan is optional and non-refundable. The Plan does not cover laptops that are lost or stolen. The Plan does not cover lost or damaged chargers or issued backpacks. The Plan does not cover equipment damages due to food, drink, liquid, or spill damage. **The determination as to whether damage is considered unintentional damage will be made by the CMCSS Technology Department on a case-by-case basis.**

The total premium cost of the Plan for the 2020-2021 School Year is \$35.00 per student. Students who wish to purchase this plan must do so when signing Handbook Agreement. There will not be an option to purchase the plan after the computer is in the students' possession.

*Examples of Charges:*

With the Technology Protection Plan:

Cost of Plan:	\$35.00
Damaged Screen	\$0.00
First Incident Service Fee	+ \$0.00

Total Charge to Student & Parent/Guardian	<b>\$35.00</b>
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Without the Plan:

*Did not buy Plan*

Damaged Screen	\$225.00
First Incident Service Fee	+ \$25.00

Total Charge to Student & Parent/Guardian	<b>\$250.00</b>
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Because the Technology Protection Plan is optional and non-refundable, students will have the option to purchase this plan for each school year. Therefore, for 4 years of high school, the student could purchase the Plan up to 4 times, once per school year, in order to receive full coverage of the first incident of unintentional damage each year, as shown above.

Students who purchase the plan will receive full coverage as listed above for the first incident of unintentional damage. Once that occurs, the Plan is considered to be exhausted for the duration of that school year. Any subsequent incidents of damage during that school year will follow the normal schedule of charges as listed in the “*Schedule of Charges for Damage*” section on the previous page. Thus, students would be charged for (1) the cost of parts for repair/replacement, and (2) a service fee starting at \$25 then increasing with each additional incident.

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### LOST OR STOLEN EQUIPMENT

#### Responsibility for Loss

In the event that a student's issued equipment, to include the laptop and/or charger, is lost or stolen, the student and parent/guardian may be billed the full cost for replacement of the equipment.

#### *Replacement Costs of Equipment:*

Laptop ( <i>Market Value at the Time of the Loss</i> )	Up to \$650.00
Charger/Power Cord	\$20.00
Identification stickers and barcodes	\$5.00

#### Actions Required if a Laptop is Stolen or Vandalized

##### *Stolen/Vandalized While at School:*

If a student's laptop is stolen or vandalized while at school or at another CMCSS district location, the student should report this directly to his/her teacher or administrator. The teacher or administrator will contact the Technology Department, the School Resource Officer, and any other required personnel regarding the equipment.

##### *Stolen/Vandalized Outside of School:*

If a student's laptop is stolen or vandalized while outside of the school or other CMCSS district locations, the crime should be reported to the police and a copy of the police report should be obtained. The student should then share the police report with his/her teacher who will contact the Technology Department and any other required personnel regarding the equipment.

### LEGAL AND ETHICAL USE POLICIES

#### Monitoring

CMCSS will monitor laptop use using a variety of methods, including electronic remote access, to ensure compliance with CMCSS Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)). CMCSS staff will never access student laptops for any unethical or illegal purpose.

#### Legal and Ethical Use

All aspects of CMCSS Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)) and the Student Code of Conduct ([STS-M001](#)) remain in effect, except as mentioned in this section.

#### Filesharing and Filesharing Programs

The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images, etc.). Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Chief Technology Officer.

#### Allowable Customizations

Students are permitted to alter or add files to customize the assigned laptop to their own working styles (i.e., background screens, default fonts, and other system enhancements).

#### Laptop Camera

The laptop camera/webcam may be used only for legitimate educational purposes. Students are permitted to cover the laptop camera with an appropriate camera privacy cover at all other times.

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### STANDARDS FOR PROPER LAPTOP CARE

This section is an important addendum to the Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)). Read it carefully prior to signing. You are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Read the electronic manual found on the desktop of the laptop. Following the advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

#### Laptop Storage and Transportation

- (1) Students are required to store and transport their laptop in a protective backpack or padded sleeve.
- (2) Always wait for the laptop to enter sleep mode and then close lid before placing it in the protective backpack or case/sleeve or moving it, even short distances.
- (3) Only the laptop should be stored in the laptop slot of the backpack or case/sleeve. Do not store anything else, such as cords, papers, books, etc., in that area as additional items may damage the screen.

#### General Care

- (1) Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover, or laptop shell/ casing, except as described in the Laptop Camera section above. Students will be responsible for 100% of the repair or replacement cost in such instances.
- (2) Do not remove or interfere with the serial number, student name label, or any other CMCSS identification placed on the laptop or charger/power cord. Students will be charged a \$5.00 replacement fee for each missing identification marker.
- (3) Do not permanently alter the laptop in any way. Students may apply appropriate stickers to the outside of laptop devices as long as they are completely removable.
- (4) Avoid eating or drinking while using the laptop. **Students will be financially responsible for repair or replacement of laptop due to accidents involving food or drink.**
- (5) Do not stack objects or books on top of the laptop, even if the laptop is secured within a backpack or case/sleeve.

#### Battery Life and Charging

- (1) Laptops should be fully charged when students arrive at school each day. (Loaners will NOT be provided if students forget their laptops or arrive at school with uncharged laptops.) If students leave their laptops at home, academic consequences similar to those applicable regarding forgotten or incomplete work may be enforced.
- (2) Avoid using the charger in any situation where you or another person is likely to trip over the cord.
- (3) Bring the laptop and charger to school each day.
- (4) In order to save battery life and protect the screen, close the lid of the laptop when not in use.
- (5) Avoid leaving the laptop in environments with excessively hot or cold temperatures.

#### Screen Care

- (1) The laptop screen can be easily damaged if proper care is not utilized. Screens are particularly sensitive to damage from excessive pressure.
- (2) Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for touchscreens. Cleaning supplies are available in the media centers.
- (3) Never leave any object on the keyboard. Pens or pencils left on the keyboard are likely to crack the screen when the lid is closed.

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### **Laptop Security**

- (1) Keep the laptop secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.
- (2) Keep the laptop stored in a secure place (i.e., locked in a locker) when you cannot directly monitor it. Never leave laptops in the gym, in an unlocked locker room, on playing fields, on school buses or vans, or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car, other than in a locked trunk.
- (3) Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended.” Unattended or unlocked equipment, if stolen, even at school, will be the full financial responsibility of the student to whom the laptop is assigned.
- (4) Do not loan out or allow anyone to use the laptop or charger other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop or charger will be your full responsibility.

### **Equipment Problems & Work Orders**

- (1) Students should submit work orders or ask a teacher for assistance with submitting a work order to the CMCSS Technology Department regarding equipment problems or any suspected problems.
- (2) When in doubt, ask for help - do not force anything (e.g., connections, popped-off keys). Seek help instead.

### **Personal Health and Safety**

- (1) Avoid using the laptop directly in your lap for extended periods of time. The bottom of the laptop can generate a significant amount of heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap-based computing while connected to the charger/power cord, as this will significantly increase heat production.
- (2) Avoid lengthy use involving repetitive tasks (such as typing and use of the trackpad).
- (3) Take frequent breaks and periodically change your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- (4) Read the safety warnings included in the user guide found on the laptop.

## **LAPTOP USE AND CONDUCT POLICY**

CMCSS’s primary goal of providing students convenient access to technology is to enrich learning both in and out of the classroom. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. The use of software, email, and the Internet on these laptops should be for academic purposes only. The following is a list of rules and guidelines, which govern the use of CMCSS laptops and network resources.

### **Passwords**

- (1) Students will login to the laptop with his or her personal password.
- (2) Passwords are not to be shared with anyone other than a parent or guardian and appropriate members of the CMCSS Technology Department.

### **Printers**

- (1) Students can print to their families’ printers at home, if available.
- (2) Students will not be able to print directly from their laptops to school printers; however, students can print from designated desktop computers at school for a small fee.

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### Saving Files and Submitting Assignments

- (1) Files should be backed up weekly while at school in the student's folder on the Active Directory server, on Google Drive, on Dropbox, through Canvas, and/or through use of a student-provided thumb drive.
- (2) When submitting assignments electronically, students are responsible for ensuring files reach the teacher. Forgetting to attach the assignment is not an excuse for late or missing work.
- (3) If technical difficulties or issues prevent students from completing homework assignments, a parent note/email is requested for confirmation. Students will not be required to have Internet access at home in order to complete assignments.

### Students must follow the CMCSS Student Code of Conduct (STS-M001) at all times, and should not use laptops:

- (1) to create, send, access, or download material which is abusive, hateful, harassing, obscene, objectionable, or sexually explicit;
- (2) to participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others;
- (3) to illegally download copyrighted Internet - based music, video, and large image files;
- (4) to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access by others - if you need to transfer large files, please contact the Technology Department to make special arrangements);
- (5) to alter, add, or delete any files that affect the configuration of a CMCSS laptop;
- (6) to conduct any commercial business;
- (7) to conduct any illegal activity (this includes adhering to copyright laws);
- (8) to access the data or account of another user (altering files of another user is considered vandalism);
- (9) to install unauthorized software onto CMCSS laptops;
- (10) to copy district-owned software (copying district-owned software programs is considered theft);
- (11) to play games, browse the Internet, or chat with classmates for social purposes.

### In addition, students may not:

- (1) provide their home address, phone number, or other personally identifying information to anyone on the Internet;
- (2) post anonymous messages to any Internet site;
- (3) forward email commonly known as SPAM, unsolicited commercial email (UCE), or "junk" mail.

## DISCIPLINE

Any student who violates the rules of this handbook and contract, the Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)), the CMCSS Student Code of Conduct ([STS-M001](#)), and/or the Code of Conduct and Technology Acceptable and Responsible Use Acknowledgement Form ([STS-F021](#)) will be subject to disciplinary action that may include the revoking of laptop usage privileges.

## DISCLAIMER

CMCSS uses a Children's Internet Protection Act (CIPA)-compliant solution to prevent, to the greatest extent possible, student access to materials the district deems harmful and to block Internet access to inappropriate sites, including child pornography and obscenity. However, on a global network such as the Internet, information can appear, disappear, and change almost instantaneously, so it is not always possible to predict what students may locate. Sites accessible via the Internet or incoming email may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually-oriented,

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threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Clarksville-Montgomery County School District.

CMCSS account holders, including students, take full responsibility for their access to CMCSS's network resources and the Internet. Specifically, CMCSS makes no warranties with respect to CMCSS network resources nor does it take responsibility for:

- (1) the content of any device or information received by an account holder;
- (2) the costs, liability or damages incurred as a result of access to school network resources or the Internet;
- (3) any consequences of service interruptions.

### AN ADDITIONAL NOTE FOR PARENTS AND GUARDIANS

Review this Handbook and Agreement, Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)), the CMCSS Student Code of Conduct ([STS-M001](#)), and the Code of Conduct and Technology Acceptable and Responsible Use Acknowledgement Form ([STS-F021](#)) carefully and discuss each with your child. In addition:

- (1) Parents/Guardians are advised that teachers and students will access available digital educational platforms and programs such as, but not limited to, SeeSaw, FlipGrid, Loom, Screencastify, Google Meet, and Zoom when engaged in digital instruction. All sharing of student information or recording of student data will be for educational purposes only and will adhere to CIPA (Children's Internet Protection Act), COPPA (Children's Online Privacy and Protection Act), and CMCSS and program procedures. A list of frequently used platform privacy statements can be found at <https://bit.ly/platformpolicies>.
- (2) Parents/Guardians are advised that some virtual lessons and activities may be recorded and shared for educational purposes. Student interactions, discussions, and images may be included. Additional information on recording and storing of videos can be found at <https://bit.ly/rEcordingstu>.
- (3) Discuss ethical use of technology and individual responsibility with your child.
- (4) Supervise home use for appropriate technology use. Remember, parents and guardians have the right and responsibility to monitor student laptop activity.
- (5) Keep teachers informed of questions or concerns, and let them help if problems arise.





## CMCSS STUDENT LAPTOP HANDBOOK AGREEMENT

After reviewing the CMCSS Student Laptop Handbook and Agreement, Student Technology Acceptable and Responsible Use Policy ([TCH-A004](#)), the CMCSS Student Code of Conduct ([STS-M001](#)), and the Code of Conduct and Technology Acceptable and Responsible Use Acknowledgement Form ([STS-F021](#)) please initial an understanding of the expectations listed in the chart below.

Student Initials	Parent/Guardian initials	CMCSS Laptop Usage Expectations
		Students will transport laptops in protective backpacks with padded laptop slots or compartments or in padded sleeves.*
		Students will use laptops for academic purposes only, whether on or off school campuses.
		Any and all concerns about laptop maintenance will be reported immediately to a CMCSS teacher and/or the Technology Department through a work order.
		Only CMCSS Technology Department staff will be allowed to dismantle, work on, or repair student laptops.
		Students will adhere to all expectations of the CMCSS Student Laptop Handbook and Agreement, Student Technology Acceptable and Responsible Use Policy ( <a href="#">TCH-A004</a> ), the CMCSS Student Code of Conduct ( <a href="#">STS-M001</a> ), and the Code of Conduct and Technology Acceptable and Responsible Use Acknowledgement Form ( <a href="#">STS-F021</a> ).
		Any student who violates the rules of this Handbook and Agreement, the Student Technology Acceptable and Responsible Use Policy ( <a href="#">TCH-A004</a> ), the CMCSS Student Code of Conduct ( <a href="#">STS-M001</a> ), and/or the Code of Conduct and Technology Acceptable and Responsible Use Acknowledgement Form ( <a href="#">STS-F021</a> ) will be subject to disciplinary action that may include the revoking of laptop usage privileges.

\*Backpacks can be issued by the school upon request.

### **Student Consent**

**I have read and understand the rules, expectations, and consequences of misuse (per the CMCSS Student Code of Conduct). I agree to adhere to all rules when issued a laptop.**

Student Name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_ Student ID# \_\_\_\_\_

### **Parent/Guardian Consent**

**I have read and understand the rules, expectations, and consequences of misuse (per the CMCSS Student Code of Conduct) for student laptops, and by signing below, give permission for my child to be issued a laptop to be used at school and transported home each day.**

Parent/Guardian Name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## TECHNOLOGY PROTECTION PLAN

CMCSS is offering an optional, annual Technology Protection Plan to help offset the cost of unintentional damage to an issued laptop. A student who chooses to purchase this Plan will be eligible for full coverage of total charges for the first incident of unintentional damage to their issued laptop during that school year. **The determination as to whether damage is considered unintentional damage will be made by the CMCSS Technology Department on a case-by-case basis.**

### Coverage

- (1) This agreement provides coverage of the student’s issued laptop for the 2020-2021 school year only.
- (2) Coverage becomes effective today upon signing the form and completing the payment. The coverage ends on the date that the laptop is required to be returned to the school at the end of the school year.
- (3) The Plan provides full coverage of total charges for the first incident of unintentional damage to the laptop. Once that first incident occurs, the Plan is considered to be exhausted for the duration of the school year. Any subsequent incidents of damage during the school year for which the Protection Plan was purchased will follow the normal schedule of charges as listed in the CMCSS Student Laptop Handbook and Agreement.
- (4) The Plan does not cover chargers.
- (5) The Plan does not cover equipment that is lost or stolen.
- (6) The Plan does not cover equipment damage due to food, drink, liquid, or spill damage.

### Premium

The total premium cost of the Plan for the 2020-2021 School Year is \$35.00 per student. The Technology Protection Plan is non-refundable. Students who wish to purchase this plan must do so when signing Handbook Agreement or at the time the computer is issued to them. There will not be an option to purchase the plan after the computer is in the students’ possession.

**It is understood that participation in the Technology Protection Plan is completely voluntary. If a student/ parent does not participate, the student will be responsible for any costs associated with repairs, loss, and/or damage.**

\_\_\_\_\_ YES, I would like to participate in the Technology Protection Plan and pay the premium now.

\_\_\_\_\_ NO, I decline the Technology Protection Plan. I understand that I am 100% responsible for damage to my student’s issued laptop.

Parent/Guardian Name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_

School Name \_\_\_\_\_ Student ID# \_\_\_\_\_

\*Please fill out a separate form for each student covered under this Plan.

Payment Date \_\_\_\_\_ Paid by Cash/ CC/ Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_