

Sayre School - US Laptop Guidelines

Last updated: May 2020

Preface The student laptop program brings many opportunities to the Sayre community. As the laptop is an important tool in many classes, students must ensure that they are in possession of a fully functional laptop each and every day that school is in session. This document provides policies and guidelines to clarify the expectations of the school and the duties and responsibilities of laptop users.

The Wireless Network Technology resources at school deepen and expand the learning experience. Our secure wireless network provides students, teachers, and administrators with access to network resources in most locations on campus. These resources include the Internet, programs, files, printers, network folders, email, and other resources.

Network Security Students must maintain secure passwords. Passwords should be at least eight characters in length, contain a variety of letters and numbers, and should not contain any words. For example, “ilovecats” is not a secure password, while “1lsAm1f.” *{1 Love Sayre And Math 1s Fun}* is a better password.

Each student is responsible for any activity on their account.

Students may not borrow another student’s laptop without permission.

Students may not bypass security systems or interfere with the smooth running of the network.

Students may not possess or use programs that can be used to compromise computer security such as hacking tools.

Students may not intercept or attempt to intercept network traffic.

Students may not use their laptops to act as a server in any capacity such as a web server, file server, print server, etc.

Students logging onto the school network will have network policies applied to their systems. These policies will not be in effect at home.

The school reserves the right to inspect a student’s accounts and files on Sayre’s servers and cloud resources when necessary.

The school reserves the right to inspect a student’s laptop when necessary.

Laptop Security Each student is responsible for the security of their laptop and case, including transport between home and school. Students must keep in mind that our school is in an urban setting and any item left unattended is at risk.

Laptop Identification Students are required to put their names on their laptop and power adapter.

Power Students are required to come to school with a charged laptop and power adapter. Students are also required to label both parts of the external power adapter and bring them to school. The school has a limited number of extra power adapters and batteries.

Printing Students are allowed to print to certain printers on campus. These printers are installed on the student's laptop when it is configured by the Technology Department. Students should limit their printing and be conscientious with the use of paper. Students are encouraged to email assignments to their teachers or save assignments in a designated cloud location or network folder as instructed by the teacher. Students may not use printing problems as an excuse for missing a deadline or not completing an assignment.

Email School email communication is to be used only for the exchange of appropriate information. There are to be no derogatory or otherwise inappropriate exchanges on the school's email system or any other system. Students are never to access someone else's email account. Students are expected to check their email several times during the day and are responsible for acting on information received via email (school announcements, messages from the office, assignments, etc.). The school reserves the right to examine email accounts in certain circumstances. Students are encouraged to use a separate email account for their personal email. The Sayre email account will be used for any school-related communications, so students should regularly check their school email account.

Backups Students should keep all school related files in a designated folder on the laptop. Students should copy the contents of this folder to their Sayre Google Drive account on a regular basis. Non-school related files should be saved in a separate location on the laptop. Students are responsible for backing up non-school related files. Google Drive and personally-owned USB flash drives or external hard drives are suitable backup tools. Students should save project-related files in shared cloud locations as instructed by their teachers. It is the student's responsibility to back up important papers and projects. Teachers do not consider lost files an excuse for missing work or deadlines.

Appropriate Use Students should consult the school's Acceptable Use Policy for determining appropriate activities on computer equipment. Laptops at school are used for academic purposes only. The school is the final judge of what is appropriate material and content when the student is using the laptop on school property or at school functions.

Excessive personalization may adversely affect the performance of your laptop, for example, personalized screensavers and other software. You are strongly advised to keep personalization to a minimum. In the event that a student's laptop is adversely affected by personalization, the school will require that the personalization be removed to restore the laptop's functionality.

Inappropriate material on laptop The school may need to examine student computers in certain circumstances. If inappropriate software or hardware is found, it will be removed. Students may not use inappropriate screensavers, background themes, or pictures at school.

Use of non-standard software Laptops will be configured with programs required for the completion of schoolwork. Students must create assignments that are accessible by the teacher for grading, or by other students if working collaboratively; otherwise, the work may not be accepted by the teacher.

If personal software installed on a laptop causes the laptop to malfunction, the Technology Department may require that the laptop be reset. Problems with the laptops resulting from any additions or alterations will not be an excuse for the absence or incompleteness of schoolwork nor the missing of deadlines.

Loaner Laptops The school has a limited number of laptops which students may use while their laptops are being repaired. Students are responsible for reporting loss, damage, or other problems with their laptops to the Technology Department who will issue the student a laptop repair form for obtaining a loaner. Only the Technology Department may issue loaner laptops to students.

The school does not loan laptops to students who forget to bring their laptops to school. Students may not install any software to or otherwise modify a loaner laptop. If a program needs to be installed to complete an assignment, the Technology Department will add it. Students are responsible for any damage done to loaner laptops.

Bandwidth Since the school's network and internet connections are shared by all, it is important to ensure that everyone has access to the resources they need; therefore, students must refrain from any activity that utilizes excessive amounts of bandwidth. The school prohibits the use of peer-to-peer file sharing programs. These programs can monopolize the school's Internet connection, slow down the school's network, and are a source of predatory software.

Internet Filtering The school has the absolute right to supervise and control the use of the school's Internet access. All Internet access is filtered on school grounds.

Internet Use The Internet is to be used for scholarly research and as a means of obtaining needed information. Information that is inappropriate (for example, pornographic materials,

vulgarity, gaming, militant/extremist material, etc.) should not be accessed, printed, sent, or saved. The school blocks inappropriate Internet activities and sites.

Downloading Material Students should use the school network and internet connection to download only items which are related to their academic work.

Copyright The simplest rule to follow is that only legally obtained and licensed software should be installed on your laptop. Pirated media include software, music, movies, pictures, text, or other intellectual property for which students have not purchased or otherwise obtained a valid user license and are illegal to possess.

Documenting Sources Material obtained through research on the Internet and then used in academic work must be properly documented. You must not plagiarize work obtained from electronic or other sources such as by stealing or passing off other people's ideas, words, images, or sounds as your own, or not giving them credit for their work.

Gaming The best place for playing non-educational games is at home, not at school. The playing of non-educational games at school may interfere with the educational process, the speed of the Sayre network and Internet connection, and other resources such as electrical outlets and network connectivity. Furthermore, games installed on a laptop may interfere with the function of software necessary for academic work.

Messaging Texting or chat services such as Facebook Chat or Google Hangouts may not be used during class unless instructed to do so by the teacher. It is inappropriate to use messaging applications to communicate with a student or teacher who is in class.

I have read and I understand the conditions of this document. By signing this Acceptable Use Policy, I agree to abide by these guidelines and conditions for the duration of my education at Sayre School.

Printed Name: _____

Signature: _____

Date: _____

Graduating class year: _____