Best Practices for Use of District Laptops
Penn Manor School District

You are responsible for the appropriate use of your Laptop both at school and at home.
The laptops are for student educational purposes. All commercial, illegal, unethical and
inappropriate use of these laptops is expressly prohibited.

Laptops are now a part of our learning culture and should be treated like necessary school
supplies. Students are expected to arrive at school every day with the laptop battery fully
charged and with the laptop power adapter. Students that fail to bring these items in or have
their battery fully charged will be subject to appropriate consequences.

1. Copyright and Unlicensed Software
You may not copy or duplicate copyrighted material. (Copyright is the set of exclusive rights
granted to the author or creator of an original work, including the right to copy, distribute and
adapt the work.) Copyrighted materials include books, maps, prints, musical compositions,
dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound
recordings, choreography and architectural works.

Downloading or installing unlicensed commercial applications, games or software that you do
not own or have purchased is illegal and expressly prohibited.

2. Personal Purchased Music and Authorized Software Repositories
Downloading purchased online music (such as Google Play, Amazon or iTunes) or music from a
purchased compact disc is permitted. The Ubuntu Software Center is a permitted software
installation repository; students are permitted to download software via the Ubuntu Software
Center. Community-maintained free and open source software (Ubuntu Universe) may also be
installed. Other open source application installations may be permitted by prior approval from
Penn Manor Technology Staff. Please check with IT staff if you are unsure if an open source
software package may be installed.

Any personal information or material on the laptop is the express responsibility of the student
and should not interfere with laptop usage or school related work. Note that the district is not
responsible for personal music and files. Make sure you have a home backup of this material; the
district will not assist with the recovery of personally owned music and software.

3. Laptop Ownership
The laptop is property of Penn Manor School District and **entrusted with you as a learning tool**.
The laptop is assigned to you and is not to be loaned to or shared with anyone.

Students may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

4. Laptop Care

Laptops should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the laptop to avoid damage. Rain, wet hands, and high humidity are risky to laptops and should be avoided. Laptops are not to be left in a vehicle; this encourages theft and exposes the computer to temperature changes outside of their operating limits.

Always keep track of your laptop and take reasonable precautions to keep it safe. If you place your laptop in your locker make sure it is completely closed and locked. **Never leave your laptop unattended**.

When carrying your Laptop always place it in the case provided by Penn Manor School District. Be careful not to drop or fling your laptop bag. Remember if it breaks, you are responsible for paying for the repair!

Personal devices plugged into the laptop's ports may cause problems with the laptop's operation. You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop. Note that Penn Manor School District will not provide technical support for personal devices.

5. Help with Technology Problems

If you notice that your laptop is not working properly or functioning in a strange or abnormal way, report it to the building Technology Center or open a support request via the online help system: http://studentsupport.pennmanor.net. Technology staff will normally respond to your request within two school days.

A number of loaner laptops will be available if a student device fails or a hard drive crashes. Contact the Technology Center to request a loaner laptop.

6. Internet Safety and Avoiding Scams

      a. Don't open, forward or reply to suspicious e-mails or other online communication. If you have a question about a particular message, check with the Technology Center.

      b. Be wary of attachments from people you don't know and critically review online offers. Many scams attempt to trick you into installing or forwarding a virus or malicious program.

c. Never respond to e-mails or websites that ask for personal information such as your username, password, date-of-birth or social security number.

d. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.

e. Do not share your network user name or password online or with others.

f. Do not tamper with the laptop filters; they help to block scam sites. The use of anonymous proxies or other technologies to bypass district-filtering programs is prohibited.

g. Record your laptop serial number and asset tag number for your records.

7. Cyber Citizenship and Digital Ethics

Students are trusted to be civil and courteous when using the laptop both on and off the school network. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by District students. For more information, please see Policy 249: Bullying/Cyberbullying.

The District also trusts that students will act ethically and responsibly with technology and when online. Students should be familiar with Policy 815: Responsible Use of Internet and Network Resources.

a. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings. Think before you write or send an email; be kind at all times.

b. There are no online take-backs! Text or photos placed online are completely out of your control, regardless of whether you attempt to limit access. Anything posted online is available to anyone in the world. Think before you post: Will your post embarrass you, your family, or your friends?

c. Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. Keep your private details off the Internet.

d. Employers, colleges and universities, graduate programs and scholarship committees routinely search the Internet to screen applicants. What does your online history and posts say about you?

e. Help us keep our students safe! If you have reason to believe that another student is using the district-issued laptop in a manner that violates school rules or policies, you are encouraged to report this activity to a school staff member.

8. Athletic policy

Under no circumstances should laptops and/or carrying cases be left on the practice/game field before, during, or after practice or games. Students will be given a combination lock and locker to store their laptop with the backpack. Lockers must be locked at all times. Students are responsible for damage or theft of the laptop and case if left unsecured. Students will be allowed to return to the locker room to retrieve their laptop at the end of practice or a game.

A student may not take his or her laptop to away games, it must stay within the District (i.e. locked in their locker in the locker room). The student or his/her parents must make plans to transport it home.

9. Saving and Backup

No technology device is perfect. Take precautions and back up your files on a regular basis! Unlike online documents, files and projects stored on your computer desktop or home folder are not automatically backed up. We encourage students to use a USB flash disk for backup or a free online service such as Dropbox.

10. End of Year Procedures

Laptops will be returned at the end of the school year for summer maintenance and upgrades. All student data, files and folders will be erased and the device will be prepared for the next academic year. Please erase any important personal information from the laptop before you turn it in at the end of the year.

Remember to save your work before the end of the year; your files and projects will not be on the laptop when you return to school in the fall!

11. Laptop Habits

a. Protect your laptop from spills and bumps; use the case!

b. Close the laptop lid before moving to your next class.

c. Keep pencils and other objects off the keyboard; you might break the screen!

d. Center the laptop on your desk at home or school.

e. Store your laptop in a safe place at home. Do not leave it on the floor or on a heater!

f. If you pile things on your laptop, it will break!

g. Protect the laptop from food, drink, animals and small children!

h. Have fun, learn new things, build something amazing… be awesome!