

Ponca City High School

Student/Parent Laptop Handbook

Terms of the Laptop Loan

Terms:

You will pay a nonrefundable annual use and maintenance fee of \$25 on or before taking possession of the property. You will comply at all times with the Ponca City School District's Parent/Student Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

Loss or Damage:

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Laptop handbook to which reference is hereby made.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation:

Your failure to timely return the property and the continued use of it for nonschool purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Maintenance Fee

Students will pay a non-refundable annual use & maintenance fee of \$25.

- Students will pay fee on or before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will not be charged.
- Student will be charged the Fair Market Value of the laptop if lost, deliberately damaged or vandalized. (see Fair Market Value chart below)
- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see Repair Pricing chart).

Fair Market Value
Age of Laptop Value
0-6 month's Full price
1 year or less 80% of full price
2 years 55% of full price
3 years 30% of full price
4 years 10% of full price

Estimated Repair Pricing (see General Laptop Rules) Loss, Deliberate Damage, or Neglect Repair for Laptop

Broken Screen \$220
Keyboard \$30
Power Adapter + Cord \$14
Battery \$45
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages
(graffiti, illegal software) \$35
Abandonment Fee (if eventually found) \$15
Approved Backpack or Laptop Case \$25
The costs of any other parts needed for repairs will be based on manufacturer's current price list.

Use of Computers and Laptops on the Network

Ponca City Public Schools is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem the District is providing the following:

Network Student Drives

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

Classroom Computers Graphic Arts Lab

The District has desktop computers in the Graphic Arts Lab. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

- No Loaning or Borrowing Laptops
- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about Internet safety go to www.isafe.org.

General Laptop Rules

Inappropriate Content & Graffiti

- Inappropriate content will not be allowed on laptops.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- If plastic parts of laptop are damaged beyond repair, students will be charged for replacement parts.
- See Table of Estimated Repair Pricing on page 2.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to

complete class work and may affect your grades.

Music, Games, or Programs

- Music and games may **not** be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.
- See Table of Estimated Repair Pricing on page 2.

No Loaning or Borrowing Laptops

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do NOT share passwords or usernames

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down between classes.

Student Guidelines for

Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDRoms, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations are as follows:

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's Web site.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., online time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing, or joining any unauthorized activity on the network.
- l. Posting anonymous messages or unlawful information on the system.
- m. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- n. Falsifying permission, authorization, or identification documents.
- o. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- p. Knowingly placing a computer virus on a computer or network.

3. Acceptable use guidelines for the District's network computer online services are as follows:

a. General Guidelines:

(1) Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.

(2) Students are responsible for their ethical and educational use of the computer online services in the District.

(3) All policies and restrictions of the District's computer online services must be followed.

(4) Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.

(5) The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the District.

(6) When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.

(7) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

(8) Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District's Student Code of Conduct booklet.

(9) Parents concerned with the District's computer online services at their child's school should refer to Board Policy 7.28 section 7 Students beginning on page 126.

(10) Any parent wishing to restrict their children's access to any District computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette:

(1) Be polite.

(2) Use appropriate language.

(3) Do not reveal personal data (home address, phone number, and phone numbers of other people).

(4) Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

(5) Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

c. E-Mail:

(1) E-mail should be used for educational or administrative purposes only.

(2) E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

(3) All e-mail and all e-mail contents are property of the District.

4. Consequences are as follows:

a. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

b. Noncompliance with the guidelines published here, in the Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Phase III consequences of the Student Code of Conduct. Violations of applicable state and federal law, including the Oklahoma Penal Code, Title 21 Crimes and Punishment Chapter 70 Other Offenses Against Property Rights Oklahoma Computer Crimes Act, will result in criminal prosecution, as well as disciplinary actions by the District.

c. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

d. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Oklahoma Open Records Act; therefore, proper authorities will be given access to their content.

No expectation of privacy:

Students should be advised that because the use of the laptop is limited by these policies and because it is the property of the District that the student should have no expectation of privacy in connection with the use of the laptop. The District has the right to monitor the location and nature of web usage and emails and to monitor the use and location of the laptop at all times or at any time.

Student Code of Conduct – Misbehaviors & Consequences

Please refer to Board Policy 7.16 Section 7 Students

Oklahoma Statutes Citationized
Title 21 Crimes and Punishments
Chapter 70 Other Offenses Against Property Rights
Oklahoma Computer Crimes Act
Section 1953 Unlawful Acts - Penalties

A. It shall be unlawful to:

1. Willfully, and without authorization, gain or attempt to gain access to and damage, modify, alter, delete, destroy, copy, make use of, disclose or take possession of a computer, computer system, computer network or any other property;
2. Use a computer, computer system, computer network or any other property as hereinbefore defined for the purpose of devising or executing a scheme or artifice with the intent to defraud, deceive, extort or for the purpose of controlling or obtaining money, property, services or other thing of value by means of a false or fraudulent pretense or representation;
3. Willfully exceed the limits of authorization and damage, modify, alter, destroy, copy, delete, disclose or take possession of a computer, computer system, computer network or any other property;
4. Willfully and without authorization, gain or attempt to gain access to a computer, computer system, computer network or any other property;
5. Willfully and without authorization use or cause to be used computer services;
6. Willfully and without authorization disrupt or cause the disruption of computer services or deny or cause the denial of access or other computer services to an authorized user of a computer, computer system or computer network;
7. Willfully and without authorization provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section;
8. Willfully use a computer, computer system, or computer network to annoy, abuse, threaten, or harass another person; and
9. Willfully use a computer, computer system, or computer network to put another person in fear of physical harm or death.

B. Any person convicted of violating paragraph 1, 2, 3, 6, 7 or 9 of subsection A of this section shall be guilty of a felony punishable as provided in Section 1955 of this title.

C. Any person convicted of violating paragraph 4, 5 or 8 of subsection A of this section shall be guilty of a misdemeanor.

§21-1955.

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A. Upon conviction of a felony under the provisions of the Oklahoma Computer Crimes Act, punishment shall be by a fine of not less than Five Thousand Dollars (\$5,000.00) and not more than One Hundred Thousand Dollars (\$100,000.00), or by confinement in the State Penitentiary for a term of not more than ten (10) years, or by both such fine and imprisonment.

B. Upon conviction of a misdemeanor under the provisions of the Oklahoma Computer Crimes Act, punishment shall be by a fine of not more than Five Thousand Dollars (\$5,000.00), or by imprisonment in the county jail not to exceed thirty (30) days, or by both such fine and imprisonment.

C. In addition to any other civil remedy available, the owner or lessee of the computer, computer system, computer network, computer program or data may bring a civil action against any person convicted of a violation of the Oklahoma Computer Crimes Act for compensatory damages, including any victim expenditure reasonably and necessarily incurred by the owner or lessee to verify that a computer system, computer network, computer program or data was or was not altered, damaged, deleted, disrupted or destroyed by the access. In any action brought pursuant to this subsection the court may award reasonable attorney's fees to the prevailing party.