

# Grinnell High School Laptop Roll-Out: August 24, 2016

**PURPOSE:** To inform students of the expectations, policies, protections, care & maintenance information, & security information that are outlined in the G-N Acceptable Use Agreement.

# ***OVERVIEW OF ACCEPTABLE USE POLICIES:***

- The machine is the property of the district
  - Intended for educational use, to support the learning environment
  - Usage is a privilege, not a right
  - **The school retains the right to inspect, confiscate, & reimage the machine at any time for any reason**
- Student expectations for use of the laptop:
  - Don't share your machine, parts/pieces, or passwords
  - Should be in your possession or secured (on you, in your locker, at home; NOT in your car, NOT at your friend's house, NOT laying around the school, locker rooms, or cafeteria)
  - Bring it to school charged & ready each day

# ***OVERVIEW OF ACCEPTABLE USE POLICIES:***

- Student expectations for use of the laptop:
  - Save & back up your work
  - "Loaner Laptops" need to be checked in to the Media Center at the end of the day
  - DON'T use the laptop to harass others
  - DON'T use the laptop to illegally download materials or programs
- Student care and maintenance of the laptop:
  - Carrying case; Don't deface the machine; Keep them on a flat surface; **Don't use them @ lunch or around food & drinks**; BOTTOM LINE: Treat this as if it were your own

- **Student care and maintenance of the laptop:**
  - Wind your cord carefully; Wait until your power light is pulsing before you put it away; Don't remove the ID tags on your machine; **BOTTOM LINE:** *Treat this as if it were your own*
- **Consequences for misuse:**
  - Confiscation of the machine
  - Internet/networking capabilities deactivated
  - Reimaging of the machine
  - Detention, suspension, expulsion
  - Civil or criminal liability under applicable laws
- **Damage fee schedule:** 1<sup>st</sup> incident - \$100; 2<sup>nd</sup> incident - \$200, 3<sup>rd</sup> incident – full cost of repair
  - You could be charged for the full cost of the machine if the damaged is caused by gross negligence
  - If you ruin your charger, we will have replacements available at a cost of \$65.00 (paid by you)

## ***HMS GAGGLE***

- Yes, your email is read by other humans . . .
- Email, Chat, & Internet filter that notifies the student & administration if the content is inappropriate
- Reasons include:
  - Profanity / Racism / Inappropriate Language
  - Nudity / Sexual Content
  - Violence / Abuse-Self
  - Violence / Rape / Abuse-Others
  - Alcohol / Smoking / Drugs
- Warnings are sent to the student on the 1<sup>st</sup> & 2<sup>nd</sup> violations; Accounts are suspended on the 3<sup>rd</sup> violation
- **LESSON:** If you want to talk about this stuff, do it on your own email, not your school account

## ***HMS GAGGLE (cont.):***

- Additional information:
  - When violations occur, a conversation will take place between the student and the administration and/or school counselor
  - If your account gets shut down because of 3 violations, it will be suspended for 3-4 weeks
  - Parents may request to have information from Gaggle about their students' accounts sent to them via email from the office
  - Law enforcement may request records from Gaggle upon serious violations

- What to do if . . . (for students)
  - I have a problem with my laptop?
    - *Tell your teacher -> take it to the help desk in the GHS Media Center (it might be a quick fix or it might be something that needs more intensive tech help)*
  - Other students are sending me inappropriate messages or materials?
    - *Tell your teacher -> take a screenshot of it, come to the office for help*
  - I get “gaggled”?
    - *After the 3<sup>rd</sup> Offense, your Google services will be suspended*
  - I lose my information?
    - *See Ms. Harmsen in Room 75 and always back up your stuff!*

# **TECHNOLOGY HELP DESK OPTIONS:**

**Media Center 7:45 AM - 3:15 PM**

**Tech Director (Ms. Harmsen) Room 75**

**Mondays: 8:00 AM – 3:15 PM**

**Wednesdays: 8:00 AM – Noon**

**Fridays: 8:00 AM – 3:15 PM**



- **Laptop “Roll-Out”**

Freshmen (Media Ctr - AM)

Sophomores (Media Ctr – 11:20-11:45)

Juniors & Seniors (Media Ctr – 12:50 – 3:15)

**11<sup>th</sup> Grade Roll-Out:**

12:50-1:10: Jessie Ahrens – Adam Gruman

1:15-1:35: Emma Harrington – Jason Nisley

1:40-2:00: Danica Nolton – Salena Yoeun

**12<sup>th</sup> Grade Roll-Out:**

2:05-2:25: Kiersten Allen – Branon Harter

2:30-2:50: Caleb Heinselman – Austin Parrott

2:55-3:15: Nehal Patel – Tristan Yoeun