Dear Student and Parent/Guardian,

NEAAAT is excited to be able to offer our students laptop computers for use at school and home. The following information is provided to help everyone understand the expectations and the responsibility of use and care related to receiving a laptop computer.

* Students may elect to use their own computer or be issued one by the school.
* Students will receive instruction in the proper use of the laptop computer.
* Students are expected to treat the laptop computer as a valuable piece of equipment.
* Students must take all precautions to prevent theft. For example, students should not leave the laptop computer unattended – even in the school building -- or in the passenger area of a car.
* Students must take precautions to prevent damage. For example, students should not leave the computer where there is danger of it coming into contact with moisture or excessive heat. The computer should also be protected from inclement weather conditions.
* Students are to use the laptop to access only appropriate materials and websites.
* Parents/guardians are responsible for monitoring computer use when students are not at school.
* Students must not purchase goods or services via the Internet. Parents/Students accept full responsibility for any financial obligations incurred from the inappropriate use of the laptop computer.
* Students are to use the laptop in accordance with NEAAAT policies, including the acceptable use policy, and to maintain the laptop in accordance with the procedures and information provided during student training.
* Any laptop issued to students by NEAAAT faculty and staff remains the property of NEAAAT and must be returned at the end of the academic year, upon withdrawal from NEAAAT, or at the request of NEAAAT faculty/staff. Willful failure to return the laptop in accordance with the stated conditions may result in criminal prosecution.

We are excited about the many enhanced opportunities our students will have as a result of the 1 to 1 Laptop Initiative and are very appreciative of our generous sponsors for providing these resources to students and staff.

Sincerely,

Andrew Harris

CEO

**Section 1: Receiving Your Laptop**

Laptops will be distributed on the first day of school. Before receiving the laptop, students and parents must sign and return the laptop consent form. Laptops will be collected at the end of each school year for maintenance and cleaning.

**Section 2: Taking Care of Your Laptop**

**General Precautions**

* No food or drink next to your laptop while in use.
* Cords, cables, and removable storage devices must be inserted carefully.
* Students should never carry the laptop while the screen is open.
* Laptops should be shut down or placed in “sleep mode” before moving between classes to conserve battery life.
* Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of NEAAAT.
* Laptops should never be left in a car or any other unsupervised area. It is a good idea to hand the laptop to a teacher whenever you step out of the classroom.
* **Students are responsible for charging their laptop’s battery for each school day. Students should also bring their laptop charger to school each day.**
* Do not expose your laptop to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

**Carrying Laptops**

It is recommended that families purchase protective cases (e.g., padded bookbags, laptop sleeves, etc.) with sufficient padding to protect laptops during normal use and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

* Laptops and power supplies should always be within the protective case when carried.
* Other items should not be stored in the carrying case to avoid placing too much pressure and weight on the laptop screen.
* The laptop must be closed before placing it in the carrying case.

**Screen Care**

The laptop screen can be damaged if subjected to rough treatment.

* Do not lean on the top of the laptop nor place objects on top of it when closed.
* Do not place anything in the carrying case that will press against the cover.
* Do not place anything on the keyboard before closing the lid (e.g., pens or pencils).
* Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid on the laptop.**

**Section 3: Using Your Laptop at School**

**Laptops Undergoing Repair**

* Laptops undergoing repair must be submitted to the office or other designated location immediately upon noticing an issue. Every effort will be made to repair and return laptops within 24 hours.
* In the event a laptop encounters a hardware failure deemed to be incidental and not abuse related, the laptop may be replaced with another laptop.
* Loaner laptops may be issued to students when they leave their laptops for repair.
* Students must return the loaner laptops by the end of the school day. Loaner laptops cannot be checked out for home use.
* In the event a laptop is physically abused or damaged, the student will be responsible for costs as outlined within the Damage and Loss Fee Schedule.

**Charging Your Laptop’s Battery**

* Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.
* Students should bring the laptop charger each day.

**Screensavers and Backgrounds**

* Only school approved backgrounds and screensavers may be used on the laptops.
* Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action.
* NEAAAT faculty and staff reserve the right to check a student’s laptop screensaver or background at any time.

**Sound**

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

**Section 4: Managing Your Files and Saving Your Work**

**Saving Your Work**

* All files are automatically saved to the cloud via Google Drive, except for downloads. If a student wishes to save a back-up copy of a download or file saved to a flash drive, the student should upload the file to Google Drive.
* During maintenance and imaging, all work saved outside Google Drive will be lost.
* Students should save all work daily. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for not submitting work.**
* Google Drive should only be used to save school assignments and files necessary for the completion of schoolwork.
* Both Google Drive and any USB flash drives used in school computers are subject to inspection by NEAAAT faculty and staff at any time.
* USB flash drives are very sensitive pieces of hardware that are prone to breakage, loss, theft, or other failure. It is highly recommended that students use Google Drive to save work. Google Drive can be loaded on home computers as well by downloading the software at drive.google.com. Files placed in Google Drive will be replicated and kept up-to-date across all computers where Google Drive is installed. Students can also access their Google Drive from the drive.google.com website.

**Section 5: Laptop Software**

**Additional Software**

* Students are not allowed to install anything on school laptops without the permission of the principal or designee.
* Violent games and computer images containing obscene or pornographic material are banned.
* From time to time the school may add software applications for use in a particular course.

**Inspection**

* Students may be selected at random to provide their laptops for inspection without notice.

**Laptop Identification**

* Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels!**

**Password Protection**

* Students will use their network username and password to access laptops. This is not to be changed.

**Laptops Left in Unsupervised Areas**

* Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, computer labs, unlocked classrooms, bathrooms, busses, and hallways. Any computer left in these areas is in danger of being stolen.
* Unsupervised laptops will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Each student is responsible for his/her laptop once it has been issued.
* Students are expected to “Lock” their laptop when they step away from it so as to prevent unauthorized use.

**Section 6: Acceptable Use Guidelines**

**General Guidelines**

* Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of NEAAAT.
* Students are responsible for the ethical and educational use of the technology resources of NEAAAT.
* Access to NEAAAT technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow the NEAAAT acceptable use policy as well as the NEAAAT Code of Student Conduct and school discipline policies.
* Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
* Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of NEAAAT faculty and staff, will be considered an act of vandalism and subject to disciplinary action.

**Integrity and Civility**

In addition to any standards or rules established by the school, the behaviors listed below are specifically prohibited as they violate the standards of integrity and civility.

* Cheating
* Plagiarizing
* Falsifying information
* Violating copyright laws

**Privacy and Safety**

Privacy and safety of all students is our top concern. Please review the tips listed below.

* Do not open, use, or change computer files belonging to others.
* Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
* Remember that storage is not guaranteed to be confidential.
* **If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a staff member immediately so that such sites can be blocked from further access.**

**Email**

Students will have email accounts through NEAAAT and/or higher education institutions. Please note that emails are not private and access is open. The following rules will apply when using an email account:

* Always use appropriate language.
* Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
* Do not send mass emails, chain letters, or spam.
* **No private chatting in class without permission.**

**Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated NEAAAT staff to insure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**

**Personal Laptop Use**

Students who wish to use a personal laptop instead of the school-issued laptop may do so under the following conditions:

* All policies, rules and procedures for using a school computer apply to the use of a personal computer while on school property or connected to a school network.
* Software loaded on school computers should also be loaded on personal computers. Students may not use alternative software packages or packages which provide similar functionality unless given permission by NEAAAT staff.