Laptop Computer Borrowing Policy

Computers provided for students are a loan and remain the property of the school and they are expected to treat them carefully. These computers are being provided to the student so they have access to materials for their classes, advisory and internships and should be used for school-related work only. Students should not download software or other applications to the computers unless directed to do so by their advisor or internship mentor.

- Students and parents/guardians must read and sign the School's Acceptable Use of Technology Policy, which incorporates the State policy, before they may make use of technology, including Internet access.
- Computers will be stored in a secure location in advisory rooms. Every student will be assigned to a designated computer with a unique password and serial number.
- Students will sign out their computer from their advisor at the beginning of the school day and return the computer to their advisor at the end of the school day.
- Possibly during the third quarter, advisors will assess – on a one-to-one basis - whether a student has shown sufficient responsibility to take the computer home.
- The School will keep an accurate inventory of all computers loaned to students. At the end of the school year, when a student leaves the school, or when the computer is no longer needed, all computers must be returned.
- Charges for damaged computers will be assessed based on the receiving condition of the computer at the beginning of the year and its condition at the end of the school year. These charges will be assessed against the parent or guardian. If the property degrades by two steps, the fee will be 25% of replacement cost; if by three steps, 50% of replacement cost; if damaged beyond use, per the lost and stolen schedule below.

Condition
  - Excellent condition
  - Good condition
  - Fair condition
  - Poor condition

For computers that are lost or stolen or that are damaged beyond use, the student will be assessed a fee based on the condition of the property at the beginning of the year, in accordance with the following schedule:
Lost, Stolen, and Irretrievably Damaged Property:
  - Since all the computers are new Google Chromebooks, they are in excellent condition: full replacement cost ($500)

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No final report cards will be issued until all financial obligations to the School have been fulfilled. If a parent or guardian is having financial difficulty meeting a financial obligation to the School, they may contact the School Leader to see if financial assistance is available.

HOW TO CARE FOR YOUR CHROMEBOOK

- Make sure you start each day with a fully charged battery on your device. Wrap the AC adapter loosely; do not pull out of device or wall.
- Make sure the device logs on to the school's network daily to receive necessary updates that are critical to keeping the device operational.
- Make sure your device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, lotions, etc.
- Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by the DE Met or manufacturer
- Make sure that only DE Met-assigned personnel troubleshoot, diagnose, or repair your device. Do not allow 3rd party service people to handle your assigned device.
- Screen Care: The device screen can be damaged if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the laptop when it is closed. ·
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the sleeve that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (such as pens).
- Do clean the screen with a soft, dry cloth or anti-static cloth (no wet cloth or paper)

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Submitted and Approved 2015-2016 School Year   Page 2

The Delaware Met
School's Acceptable Use of Technology Policy

PURPOSE:
The purpose of this policy is to establish acceptable guidelines for school wide use of the Delaware Met computers and computer-related resources.

I. POLICY/POSITION STATEMENT

It shall be the policy of the Delaware Met Charter School that all computers, computer software, computer networks, and computer-related equipment be governed by the procedures and rules stated below.

II. APPLICATION

All students who use the Delaware Met's computers, application software, computer-related equipment and networks are covered in this policy document.

III. DEFINITIONS

- Computer - This refers to the hardware that makes up tangible machine components. For purposes of this policy, a computer consists of the keyboard, central processing unit, monitor, hard disk storage, and operating system.

- Computer-related Equipment - This refers to equipment that is attached to individual computers and/or network servers; for example: all peripherals including mouse, printers (network and local), scanners, modems, etc.

- Application Software - Provides instructions to the computer to cause it to perform such functions as word processing, accounting, desktop publishing, etc. Software may include purchased packages such as Norton Navigator, File-Maker Pro, Word for Windows, Excel, Beyond Mail, or developed systems.

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- Network - A set of computers and other components connected to at least one server. A server is a computer that provides access to the network. Access includes file services, print services, and user Management.

- Additional Network Software - Optional software services that have been purchased and installed on the School's network server; for example: Electronic Messaging, AppleTalk, and TCP/IP (Internet) services that allow for connection to Delaware's Mainframe, and the World Wide Web.

IV. PROCEDURES

The policy is divided into four sections for administrative purposes. The sections are: 1. Hardware, 2. Software, 3. Data, 4. Internet and Telecommunications use.

IV-1.   HARDWARE

A. Unless expressly authorized by the DE Met Leadership Team, all desktop and laptop computers will retain their original configurations. It is violations of the computer code to change, alter, or add to the original configuration of each computer.

B. Any student found to be altering or attempting to alter any computer will lose computer privileges for the remainder of the school year.

IV-2.   SOFTWARE

A. No software shall be installed on the server without the express approval of the DE Met Leadership Team or its designee, in writing. Students are not permitted to install any hardware on any computer unless approved by the DE Met Technology Committee.

B. Students are authorized to run private software (not belonging to the School) from their floppy drive during periods such as lunch and before or after normal school hours. The software must have been purchased from a reputable software dealer in order to avoid possible "virus" infection of School equipment. The personal software must not be installed on either the local hard drive or a network drive.

C. All software, whether workstation-based or Server-based, is the property of the School. The Delaware Met Technology Committee will be responsible for retaining original purchased software disks. The software will be maintained in an approved location.

D. Only original applications purchased for the express use of the School will be installed on the network server or local hard drive. Any applications developed from

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Submitted and Approved 2015-2016 School Year   Page 4

software (FileMaker programs, 4D programs, Excel, Access, Works, SDS etc.) become the property of the School. All applications development, whether by staff or contractors, must be approved by the Leadership Team of the Delaware Met or his designee before initial development in order to maintain consistency with other applications and to insure compatibility with other School systems. Please contact the Leadership Team of the Delaware Met for coordination of this process.

E. All applications and/or programs developed must be documented in the form of users' manuals before approval is given for installation.

F. Since it is in the interest of the School to remain current with ever advancing technology, students are encouraged to make suggestions to the Technology Committee on new software, new hardware or any technology that will fulfill the needs of the School, students, and/or staff. Special emphasis should be given to new equipment/application software that will increase the Delaware Met's staff or student efficiency or save funds.

G. It is illegal to pirate software. It is the policy of the School that NO SOFTWARE will be used, which has not been purchased. In conjunction with this policy, no one is authorized to make and/or distribute copies of the school's software for their own or anyone else's use.

H. Unless expressly authorized by the Leadership Team of the Delaware Met, all desktop and laptop computers will be configured for use by all staff. No PC's should use software which password protects the keyboard/hard drive from use by other School staff or students. However, confidential data that must be protected from general access can be installed on the network with appropriate security. Requests must be made in writing to the Leadership Team of the Delaware Met for this service.

IV-3. DATA

A. Any data file that requires access by more than two staff members or students is considered a system. As such, all systems must be installed and approved by the Delaware Met Technology Committee. Such data files will reside on the server and appropriate access will be given by the Delaware Met network administrator.

B. Copies of data files may be downloaded to individual PC's for reporting purposes and/or information purposes. No data files may be uploaded to the server. Changes to data files should be accomplished through the original system developed on the server and copied down to the workstation.

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Submitted and Approved 2015-2016 School Year   Page 5

C. In some cases, data that resides on the server and/or workstation is classified. The Delaware Met will assign appropriate security access. No classified data files, whether workstation or server-based, will be authorized for copying.

D. All data files created with the hardware and software of the School are the property of the Delaware Met and may be confiscated when deemed necessary.

E. No duplicate software or files should be installed on the network server. The server is not a storage area for backup of personal computers.

F. In order to regulate the exposure of inappropriate material to students, it is a direct violation of the school code for anyone (Staff, Students, etc.) to use the school computers or computer network to view, search, print, or post pornography, adult material, or any other material deemed inappropriate in a school setting by the Delaware Met Technology Committee.

G. Students are not permitted to save any file or data to the schools hard drive. All student files should be saved or stored on the student's personal disk.

H. All foreign data files will be removed from the school's computers on a weekly basis. The Delaware Met Technology Committee will not be held responsible for any file stored illegally.

IV-4   INTERNET AND TELECOMMUNICATIONS USE

A. Students are required to use the Internet and any telecommunications network for an educational purpose only. Students are not permitted to use the Internet or any other telecommunication network for personal use.

B. Students are strictly prohibited either from sending e-mail messages that may be considered offensive, hostile, aggressive, threatening, or inappropriate to any one in school or out.

C. Students are strictly prohibited from using the Delaware Met computers to search, print, post, view, or display any pornographic, adult or any other material that may be deemed inappropriate in a school setting.

D. Students may download pictures from the Internet, provided all photos are downloaded directly to the student's personal floppy disk.

E. Before any student is allowed to use the Internet they will be required to participate in an Internet users course. This course will ensure that all students possess a minimum knowledge of the Internet and its uses.

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LIABILIY FOR DAMAGES

A. An individual who violates any provision(s) of this policy and causes damage to computers or systems will be responsible for the cost of repairs, reconfiguration, or restoration.

B. Any student who is found to be violating this computer code will be prohibited from using any of the Delaware Met computers for the remainder of the school year. The loss of computer privileges may, in some severe cases, extend for several years. This loss of computer use may, in some cases, result in a failing grade for a computer class that the student is enrolled.

C. Prior to using the Delaware Met computers, each student and a parent or guardian will be required to sign a copy of this document, agreeing to comply with provisions herein.

D. The Delaware Met will make every attempt to block student's access to unfavorable material on the Internet; however, no system can block all material at all times.

DELAWARE CODE - PROVISIONS FOR COMPUTER CRIME
Title 11, Chapter 5, Section 932. Unauthorized access

A person is guilty of the computer crime of unauthorized access to a computer system when, knowing that he is not authorized to do so, he accesses or causes to be accessed any computer system without authorization. (64 Del. Laws, c. 438,1.)

Title 11, Chapter 5, Section 933. Theft of computer services.

A person is guilty of the computer crime of theft of computer services when he accesses or causes to be accessed or otherwise uses or causes to be used a computer system with the intent to obtain unauthorized computer services, computer software or data. (64 Del. Laws, c. 438,1.)

Title 11, Chapter 5, Section 934. Interruption of computer services.

A person is guilty of the computer crime of interruption of computer services when that person, without authorization, intentionally or recklessly disrupts or degrades or causes the disruption or degradation of computer services or denies or causes the denial of computer services to an authorized user of a computer system. (64 Del. Laws, c.438, 1.)

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Submitted and Approved 2015-2016 School Year   Page 7

Title 11, Chapter 5, Section 935. Misuse of computer system information.

A person is guilty of computer crime of misuse of computer system information when:

1. As a result of his accessing or causing to be accessed a computer system, he/she intentionally makes or causes to be made an unauthorized display, use, disclose or copy, in any form, of data residing in, communicated by or produced by a computer system.

2. That person intentionally or recklessly and without authorization:
a) Alters, deletes, tampers with, damages, destroys or takes data intended for use by a computer system, whether residing within or external to a computer system; or

b) Interrupts or adds data to data residing within a computer system;

3. That person knowingly receives or retains data obtained in violation of subdivision (1) or (2) of this section; or

4. That person uses or discloses any data, which that person knows or believes, was obtained in violation of subdivision (1) or (2) of this section. (64 Del. Laws, c, 438,1.)

Title 11, Chapter 5, Section 936. Destruction of computer equipment.

A person is guilty of the computer crime of destruction of computer equipment when that person without authorization, intentionally or recklessly tampers with, takes, transfers, conceals, alters, damages, or destroys any equipment used in a computer system or intentionally causes any of the foregoing to occur. (64 Del. Laws, c. 438, 1.)

Agreement for Student Use of School Computers

This student agreement must be renewed each academic year.

I.   STUDENT SECTION (Print Name Below)

Student Name_____   Date_____ Grade_____

I have read the school's Laptop Computer Borrowing policy and Go Guardian monitoring policy and agree to abide by their provisions. I understand that violation of these provisions may constitute grounds for disciplinary actions.

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Submitted and Approved 2015-2016 School Year   Page 8

Student Signature_____

II.   SPONSORING PARENT:

I have read the school's Laptop Computer Borrowing policy and Go Guardian monitoring policy. I will monitor my child's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my child's use is not in a school setting. I understand that although the school has taken reasonable steps to ensure students use the network only for purposes consistent with the curriculum, the school cannot prevent access to objectionable or inappropriate materials posted on connecting computers by others. In consideration for the privilege of my child using the school's computer network and in consideration for my child having access to the public networks, I hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including limitations, the type of damages identified in the school's policy and regulations.

Print student name: _____

Signature:_____Date: _____

Print parent/guardian name: _____

Signature:_____Date: _____

Staff member:_____

Computer Serial Number: _____

Borrowing Condition: _____

Returning Condition:_____

Student Number: _____

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Submitted and Approved 2015-2016 School Year   Page 9