Avon High School
Grade 11 & 12 Laptop Guidelines and Expectations

Avon High School students are required to have a laptop during the 2017-2018 school year. Laptops are intended for use at school each day, and students are responsible for bringing their laptop to all classes.

- Students in grade 12 may rent a Lenovo 11e with Windows 10 from the school corporation or bring a laptop from home. The rental fee for the district Lenovo laptop computer will be $110.00 and is added to textbook rental fees.
- Students in grade 11 are expected to use their Stream or bring a laptop from home. IF a grade 11 student wants to rent a Lenovo 11e, the $110 rental will be in addition to the HP Stream fee.
- Students in grades 9 and 10 use the HP Stream issued to them last school year.

The following chart lists the minimum specifications necessary for any laptop a junior or senior student may use during the 2017-2018 school year. Families may wish to look into sites such as amazon.com, newegg.com, and Walmart.com which sell refurbished laptops that meet these specifications at a competitive price.

| PC Processor | Intel Core2 Duo 1.2 GHz or more
| Or AMD Athlon 1.2 GHz or more | Intel Core2 Duo 1.2 GHz or more |
| RAM | 2 GB or more | 2GB or more |
| Hard Drive | 80GB or more | 80 GB or more |
| Wireless (WiFi) | 802.11 g or higher | 802.11 g or higher |
| Operating System | Windows 7 or higher required; Windows 10 recommended | Mac OSX 10.5 with Windows 7 required; Windows 10 recommended |
| Software | All students are provided with an Office 365 account | All students are provided with an Office 365 account |

Acceptable Use Policy (AUP):
Just as adult workers have an expectation of appropriate use of technology in their jobs, so should students. Students are to follow the Avon Community School Corporation Acceptable Use Policy found in the 2017-2018 Avon High School Student/Parent Agenda. Failure to adhere to the privileges and restrictions set forth in the policy can result in loss of computer access and other disciplinary action. The AUP includes, but is not limited to, the following expectations:

- There should be no expectation of privacy on the school network or devices that access the network – this includes personally-owned and school-owned devices.
- Faculty and staff set the classroom expectation about the appropriate uses of technology for each classroom.
- Students will use technology for instructional purposes during the instructional day.
- Students should not access or attempt to access social media sites during the instructional day.
- Students will not bypass or attempt to bypass ACSC filtering, security, and/or monitoring software. This includes proxy servers, such as Ultrasurf.
- Any use of technology that is disruptive to the educational purpose of the school is subject to school discipline. This includes any inappropriate activity that takes place off school property.

Battery Responsibility:
Students are responsible for keeping the battery in their laptop charged. Students should bring their laptop battery charger to school each day.
Carrying Laptops:
Students are to provide protective cases (preferred) or backpacks for laptops with sufficient padding to protect the laptop. Two sensitive spots are the screen and the vent near the hinge in the back. Placing the laptop in a backpack with books makes the laptop susceptible to damage which is not considered normal wear and tear.

- 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 turned off before placing it in the carrying case to prevent overheating.

Daily Loaners:
- If students leave their laptop at home, daily loaners may be provided on a first come, first served basis. Daily loaners are issued for a single day and must be returned the same day.

General Precautions:
- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Avon Community School Corporation. Spot checks will be done by administration at any time.
- Laptops must never be left in any unsupervised area, including vehicles, in order to deter theft or misuse.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.
- You are responsible for any damages caused by the use of friends or family members.
- Do not bend the power cord tightly when wrapping it up – this causes the cord to fray.

Identification:
Student laptops will be labeled in a manner specific to the Avon High School. Under no circumstances are students to modify, remove, or destroy these labels or etchings.

Inspection:
Students may be selected at random to provide their laptops for inspection without notice. The purpose for inspection will be to check for proper care and maintenance and/or inappropriate material.

Insurance:
Students are strongly encouraged to get insurance on their laptops. Insurance for rental laptops is available online through Worth Avenue Group at http://www.avon-schools.org/stepup. Policies must be purchased by September 1, 2017 for the 17-18 school year. Some homeowner’s policies may cover a rental laptop; check your policy.

Password Protection:
- Windows and hard drive passwords must be shared with staff if requested. If access by staff is impossible on school owned computers, students may be responsible for the cost of replacement hardware.
- Violations of this policy will result in disciplinary action.

Printing:
Printing will be limited to only those things needed directly for instruction.

Repairs of School-Owned Laptops:
- If a rental laptop computer requires service, students should take the laptop to the student technicians in the Commons Tech Center for the initial evaluation. Student technicians are trained to make some repairs. If the repair cannot be completed by the student technician, they will refer the laptop to a member of the technology staff. If available, a temporary replacement computer will be provided.
• Students will be expected to return the loaner laptop by the end of the school day.
• Students and parents will be charged for laptop repairs that are not considered normal wear and tear, including power cords. Parents will be billed for Lenovo parts and labor.

**Repairs of Personally Owned Laptops:**
• Students may obtain a laptop through a daily prorated rental.
• Repairs are the responsibility of the student and parent and will not be done by school staff.

**Software:**
• The software originally installed by the school system must remain on the laptop in usable condition and be easily accessible at all times.
• Copyrighted software installed by the school shall not be copied.
• From time to time school staff may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.
• Student-added software must not interfere with school added software and it must not violate Acceptable Use Policy standards.
• Student owned laptops need to have virus protection software that automatically downloads the latest anti-virus updates.
• If a student owned laptop does not have an updated file of virus definitions, it will not be allowed on the school's network.

**Screen Care:**
The laptop screen is particularly sensitive to damage if excessive pressure is placed on it. Students are to follow these guidelines:
• Do not lean on the top of the laptop nor place objects on top of it when it is closed.
• Do not place anything near the laptop that could put pressure on the screen.
• 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, pencils, or disks).
• Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Please do not use any type of liquid or water on the laptop.

**Screensavers and Backgrounds:**
• Screensavers and backgrounds must be appropriate for school and meet the Acceptable Use Policy.
• Passwords must be given to staff upon request.
• The administration or its designee reserves the right to check a student's laptop at any time given valid cause.

**Sound:**
• Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
• Ear buds may be used during study times in group areas.

**Unsupervised Laptops:**
• Unsupervised laptops will be confiscated by staff. Each student is responsible for his/her laptop once it has been issued. Any student who loses their rented laptop, or has their laptop stolen, will be responsible for the replacement cost of the laptop.
I have received a copy of the “Avon High School Laptop Guidelines and Expectations.” I have read and understand these guidelines. I also understand that, as stated in Avon Community School Corporation policy, I must follow the Avon Community School Corporation’s Computer Access and Internet Policy, found in the 2017-2018 Avon High School Student Agenda.

Date: _______________  Grade Level: ______

Last Name:______________  First Name:______________  Student ID#:______________

Parent Signature______________________________________________________________

Student Signature____________________________________________________________

RENTALS ONLY

By my signature, I verify that I am renting a Lenovo 11e laptop for the 2017-2018 school year at Avon High School. $110.00 will be added to my child’s textbook rental bill.

Date ________________

Student Signature__________________________________________________________Grade ____________

Parent Signature___________________________________________________________

Office Use Only:

Asset Tag # ___________________  Serial Number __________________________

Laptop Issued by:__________________