

Hampshire Regional School District

Student Laptops Rules & Regulations

Purpose

The purpose of this agreement is to establish an understanding between parents/guardians/students and the Hampshire Regional School District in regards to personal laptop use while at school. It must be understood that the Hampshire Regional School District has a right to protect its network and technical resources. If students want to access the school's resources with a personal laptop they must abide by the following rules and regulations.

PLEASE READ, SIGN and RETURN to Ms. Florek

As with all other aspects of school life, there are rules that govern computer usage while at school. These rules apply to ALL computers in the building, including all personal laptops, LEEP purchased laptops or LEEP leased laptops.

In addition to the Student Code of Conduct, HRHS has a comprehensive Acceptable Use Policy, which can be found in the *Student-Family Handbook*. This policy applies to all school-owned computers, as well as all personal, LEEP purchased and/or LEEP leased laptops while at school.

In addition to the HRSD Acceptable Usage Policy, parents/guardians/students need to agree with the following statements pertaining to personal laptop usage while at the Hampshire Regional School District.

Hardware (Non-LEEP laptops)

If you did not obtain your laptop via the LEEP program, it must be able to run the Macintosh OS X version 10.3.9 or higher operating system. **No other operating systems are allowed.** The speed and capacity of the laptop is the concern of the student, not the district. Laptops must include a wireless card compatible with the 802.11n protocol and be capable of supporting WPA and WEP network security encryption.

Software - (Non-LEEP Laptops):

Parents/guardians must agree to the installation of anti-virus software at their own expense. The student agrees to maintain updated virus definitions for the antivirus software.

Software – (All Laptops):

You must agree to only have legally owned and installed software on your laptop. You may be asked to produce proof of purchase during the laptop setup or anytime thereafter. If a student is found to have illegal software on their laptop they will be solely responsible for any legal action that results from their possession thereof and their privilege to bring a laptop to school may be revoked.

Support - (Non-LEEP Laptops)

Hampshire Regional does not provide technical support for laptops that were not acquired via the LEEP program. It is the responsibility of the owner to obtain technical assistance from outside resources.

Support - (LEEP Laptops)

Hampshire Regional provides technical support for laptops that were acquired via the LEEP program. This includes troubleshooting and other types of maintenance.

Computer Settings and Accounts - (All Laptops)

The parent/guardian/student agrees to not remove any computer settings and accounts established by the district's technology department for the purpose of enforcing our Acceptable Use Policy.

Specifically, you agree to allow Hampshire Regional to create an administrative account on your laptop for the purpose of remote monitoring while the laptop is at school. You also agree to let HRHS change the computer's name for ease of identification on the school's network. In addition, you agree not to change the established computer name.

File Sharing - (All Laptops)

The student must agree to not use, participate in, or promote illegal file or music sharing on the HRHS network. These activities include using electronic services such as Morpheus, Limewire, etc... Students also agree to not use local computer peer to peer tools to share personal files or (legal) music over the HRHS network.

Downloading – (All Laptops)

The student must agree to not download any non-school related files over the school's network. This includes downloading email attachments, music, applications, etc.

HRHS Network and the Internet- (All Laptops)

Network and Internet use of the Hampshire Regional system is governed by Federal Law. Any attempts to gain unauthorized access, subvert, hack, crack, or otherwise disable network or Internet filtering devices or any other resources on the network is considered abuse and will result in the immediate suspension of Internet and laptop use privileges.

Mac OS Updates (All Laptops)

The student agrees to bring in their laptop at the beginning of each semester for software updates and examination. The student also agrees not to download updates at school. These downloads can take up valuable bandwidth resources. All updates must be done at home or if at school, with the advanced approval of the HRHS technical department.

Stickers on Laptops – (All Laptops)

Stickers on laptops are not allowed at Hampshire Regional. The ONLY stickers allowed on laptops are asset tags and HRHS Registration stickers.

Misc. Guidelines for Laptop Use While at School – (All Laptops)

Below is a list of items you need to familiarize yourself with in order to maintain the privilege of bringing a laptop to school. If you fail to adhere to these guidelines while at school, you may lose the privilege of bringing a laptop to school, as well as losing the privilege of using school-owned computers.

ALWAYS:

- ✓ Adhere to HRHS's Acceptable Use Policy (Student Family Handbook)
- ✓ (Recommended) Backup your data to the student server (homer) or a flash drive
- ✓ Leave your laptop in your locker during lunch
- ✓ Make sure you never leave your laptop in a location where it could be damaged or stolen. Your laptop should always be in a "secure" location while at school.
- ✓ Lock up your laptop in a locker while in physical education class
- ✓ (LEEP Laptops only) Report any problems you have with your laptop to your Team Leader who can contact Ms. Florek or Mr. Guerin to assist you.

NEVER:

- ✓ Use your laptop for non-school related work
- ✓ Chat via instant messaging
- ✓ Use a proxy server to go around the school's internet filters
- ✓ Send anonymous messages to other computers or printers
- ✓ Stream/listen to music/videos (with or without headphones)
- ✓ Play games
- ✓ Electronically harass or bully someone online
- ✓ Share music over the network
- ✓ Use inappropriate, offensive, foul or abusive language while online
- ✓ Use illegal or pirated software
- ✓ Access someone else's computer/server account without their knowledge
- ✓ Hack into any computer
- ✓ Download non-school related items off the internet
- ✓ Tease other students who do not have a laptop
- ✓ Bring your laptop to the cafeteria
- ✓ Leave your laptop in a location where it can be damaged or stolen
- ✓ Video or audio tape others without their knowledge/consent
- ✓ Take still pictures of others without their knowledge/consent
- ✓ Change the "Admin" user account password

Consequences of Abuse

Upon discovery of network misuse, abuse or violation of the rules contained in this document, students may lose their privilege to bring a laptop to school for a specific period of time or possibly indefinitely.

PLEASE SIGN AND RETURN TO: Ms. Florek, HRHS Director of IT

Permission will only be granted after examining the laptop for compliance. Please make arrangements for the laptop to be seen by contacting Ms. Florek at kflorek@hr-k12.org.

Agreement

- I/we agree to comply with the rules and regulations outlined in this document.
- I/we agree to allow Hampshire Regional to place a "Registration" sticker on my laptop to allow for ease of identification by HRHS faculty and staff.
- I/we agree to remove all stickers from my laptop, as outlined above, to help enforce the "no-sticker" ban on laptops.
- I/we agree that any faculty and/or staff member may examine my laptop at any time for the purpose of verifying that my personal laptop is in compliance with this agreement.
- I/we agree that Hampshire Regional is not responsible for any possible damage in connection to using a laptop at Hampshire Regional.
- I/we agree that students are to ONLY use the HRHS managed wireless access points to connect to the Internet from within school grounds. Specifically, cellular internet service is prohibited. I understand that connection to third party access points or the establishment of ad-hoc network access via home or other internet devices is not permitted.
- I/we agree that using my laptop at school is a privilege and can be revoked at any time.
- I/we understand this agreement can be modified at anytime. In such an event, a new agreement would need to be signed.
- I have reviewed these rules and regulations with my child.

Parent/Guardian Name _____ Date _____

Student Name _____ Student Signature: _____

Parent\Guardian Signature _____

_____	Official Use Only	_____
Date: _____	Misc Notes: _____	
Laptop Network Name _____	Laptop Brand _____	
Laptop Model _____	Laptop Serial Number _____	
NIC MAC Address _____	Wireless MAC Address _____	