

LeRoy-Ostrander
Laptop Policy, Procedures, and Information
2026-2027

LeRoy-Ostrander Laptop Program The focus of the laptop program at LeRoy-Ostrander is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The laptop computer provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of laptops is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with laptops integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all laptops used at LeRoy-Ostrander, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR Laptop

Parents & students in Grades 9 – 12th, you must sign and return the Student Pledge document along with the \$22* Tech fee before the laptop can be issued.

****If fees are not paid, the student will have use of a laptop during school hours but will not be able to take the device home until the fee is paid or payment arrangement is made with Mr. Hungerholt.***

1.1 Laptop Check-in

Laptops and accessories will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the LeRoy-Ostrander School District during the school year, the laptop will be returned at that time.

1.2 Check-in Fines

Individual school laptops and accessories must be returned to the LeRoy-Ostrander School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LeRoy-Ostrander for any other reason must return their individual school laptop on the date of termination. If a student fails to return the laptop at the end of the school year or upon termination of enrollment at LeRoy-Ostrander, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the laptop, or, if applicable, any insurance deductible. Failure to return the laptop will result in a theft report being filed with the Mower County Police Department. Furthermore, the student will be responsible for any damage to the laptop, consistent with the District's laptop Protection plan and must return the computer and accessories to the LeRoy-Ostrander School in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the laptop.

2. Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Office ASAP for an evaluation of the equipment.

2.1 General Precautions

- ☐ ☐ **The laptop is school property and all users will follow this policy and the LeRoy-Ostrander —Acceptable Use Policy for technology.**
- ☐ **Only use a clean, soft cloth to clean the screen; do not use cleansers of any type.**
- ☐ **Cords and cables must be inserted carefully into the laptop to prevent damage.**
- ☐ **Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the LeRoy-Ostrander School District.**
- ☐ **Students are responsible for keeping their laptop's battery charged for school each day.**
- ☐ **Student must use school issued laptop cases**

2.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below

should be followed:

- ☐ ☐ Laptops should always be within the protective case when carried.
- ☐ ☐ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

2.3 Screen Care

The laptop screens 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 laptop that could put pressure on the screen.
- ☐ ☐ Do not place anything in the carrying case that will press against the cover.
- ☐ ☐ Clean the screen with a soft, dry cloth or anti-static cloth.
- ☐ ☐ Do not bump the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present. If a student repeatedly leaves their laptop at home, they will be subject to disciplinary action.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair in the Media Center. There may be a delay in getting an laptop should the school not have enough to loan.

3.3 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. Repeat violations of this policy will result in disciplinary action.

3.4 Screensavers/Background photos

- ☐ ☐ Inappropriate media may not be used as a screensaver or background photo.
- ☐ ☐ **Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.**

3.5 Sound, Music, Games, or Programs

- ☐ ☐ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ☐ ☐ Music is allowed on the laptop and can be used at the discretion of the teacher
- ☐ ☐ Internet Games are not allowed on the laptops. If game apps are installed, it will be by LOHS staff.

☐☐All software/Apps must be district provided. Data Storage will be through apps on the laptop and email to a server location.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Laptop/Home Directory

Students may save work directly to the laptop. **Storage space on the laptop is limited to 32gb so it is recommended students use a cloud based solution (ie: Dropbox, Google Drive) for their file storage.** It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. laptop malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The LeRoy-Ostrander School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software/apps originally installed by LeRoy-Ostrander School must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school 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 not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their laptops.

5.3 Inspection Students may be selected at random to provide their laptop for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-LeRoy-Ostrander School installed apps are discovered, the laptop will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their laptops for periodic updates.

6. ACCEPTABLE USE

The use of the LeRoy-Ostrander School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the LeRoy-Ostrander School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the LeRoy-Ostrander School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

☐ ☐ Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

☐ ☐ Should you want your student to opt out of having a laptop, you and your student need to understand that he/she is still responsible for meeting the course requirements (which may take longer). If you wish your student to not bring the laptop home, arrangements can be made with Mr. Hungerholt. They will have access to the laptop for work during the school day, as necessary.

6.2 School Responsibilities are to:

☐ ☐ Provide Internet Blocking of inappropriate materials as able.

☐ ☐ Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

☐ ☐ If you have any questions during the school year in regards to your students laptop, please contact the office.

6.3 Students are Responsible for:

☐ ☐ Using computers/devices in a responsible and ethical manner.

☐ ☐ Obeying general school rules concerning behavior and communication that apply to laptop/computer use.

☐ ☐ Using all technology resources in an appropriate manner so as to not damage school equipment.

☐ ☐ Helping LeRoy-Ostrander School District protect the computer system/device by contacting an administrator about any security problems they may encounter.

☐ ☐ Monitoring all activity on their account(s).

☐ ☐ Students should always turn off and secure their laptop after they are done working to protect their work and information.

☐ ☐ Returning their laptop and accessories to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LeRoy-Ostrander School for any other reason must return their individual school laptop computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- ☐ ☐ Illegal installation or transmission of copyrighted materials
- ☐ ☐ Any action that violates existing School Board policy or public law
- ☐ ☐ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- ☐ ☐ Use of chat rooms, sites selling term papers, book reports and other forms of student work
- ☐ ☐ Messaging services-EX: MSN Messenger, ICQ, etc.
- ☐ ☐ Internet/Computer Games
- ☐ ☐ Use of outside data disks or external attachments without prior approval from the administration
- ☐ ☐ Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- ☐ ☐ Downloading apps
- ☐ ☐ Spamming-Sending mass or inappropriate emails
- ☐ ☐ Gaining access to other student's accounts, files, and/or data
- ☐ ☐ Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- ☐ ☐ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- ☐ ☐ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- ☐ ☐ Bypassing the LeRoy-Ostrander School web filter through a web proxy or VPN

6.5 Laptop Care

- ☐ ☐ **Laptop damage: Students are responsible for any and all damage.** Students will be held responsible for maintaining their individual laptops and keeping them in good working order.
- ☐ ☐ Laptop batteries must be charged and ready for school each day.
- ☐ ☐ Only labels or stickers approved by the LeRoy-Ostrander School District may be applied to the computer.
- ☐ ☐ Laptop cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- ☐ ☐ Laptops that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing laptops that malfunction. Laptops that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to laptops that are damaged intentionally.
- ☐ ☐ Laptops that are stolen must be reported immediately to the Office and the Technology Dept./Office.

7. COST OF REPAIRS

Students may be held responsible for ALL costs for repair regarding intentional damage to their laptops including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Students may also be held liable for laptop damage caused by other students. Lost items such as chargers and cables will be charged the actual replacement cost.

8. Theft

Students will be held responsible their laptop if it is stolen. Laptops that are stolen must be reported immediately to the Office and Tech Department. The LeRoy-Ostrander School will assist the student in retrieving the stolen property. However, if it isn't recovered, ultimately, the student will be responsible for the replacement of the item.

9. Legal Propriety

- ☐ ☐ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- ☐ ☐ Plagiarism is a violation of the LeRoy-Ostrander School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- ☐ ☐ Use or possession of hacking software is strictly prohibited and violators will be subject to LeRoy-Ostrander School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

10. Fees

9th Grade thru 12th Grade: There will be a **\$22** fee that must be paid before a student receives their laptop or other district issued device. The proceeds of the Technology Fee shall be used to offset expenditures associated with repair and insurance for the cost of apps (software) issued to students via the mobile learning device in lieu of personally purchased student tools, supplies, and materials.

Email Address Requirement: A valid email address will be provided by the school for setting up email on the laptop. Email will be used for teacher/staff/student communication and will not be shared with ANY outside party.

LeRoy-Ostrander Internet, Computer, & Portable Device Acceptable Use Policy

Computer and Internet Use (Acceptable Use Policy)

Students are responsible for appropriate and acceptable behavior on school computer network just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communications will apply.

The network is provided for students to conduct research and learn the skills needed in today's work environment. Access to network services is allowed for students who agree to act in a considerate and responsible manner. Access is a privilege and entails responsibility. A student may lose the privilege of using the computer network for intentional misuse or at the parents' request.

Network storage areas may be treated like school lockers. Network administration may review files and communications to maintain system integrity and insure that students are using the system responsibly. Users should not assume that the files and communications would be private.

The following activities are specifically not permitted on computers:

- Sending, displaying, or viewing offensive messages or pictures.
- Using obscene or abusive language,
- Harassing, insulting, or threatening others.
- Damaging computers, computer systems, or computer networks including the sending of viruses or worms.
- Violating copyright laws.
- Using another person's password,
- Trespassing on another person's property including folders, work, or files.
- Using the computer equipment for commercial purposes or for profit.
- If an inappropriate site does come up on your computer screen, close the browser and report the incident to your teacher or the area supervisor.
- Using Proxy Servers or VPN to avoid blocked sites.

If a student misuses the computers and does not follow set rules their account will be frozen and their computer privileges will be suspended for a determined amount of time. Additional discipline may be enforced as deemed necessary.

Prior to receiving access to the District's network resources, students must submit a completed ***LeRoy-Ostrander School Student Pledge for Internet, Technology & laptop Use*** form to the appropriate administrator or designee at school.

To live, learn, and work successfully in an increasingly complex and information-rich society, students must use technology effectively.

--International Society for Technology in Education

LeRoy-Ostrander School 2026-2027
Student Pledge for Internet, Technology & Laptop Use

1. I will follow the policies outlined in the *Laptop Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
2. I will honor myself and others by communicating in a respectful manner in all electronic communication.

Laptop Use Agreement

1. I understand that I am responsible for any and all damage to the laptop while in my possession.
2. I will take good care of my laptop.
3. I will never leave the laptop unattended.
4. I will never loan out my laptop to other individuals.
5. I will know where my laptop is at all times.
6. I will charge my laptop's battery daily.
7. I will keep food and beverages away from my laptop since they may cause damage to the device.
8. I will not disassemble any part of my laptop or attempt any repairs.
9. I will protect my laptop by only carrying it while in the case provided.
10. I will use my laptop in ways that are appropriate.
11. I will not place decorations (such as stickers, markers, etc.) on the laptop.
12. I understand that my laptop is subject to inspection at any time without notice and remains the property of the LeRoy-Ostrander School District.
13. I will notify the Main Office and Tech Dept./Office in case of theft, vandalism, and fire.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District laptop, case and power cords in good working condition.
16. I will not use my laptop to harass, insult or threaten others.

I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Laptop Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

*****I have received the charger*** ☐

Fee Paid _____ Staff Signature _____

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