

# PEARL HARBOR CHRISTIAN ACADEMY

## Laptop Usage Rules and Policies (High School)

Pearl Harbor Christian Academy (PHCA) only authorizes the use of its Laptops in a manner consistent with established instructional, research, and administrative objectives of the school. Students are still subject to all handbook policies, Internet use policies, as well as these Laptop Usage Rules and Policies (LURP).

### **OWNERSHIP**

Laptops issued through PHCA are the property of PHCA. Students have no ownership, interest, or right to title in the Laptops. On occasion, PHCA may offer High School grade students the option to own their school-issued Laptop (as is) with the case (as is) when we purchase new devices. There is a buyout/transfer fee and ownership transfers to the student for home use only upon graduation.\*

*\*Students leaving prior to having the laptop for at least "four years" will be given a purchase option at a higher rate.*

### **GENERAL PRECAUTIONS**

- Students must always handle all Laptops with care – this includes the Laptop issued to them, as well as Laptops issued to other students. Damage caused by intentional, reckless or careless actions will not be covered by insurance and students charged accordingly.
- Open lid drinks or open liquids are not allowed next to your Laptop while it is in use on school property or any school related events. The same care is recommended at home.
- Take special care to protect your iPad from moisture and liquids. Do not use in the rain or near water activities, as water damage is not covered will not be considered "accidental".
- Laptop cables must be inserted/removed carefully. Cables must be wound carefully and stored in a way where they are not smashed, kinked or exposed to liquids.
- Laptops must never be left in a car for prolonged times or unsupervised areas - not only to protect against theft, but damage from freezing or extreme heat.

### **Transporting/Carrying Laptops:**

- Laptops should be kept securely in the protective case that was provided with the Laptop. The case will only provide basic protection from scuffing and scratching.
- The Laptop should be closed in the protective case when carried or stored.
- When closed, the Laptop case should "sleep" the Laptop. However, the Laptop should be shut down when not in use for prolonged periods of time in to conserve battery life.

**Screen Care:** The Laptop 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 top of the Laptop.
- Do not place anything near the Laptop that could put pressure or fall on the screen.
- Do not place anything in the carrying case that will press against the screen.
- If the Laptop has a touch screen, only an Apple approved stylus should be used.
- For Screen Care go to: <http://support.apple.com/en-us/ht3226>
- Do NOT use window cleaner, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean Laptop.

## DAILY ACCEPTABLE USE AND RESPONSIBILITIES:

- A. Students are still subject to all handbook and Internet use policies. The word “Laptop” should also be inserted along with the word “computer” whenever “computer” is stated in any handbook or Internet use policy. However, any rule or policy stated differently in this LURP for the Laptop will supersede what is in the current handbook or Internet use policy.
- B. Parents should make sure students are responsible for the care and security of the Laptop assigned to them. Parents/guardians should assist with instruction and help students so they can use it independently and safely.
- C. If taken home, students are responsible for keeping their Laptop battery charged and bringing it back fully charged so that it can be used at school.
- D. Our Mobile Device Management (MDM) system is designed so that appointed staff can add programs to the Laptop. No one should attempt to override, hack, etc. the system to install any applications onto the Laptop that are not authorized by PHCA.
- E. Apple ID’s for PHCA Laptops are determined, issued & owned by PHCA and should be used for PHCA devices to allow PHCA to monitor/manage these device as needed.
- F. Parents should know their student’s passwords (Apple ID, PHCA Email & Laptop) and passwords should be kept confidential from other persons and classmates.
- G. Only authorized PHCA staff should reset student Laptops. Please do not intentionally modify network configuration files, MDM software or otherwise interfere with the functioning of the PHCA Laptops. **Apple ID’s/Student PHCA Emails issued may not be changed. There will be a “reset” fee charged if your Apple ID/PHCA Email is changed.**
- H. Do not modify, upgrade, or attempt to repair Laptops issued by the school. This will void insurance & student will be charged for full purchase price of the Laptop.
- I. Any damage, defects or reduced functioning must be reported ***immediately***.
- J. There will be a fee for lost or damaged adaptors, cables, and cases.
- K. Laptops or apps must not be used in any manner other than that for which intended.
- L. Students must be in the app or program directed by instructor while in class.
- M. Communication features, such as but not limited to iMessage, Facetime, etc. should be used appropriately and turned off/silent during lecture/teacher-directed times.
- N. Students should not download or access any Social Media during school and Before/After Care Hours, while on campus during school events or at any school related activity unless specifically permissioned to do so by staff.
- O. Laptops will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore all PHCA policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of Laptops.
- P. Decorations, stickers, drawings, etc. on the Laptop or the case is NOT allowed.
- Q. Students are responsible for all material sent to and/or stored on their school-issued Laptop. Students and Parents accept responsibility for keeping their Laptops from all inappropriate material, inappropriate files, or files dangerous to the integrity of PHCA’s network, equipment, software or reputation of the school.

## Damaged Laptops

- A. If a Laptop is damaged to the point that it is non-functional or operates with reduced function, the student should notify the PHCA by the next school day.
- B. If the damage is the result of an accident to the Laptop while it is being used in normal operating conditions, the student is responsible for an ***insurance deductible of \$125.00*** for 1st occurrence, which will be automatically billed to the student's account.
- C. Thereafter, the charge will be \$1,200.00 regardless if damage is accidental or intentional.
- D. If it is determined that the damage was the result of the following events, the student will be responsible for full replacement value of the device.
  - a. Abuse, misuse or negligence (i.e. Laptop is placed in an unsafe location or position)
  - b. Intentional, reckless, careless actions or the third incident.
  - c. Water Damage, Flood, fire, earthquake, natural disaster, power surge or other external cause (student's family is encouraged to seek damage/loss protection through homeowner's insurance policy).
  - d. Laptop used outside the parameters established in the Internet Acceptable Use Policy.
  - e. Laptops used in conditions deemed unsafe for the tablet.
  - f. Laptop was given to unauthorized person for use and damaged.

**Lost or Stolen Laptops are not covered by insurance. Student is responsible for full replacement.**

## No Guaranteed Content Privacy

Although each user has individual passwords to access PHCA's systems, the systems and Laptops belong to PHCA and the contents of e-mail, programs, and computer usage, including a person's access to, and use of, the Internet, are accessible at all times by appropriate management and supervisory personnel of PHCA. In other words, you should have no expectation of privacy while using PHCA electronic media, services and Laptops. PHCA may monitor usage patterns for e-mail, software and the Internet for any reason and if deemed necessary. Lock Codes/Passwords to access the Laptop must be provided in writing to and on file at PHCA.

PHCA reserves the right to monitor or access the information on any electronic device brought on campus if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its Laptops may contain information, data, or other intellectual property that belongs to another person.

PHCA cannot guarantee that content stored on the Laptops issued in accordance with this contract will be private. PHCA respects the rights of its students; however, the school is also responsible for servicing and protecting its property.

Content filtering services may and will be in use on all PHCA devices. Attempts to disable or hack content filtering services will not be tolerated and disciplinary measures will be taken. The filtering service can record inappropriate Internet searches and sites visited to administration.

**DISCIPLINARY MEASURES**

Misuse of Laptops will not be tolerated. The consequences of infractions of the Laptop usage may include but are not limited to:

- Limits on the use of the Laptops for a specific period of time
- Suspension of the use of the Laptop for a specific period of time.
- Removal of the Laptop from a student’s possession requiring alternative instructional supplements which will be the responsibility of the student’s parents.
- Payment of damages
- Detention
- Suspension and up to expulsion from school
- Involvement of law enforcement officers

**DISTRIBUTION AND RETURN OF LAPTOPS *Return Date: TBD in May 2023***

- A. Parents/student must sign LURP form before distribution and annually thereafter.
- B. Laptop must be returned upon student’s withdrawal, administration request, for general maintenance and/or updates as necessary or at the end of the school year. Students will be charged full price for Laptops that are not returned upon withdrawal, administration request or by stated due dates at the end of the school year.
- C. Laptops, cases & cables will be inspected upon return. Students will be expected to pay for damages determined to be beyond normal “wear and tear.”

*We have read, understand and will abide by the LURP which is disclosed above. As parents/guardians, we will discuss and go over care and appropriate use of the Laptop with our child AND we will assist our child in remembering and keeping their passwords. We have an electronic copy of the fees for any items that need to be replaced as well as service fees if Laptops need to be restored or reset for school use. **We understand any replacement/service fees will be automatically charged to our student’s FACTS account.***

<i>Replacement and Service Fees</i>					
Item#	Description	Cost	Item#	Description	Cost
1	Apple MacBook Power Adaptor	\$65.00			
2	USB-C Charge Cable (Laptop)	\$20.00	5	Reset PHCA Laptop: 1 <sup>st</sup> or 2 <sup>nd</sup> incident <i>(includes reset for forgot password)</i>	\$25.00
3	Laptop Case	\$75.00	6	Reset PHCA Laptop (3 <sup>rd</sup> or more times or if caused intentionally)	\$40.00
4	Laptop Replacement (1 <sup>st</sup> covered incident)	\$100.00	7	PHCA Laptop Replacement (lost, stolen, 2 <sup>nd</sup> /or non-covered incident)	\$1200.00*

*\*Once a Laptop is reset to be released to a student, it may no longer be returned to or used by PHCA.*

\_\_\_\_\_  
Father Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Mother Signature Date

\_\_\_\_\_  
STUDENT PRINT NAME/ CURRENT GRADE