

Caring For Your Kinard Laptop



Important student responsibilities:

- Bring your ***fully charged laptop*** to school ***every day***
- ***Do not download any unauthorized software, including Minecraft Education***
- No tape or stickers inside or outside the laptop
- Use the computer on a firm surface or in your lap
- Never put the computer on the floor
- Keep the keyboard cover and keys intact
- Do not store your laptop under books or other items

Traveling with your laptop:

- Invest in a soft zippered protective laptop sleeve
- Carry your laptop with cover closed in both hands
- Place backpack in a safe location when storing laptop inside

When should you see your Kinard Building Technology Coordinator?

- Computer won't turn on or is not functioning correctly
- Broken plastics, missing keys, cracked screen

Thank you for being responsible with your borrowed laptop

See reverse for Kinard Computer Use Agreement

Kinard Core Knowledge Middle School

Student Technology and Computer Use Agreement

Students at Kinard Core Knowledge Middle School will be using the Poudre School district network and equipment. Students are automatically assigned accounts to log onto the computers and receive email. It is important that students understand that the use of this equipment is a privilege. Student accounts can be blocked by parent or administrator requests.

Use of the PSD network and equipment is outlined in Poudre School District Policy JS-

<https://www.psdschools.org/sites/default/files/PSD/policies/JS.pdf>. Misuse of the equipment or network, including breaching of security, can result in administrative discipline and possible loss of access privileges. This includes students enrolled in technology classes. Some of the general items that Kinard students should be aware of include:

- **Email** – Any misuse of the district email system can result in loss of the student account. This includes spamming or harassing communication. All email sent on the PSD email system is subject to review at any time.
- **Google Docs**- To be used for educational purposes only.
- **Internet usage** – The PSD network is intended for educational use. The district blocks many inappropriate sites through the use of filters. Users cannot access web-based email, gaming sites, blogs, or general posting sites. **Students who purposefully attempt to access any of the above or similar sites, or who use the Internet for inappropriate purposes, will be referred to the administration, resulting in possible loss of access. Attempts to access the Internet by students who have lost Internet access, will result in automatic loss of all computer access privileges.**
- **Streaming video or music** causes limited bandwidth throughout the district. For this reason, students are not allowed to listen to streaming music or watch streaming videos.
- **Disk usage** – Kinard has its own file server for student and staff use. Students will be allowed up to a maximum of 100 MB of space for storage. Exceptions will be students who are enrolled in high-usage computer classes. The server is monitored by the Building Technology Coordinator, and students who have exceeded storage space will be asked to delete items. Users may not store encrypted files on the server at any time.
- **Care of equipment** – Students may be issued District laptop computers and/or equipment to be used at school and away from school, which may be conditioned on the payment of a charge for District insurance covering such laptop computers and/or equipment. Intentional or reckless student acts and omissions that result in damage or loss of District laptop computers and/or equipment may result in loss of the privilege of using and/or being issued such devices.
- **Executable files** – Storage or transfer of such files to the server or individual computer via portable storage device or other media is prohibited, unless specifically authorized by the Building Technology Coordinator. Students are not authorized to install any application on any computer in the building.
- **Files stored on the Kinard server are subject to review at any time.** Because all student communications and all related documents, data, software and other information stored on District computers and/or PCDs are authorized only for education-related purposes as part of the District's instructional program, students shall have no expectation of privacy with respect to their use of District information technology and Internet access. The District reserves the right at any time and without notice to monitor such use and to inspect, copy, review, segregate, store and/or remove any or all communications, documents, data, software and other information related to such use.