



Laptops are distributed during the third week of school during an evening session so a parent or guardian can be present to sign paperwork and receive the laptop with the student. For parents and students who are unable to attend, a time will be scheduled at a later date. Laptops are collected at the end of the school year.

## Laptop Protocol

Students are not allowed to download files, software, games, music, videos, etc. Downloading and/or installing any software, or accessing program/administrator files is strictly prohibited. NEISD firewalls do not monitor student usage outside our network, so please monitor your child's computer activity on a daily basis. Laptops will be checked monthly throughout the school year and may be confiscated at any time at the discretion of the director. If a student's laptop has unauthorized materials downloaded or installed, or the laptop has been used for unauthorized purposes such as the use of games, the laptop will be confiscated.

## General Precautions

- **Laptops must remain free of writing, drawing, stickers, and/or labels that are not the property of North East Independent School District.**
- Students are responsible for securing and monitoring the laptop and accessories at all times.
- No food or drink is allowed next to your laptop at any time.
- Cords, cables, and removable storage devices must be inserted and ejected properly.
- Students must never carry their laptops while the screen is open, unless directed to do so by a teacher or administrator.
- Laptops should be turned off if you are in transition from class to class so that it does not overheat inside the carrying bag.
- **Removal of USP tag, STOP tag, or Student ID tag is prohibited and will result in laptop suspension.**

## Laptop Use

- Students will not install or use outside chat or collaboration programs.
- Laptops are for academic use and not for personal usage.
- Blogs, forums, wikis, and discussions will only occur in Moodle as per teacher discretion.
- Immediate laptop suspension will occur if profane, sexual, and/or abusive language and/or images are used in blogs, forums, wikis, and/or chats.
- Immediate laptop suspension will occur if proxies are found in your possession either on the laptop, shared network drive, or removable media.
- Laptops will be checked monthly and will be taken up if illegal activity is apparent or if the student has failed to report a malfunctioning laptop.
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If, in the opinion of the STEM Academy, a student laptop has been adversely affected as a result of personalization, by the loading of inappropriate software, or inappropriate material has been stored on the hard drive, the school reserves the right to return the laptop to its original factory state through re-imaging.

## **Laptop Suspension Protocol**

- First offense – Two-week suspension
- Second offense – Three-week suspension
- Third offense – Loss of laptop for remainder of semester

## **Transporting the Laptop**

- Laptops are not to be transported in mesh backpacks.
- The protective case provided with the laptop has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school.
- It is mandatory that the laptop be in within the protective case when carried.
- The carrying case can hold other objects such as the charger, folder, and notebook, but these must be kept to a minimum to avoid placing too much pressure and weight on the screen.

## **Laptop Maintenance**

- Students are responsible for the general care of the laptop they have been issued.
- Laptops in need of repair must be taken to a S.T.E.M. faculty member or the S.T.E.M. Instructional Technology Specialist, Mr. Gallegos.
- The student will have access to a classroom loaner for use in class while the laptop is being repaired.
- If a power adaptor is damaged, lost, or stolen, the student will need to purchase a new adapter.
- Laptop insurance is recommended and can be purchased through Laptop Insurance Company (not affiliated with NEISD) for \$40.00 a year.

## **Screen Care**

- 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 or puncture the cover.
- Do not poke the screen or apply pressure.
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **Frequently Asked Questions**

### **Do I use the same laptop computer and software package throughout my career at STEM?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your laptop will be powerful enough for you classroom work throughout your career at STEM. The available software will be usable in upper level as well as entry-level course work. New software and updates will be added, as needed.

### **Can I keep my laptop computer over the summer?**

No. All laptops will be collected before the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure everyone receives complete information about the computer, insurance coverage, software usage and NEISD policies regarding the use of computers.

### **What will I do during class if my laptop is being repaired or while I am waiting to replace a lost or stolen laptop?**

STEM classroom teachers have a limited number of laptop computers which can be loaned out during class time only for students without a computer.

**If I purchase software in addition to the software provided through STEM and/or NEISD, can I install it myself or have the technician load it for me?**

No. Installing any type of software is prohibited as stated in the Acceptable Use Policy (AUP).

**Can I access files on the shared drive from home?**

No. That is why you are required to back up your work on multiple sources such as a flash drive and on the hard drive.

**What if I want to run another operating system?**

Only the operating system chosen by North East ISD will be authorized to run on a student-issued laptop computer.