Diller-Odell Public Schools
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Diller-Odell High School
PO Box 188
Odell, NE 68415
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PO Box 8
Diller, NE 68342
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Diller-Odell Public Schools Laptop Handbook

Diller-Odell Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school district. Access to the Diller-Odell computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Program Overview & Rental Fees

Diller-Odell Public Schools provides Chromebooks (Grades K–8) and MacBooks (Grades 9–12) to enhance student learning. Acceptable Use Policies, network filtering, and monitoring apply to district devices both on and off school grounds.

A $40.00 rental fee will be required before laptop checkout in order for students to have at home access to the device. This money will go into a pool to pay for repairs. While we don't anticipate any student being financially burdened by any costs associated with this initiative, we reserve the right to charge more for intentional or malicious damage or theft. The school will cover the cost of ONE accidental breakage.

In the event of a macbook breakage (grades 9-12), parents will be notified that a breakage and repair has occurred. At that time, the parents can choose to allow their student to continue to use the repaired device with the understanding that should a second breakage occur, the student/family will be responsible for the cost to repair. Or, the parents can elect to have the student use a chromebook for the remainder of the year, which costs less to repair, if needed.

If families do not wish to allow their child to participate in this program, students will pick up laptops in the morning and check them in at the end of each school day. Hopefully, over time, all will see the learning benefits that are possible with 24/7 access and will consider participating. (Opt-out students remain responsible for any repair or replacement costs resulting from intentional damage or negligence occurring while devices are used on campus.)

Laptop Computer Security Policy

- Students must have laptops with them, in their school lockers or in a designated area. Laptops must not be left unattended. Faculty will pick up and give unattended laptops to the Office. Students who forget laptops at home will face similar consequences to forgotten books, papers, homework, etc.
- Students are responsible to have their computer at school each day fully charged. Students should charge their laptop every night at home.
- If a laptop is stolen, a police report must be filed by you and your family within 48 hours of the theft.
- In between classes, put laptop lids down and carry in the provided laptop bag. During PE, store laptops in a locker. Laptops are NOT allowed in locker rooms.
- Laptops are not allowed in the cafeteria during lunch. Keep them in your locker or leave them in a classroom.
- Laptops must be stored in the provided laptop bag. Laptop bags should not be thrown or tossed around. At

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the end of the year, students will be responsible for returning the same laptop, power cord, and bag that was checked out to them. Cleaning the screen is to be done with a soft cloth.

- The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures.
- Technical support is available from the District Technology Support Department. If a laptop stops working, loaner laptops may be available while being repaired, and students will be able to access their files and documents from the server or Google Drive cloud storage to use with the loaner laptop.
- Students are not to deface their laptops in any way, e.g., with stickers, tape, white-out, marking pens, etc.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Plagiarism is illegal. Give credit to all sources cited, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity!
- Use of Artificial Intelligence (AI) writing tools, text generators, or media creators must be explicitly approved by classroom teachers. Submitting AI-generated work as original student work without authorization or attribution is considered academic dishonesty and plagiarism.
- Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Use of the computer for anything other than a teacher directed or approved activity is prohibited during the school day.
- Computers may not be used to make sound recordings without the consent of all those being recorded.
- Installation of peer-to-peer file sharing programs is strictly forbidden. Using programs to share music is also forbidden. Copyright laws must be respected. If the student has any questions about what constitutes a copyright violation, he/she should contact an administrator, media specialist, or teacher.
- The student may not download additional software.
- Sound must be turned off at all times, except when being used as part of a class. Students are not allowed to listen to music during class unless given permission by their teachers to do so.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Students that are obtaining low grades or are consistently on the failure list, may have their laptop use limited to strictly assignments and academic purposes.
- Inappropriate screensavers or inappropriate pictures on student computers will not be allowed at any time.
- Each student at Diller-Odell, will have a Google account created for them. This account allows access to interactive, collaborative web content including blogging, Google docs, and content specific sites. The use of such tools encourages ethical use and responsible communication within the global community. These accounts are intended for school use only, and student activity on the account should be limited to school purposes. Students are expected to maintain proper use of the tools and applications as part of Diller-Odell

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Public School's academic environment. School personnel will have access to these accounts and may monitor student use at any time. Parents and Guardians may also request access to these accounts. In addition, a service called Bark for Schools will be utilized. This service uses intelligent monitoring of content within Google products to scan for potential safety concerns in compliance with the Children's Internet Protection Act (CIPA).

Diller-Odell Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to, the following:

Major Infractions (Automatic Loss of Laptop/or Possibly ISS)

- Anything illegal/Hacking
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Cheating/Plagiarism (including unauthorized AI tool usage)
- Cyber-bullying or harming others
- Physically altering laptop or attempting self-repair
- P2P file sharing of any sort
- Recording (audio or video) others without their permission
- Pornographic Material

Minor Infractions (Loss of Privileges)

- Anything that becomes a repetitive problem we will address on a case by case basis
- Continuous misuse of music (explicit lyrics, volume problems, etc.)
- Repetitive classroom infractions
- Using another person's password, login, or computer

Consequence Protocol

- Offense 1 – Students will get a verbal warning from their teacher.
- Offense 2 – Students will lose their laptop for the remainder of the period.
- Offense 3 – Students will lose their laptop for the remainder of the day.
- Offense 4 – Students will lose their laptop for one week.
    - The student will be referred to the principal's office for further consequences.
- Offense 5 – Students will lose their laptop for the remainder of the quarter and all assignments will be completed using paper and pencil.
    - The student will be referred to the principal's office for further consequences.
- Offense 6 – Students will lose their laptop for the remainder of the year and all assignments will be completed using paper and pencil.
    - The student will be referred to the principal's office for further consequences.

The computer rules cannot cover everything that will happen throughout the school year; incidents that happen outside of these rules and laptop handbook will be handled on an individual basis by the administration.