

Student Computers at Hudson School District

The Hudson School District is pleased to bring a one-to-one technology program to the middle school and high school level. Following an orientation process that emphasizes digital citizenship and the appropriate and effective use of technology, all students will be issued personal computers that they will maintain for their years of middle school and high school.

The one-to-one program enables students to easily transition projects and research between home and school. Students can more easily exchange ideas and remain connected with classmates and teachers. The predicted result is a learning environment in which problem-solving, critical thinking, and leadership skills are developed and enhanced through the responsible use of technology and continuous access to digital resources.

This document is provided to give clarity to both students and parents about some of the basics related to the use and care of student computers. It does not take the place of the parent student handbook; it is provided to support the rules and procedures in the handbook.

Computers will be loaned to all students who submit a Student Computer User Agreement which indicates understanding of the contents of the parent student handbook and Good Digital Citizenship Policy (follow the link for the appropriate school below).

[Alvirne Good Digital Citizenship Policy](#)

[Hudson Memorial School Good Digital Citizenship Policy](#)

Personal Computer Rules & Guidelines

There are responsibilities involved with the use of a district-owned laptops. This requires efficient, ethical, and legal utilization of technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline.

Technology, including laptops, must be used only:

- To support learning
- In compliance with local, state, and federal laws
- To complete school assignments

Security Reminders:

- Share logins or passwords ONLY with parents or guardians
- Follow Internet safety guidelines and school rules and policies for acceptable use
- Understand that device and network use are filtered and monitored, and students have no expectation of privacy in their use of these school resources

Caring for the laptop

The device is district property, and all users will follow the "[Laptop Care Procedures & Guidelines](#)", and the Middle School and High School Good Digital Citizenship Policy to limit any potential damage to the device and/or disciplinary action. Our hope is that students will have consistent access to a device throughout their years at Hudson Schools and in order to best meet this goal it is important that all students take an active role in caring for their device.

Backgrounds and Screensavers

Any images set as a background and or lock screens must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference. Inappropriate media may not be used as a background, which will be understood to mean any image that otherwise would not be permitted for display at school.

Students that Fail to Bring their laptops to School

- Students may check out a loaner for the day provided there is one available.
- Students borrowing a device will be responsible for any damage or loss to the loaner device.
- Discipline may result if the student repeatedly needs to borrow a loaner device.
- Students must return the loaner at the end of the school day or be subject to discipline.

Student laptops that Need Repair

- Loaner devices will be issued for students that leave their school-issued device.
- Students will sign a loaner agreement and will be held responsible for any damage or loss of the loaner.
- Devices on loan for extended repairs are allowed to go home.
- Students will be contacted when their issued device has been repaired and can be picked up.
- In cases of theft or disappearance, the student must generate a police report before loaner/replacement equipment is issued. The police report must also directly mention the loss of the equipment and the circumstances surrounding the loss.

Printing

- At this time, laptops can be used to print at home.
- At this time, laptops have limited access to printers at school.
- Students are encouraged to share all work with their teachers electronically, when possible, to avoid excessive printing.

Using the laptop at Home

- Students are encouraged to take the laptop home with them every day.
- A Wi-Fi Internet connection is required for full functionality; however, some applications can be used if no internet access is available.
- Students without Wi-Fi access at home can connect from a number of public locations in the Hudson community.
- Students are bound by the Good Digital Citizenship Policy and all other guidelines for the use of laptops at home and other non-school locations.
- Parents/Guardians are responsible for supervising student use of the laptops at home.
- Students are responsible for care and safekeeping of the laptop device at all times.
- Students are responsible for fully charging their device before returning to school every day.

Liability for Damage, Loss or Theft

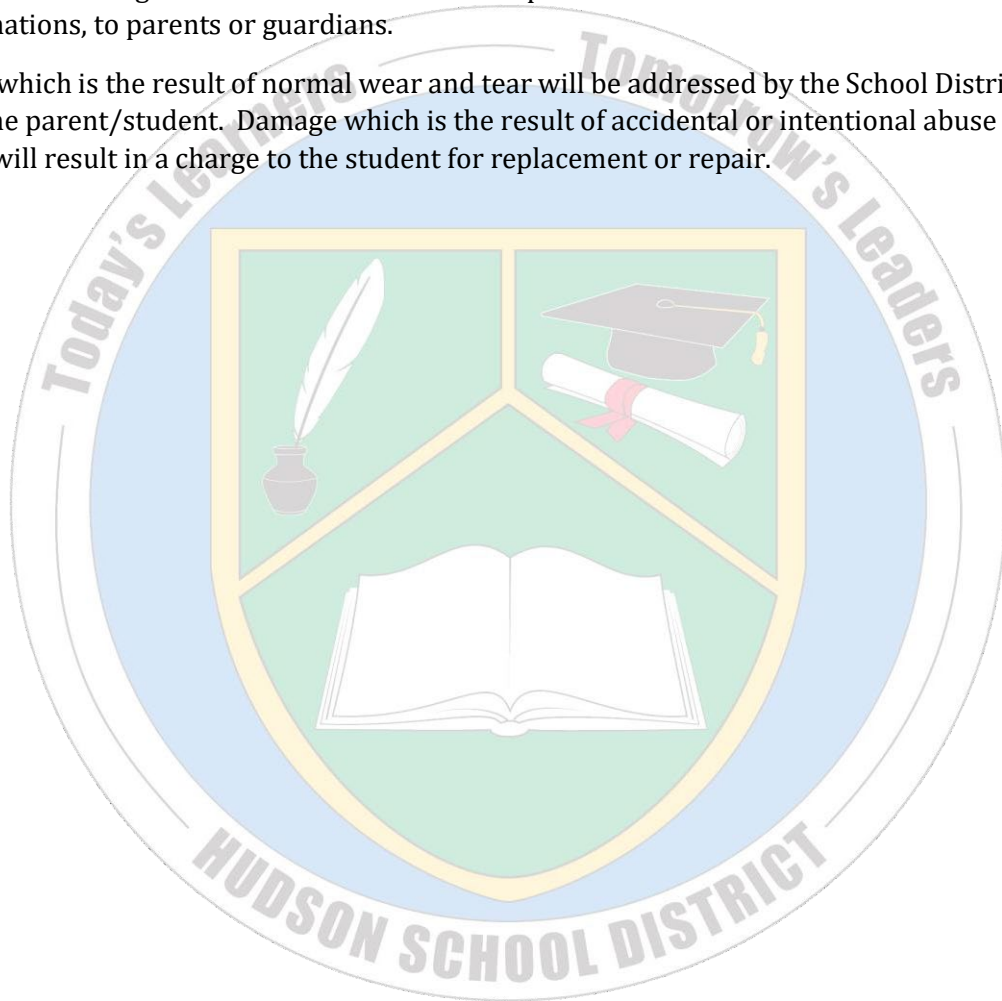
Students are responsible for any damage, loss, or theft of district issued devices not covered by the manufacturer warranty.

Device Replacement Costs

Students who lose or purposefully destroy their assigned laptop and students who are found to be responsible for the non-functioning laptop will be expected to pay for the replacement cost of the device, the charger, and any protective equipment provided by the school. The cost will be determined by the Hudson School District Technology Department and will be based on a complete replacement of all of the lost materials.

Damaged laptops or devices failing to operate properly must be returned immediately to the School Library for repair evaluation. Administrators will communicate the repair or replacement cost and timeline, and the degree to which the student is responsible for the cost based on misuse or neglect determinations, to parents or guardians.

Damage which is the result of normal wear and tear will be addressed by the School District at no cost to the parent/student. Damage which is the result of accidental or intentional abuse by the student will result in a charge to the student for replacement or repair.



Laptop Insurance

The Hudson School District offers the opportunity for students to take home a laptop. This Coverage Program is designed to protect students and families from full financial responsibility for device repairs and/or replacement. Premiums are non-refundable.

The fee structure is as follows:

- \$20 per student
- \$10 per student in a family eligible for reduced meals
- \$0 per student in a family eligible for free meals

Families who receive a reduced rate should have completed a [Free or Reduced Meals Application](#) with the district.

Families who decline the insurance program will be responsible for the full cost of their laptop and all repairs. For the 2022-23 School year this will be as follows: Laptop \$330, Charger \$25, Laptop case \$20.

The fee will cover:

- Replacement of one (1) damaged laptop
- Replacement of one (1) lost or damaged power cord
- In most cases, a loaner while the damaged laptop is being repaired

The above coverage and fee structure cover the initial laptop distributed each year. If a replacement laptop is issued insurance can be re-purchased at a cost of \$75 for the second incident and \$150 for the third incident.

Claims, Coverage, and Benefit

The program covers the device loaned to the student against damage. Damaged, lost, or stolen devices should be reported immediately to the office or a school administrator. A police report must also be filed within 48 hours.

Total value of repairs or device replacement will be determined by the Hudson School District. Damage as a result of gross negligence or purposeful damage will not be covered and the district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 48 hours after notification to the student and parent / guardian.

Effective and Expiration Dates

Coverage is effective from the date of the premium payment through the date at which the device is returned in good condition or the last day of the school year.

Parent Agreement

I have read the Laptop Rules and Guidelines (for more information please refer to Hudson School District website through this link: [Student Computers at Hudson School District](#))

Student Name: _____

Parent/Guardian Signature: _____ Date: ___/___/___

I will pay a Laptop Insurance fee of (check one):

\$20

\$10 - my child is eligible for reduced meals and I have submitted the [Free and Reduced Meals Application](#) to the district.

\$0 - my child is eligible for free meals and I have submitted the [Free and Reduced Meals Application](#) to the district.

Decline: I decline the insurance program and understand that I will be responsible for the full replacement and/or repairs costs should any damage occur.