Laptop Handbook

for Students and Parents

ALLENDALE
PUBLIC SCHOOLS
POWERED BY POSSIBILITIES

Laptop Handbook for Students and Parents
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One-to-One Laptop Project

Technology has become an increasingly critical tool to advance learning at Allendale Public Schools in recent years. We see great potential for its use in the learning process as we seek to meet our mission: ***Providing the best educational environment possible, challenging all students to reach their highest potential.***

I.   Goals:

1. Students will attain higher levels of academic achievement.

2. Students will demonstrate a higher level of technology literacy.

3. Students will improve the quality of their learning as they develop a new set of knowledge and skills for the future world of work.

4. Students will be more engaged in their daily educational experience.

5. Students will improve communication and widen their sense of community by expanding the way teachers, students, and parents are able to interact with each other.

6. Students will be more prepared for the requirements of college and the workforce.

> *The right to use a laptop at home is a privilege. If students do not adhere to Allendale Public Schools' Acceptable Use Policy and the rules and guidelines in this handbook, the privilege to use their laptop at home may be restricted or eliminated.*

II.   Hardware and Software

A. In the Bag
- HP Laptop
- Power Supply
- Protective Laptop Case
- Luggage Tag

B. On the Laptop
- Windows XP – The Operating System Software
- Virus/Spyware Protection – Symantec Enterprise Edition
- Open Office – Similar to the Microsoft Office Suite…only free.
- Audacity – Audio Recording and Editing Software
- Gimp – Image Editing Software
- Google Earth – Imaging and Geographic Information on Planet Earth
- Microsoft Movie Maker
- Microsoft Photo Editor
- Microsoft Visual Studio (High School)
- Adobe Creative Suite 4 (Photoshop, Acrobat Pro, Dreamweaver, Flash, Illustrator, and InDesign)
- PDF Creator – Creates PDF Documents

C. Backup and File Storage
- Students can save documents to the hard drive of their computer.
- School related files are automatically backed up to the network while students are using their laptop at school. Internet access is not required to work on documents at home.
- Music and movie files are not backed up and can be deleted by the district for reason of disk space and/or appropriateness, as well as copyright infringement.
- Students need to keep 5 GB free at all times for optimal operation.
- Students may use a USB flash drive to store information as well.

D. Software Support
- First avenue of support - application's help system.
- Second avenue of support - contact a classmate.
- Where allowed by copyright, specific software guides will be posted on Allendale's One to One web site.

E. Troubleshooting
- The first step that solves most laptop problems is to restart the laptop. For further troubleshooting assistance, reference the Troubleshooting Guide at http://www.apsfalcons.org/1to1, check the FAQs at http://helpdesk.apsfalcons.org, or contact a classmate. If the computer will not shut down, press and hold the power button until it shuts down. This is a last resort!
- If the problem is not resolved, the next step would be to submit a ticket to the Allendale Help Desk at http://helpdesk.apsfalcons.org.
- If the problem persists, bring your laptop to tech support at your building when you return to school. The laptop may require re-imaging or further hardware/software troubleshooting. A spare laptop will be available in the meantime if necessary.

III. Student and Parent Responsibilities

By allowing students to take their laptop home, families assume some responsibility. Parents/Guardians will be responsible for a portion of the deductible to replace/repair the laptop in the event of theft, loss, or damage due to intentional or unintentional abuse, misuse or careless use. Please see section *F* for more information on loss, theft, and damage.

A. Handling and Care of the Laptop
- My laptop is a valuable educational tool, therefore, I will keep it with me at all times and I will take my computer to all classes.
- I will not leave my laptop unattended at any time.
- I will bring my laptop fully charged to school every day.
- I will close the screen when the laptop is not in use to extend the battery life.
- I will not leave my laptop at school over extended vacation periods (longer than a weekend).
- I want to protect my laptop and will keep it in the approved computer case.
- This laptop was issued to me and is my responsibility. I will not let others use my laptop unless directed by a staff member.
- I will be responsible for the care and upkeep of my laptop, and will treat it with respect.
- I will be able to appropriately personalize the desktop on my laptop. I will refrain from placing stickers on my laptop. I will not deface the laptop.
- I will not change the configuration of the laptop.
- I understand that Allendale staff and my parents have the right to view the contents of my laptop.
- I understand that use of the Internet, the laptop, and its software will be used at all times within the boundaries of the Allendale Public Schools Acceptable Use Policy.
- I shall be responsible for reporting damages to equipment, system, or software.
- I understand that any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning to suspension.
- Food and drinks do not mix well with my laptop. I will be careful when eating and drinking near the laptop.
- I need to use the laptop on a flat, stable surface to keep it from falling.
- Since I do not want to break the screen, I will not set books on top of the laptop.
- I understand that it is important to carry the computer correctly so I will avoid carrying the laptop with the lid open and will not pick up the computer by the screen.

- I will be careful not to leave pencils, pens, paper, or earphones on the keyboard when closing the lid.
- I will lock my laptop in my locker when it is not needed for class (like PE) and while I am in the cafeteria for lunch. (Locker rooms are designated as laptop free zones).
- I will allow the laptop to warm to room temperature before using if it has been left in a cold car.
- I will keep my laptop out of sight and locked up if I must leave it in a vehicle.
- I will not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- I will leave my laptop in its case when riding the bus.
- I will return the laptop at the end of the school year.

B. Parent Involvement
- I will support my child in the use of the computer by monitoring the above items when the computer is in use in my home or in my presence.
- It is important to have the student use the computer in a place where I can monitor what my child is doing and where s/he is going on the Internet.
- I need to ask questions and show interest in how my child is using the computer, especially in how it is enhancing his/her studies.

C. Ethical and Appropriate Use
- Students are expected to adhere at all times to the Allendale Public Schools Acceptable Use Policy which is available online at www.apsfalcons.org/1to1.
- Students are expected to follow copyright law. A guide will be located at www.apsfalcons.org/1to1 .
- Students are expected to treat others with respect when posting information on the Internet. Students should take reasonable steps to protect their own and other's identity.
- The right to use a laptop at home is a privilege. Consequences will be enforced if students do not adhere to the APS Acceptable Use Policy and the rules and guidelines in this handbook. Consequences can range from warnings to suspensions.
- Students will abide by new classroom norms concerning laptop use during class.
- All uses of E-mail and online communications must be appropriate. Examples of appropriate e-mail use are:
  - Communication with teachers
  - Communication with parents
  - Communication with a user or other users to support approved projects by teachers
  - Communication with outside parties as approved by staff
  Examples of inappropriate e-mail uses are:
  - Communication with anyone who includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
  - Disclosing personal information, location, and identity with anyone you do not know.
  - Accessing personal e-mail when it is not allowed by a staff member.
  - Accessing non-educational chat rooms and listservs, etc. during class time.

D. Monitoring and Supervision
- Laptops should be used in a location where use can be monitored and supervised by a parent; **unsupervised use is strongly discouraged**, e.g. use in a child's bedroom.
- The student is responsible for all use of his/her assigned laptop.
- Use of laptop by other family members is not allowed.
- Students may not allow other students to borrow their laptop.
- The school is able to monitor computer use, time spent, and websites visited.

E. Internet Access at Home

- Any Internet access at home is solely the decision and responsibility of the student's parent/guardian. The school will <u>not</u> be providing Internet access away from school.
- The laptops are configured to allow access to the Internet at home. Cable Internet, DSL (like Allendale Communications provides) are good options. Wireless Internet connections are ideal. The laptop also has a modem in it which will work for dial-up Internet connections.
- A home Internet connection guide will be available to assist students with accessing the Internet from home.
- The laptop browser is configured to use Internet filtering, whether accessing the Internet from home or from the classroom. Internet filtering is not perfect and should not be considered a substitute for appropriate monitoring.
- Home Internet access can be disabled upon request of the student's parent/guardian.

F. If Laptop is Lost, Stolen, or Damaged

- If a laptop is lost, stolen or damaged, please notify the school immediately on the next school day by calling 892-3483.
- Lost or stolen – If the laptop is lost or stolen, a police report is required. The school carries insurance on the laptop with a $500 deductible. The student/parent will be responsible for $100 of the deductible if the laptop is not recovered. This may increase if multiple instances occur.
- Damaged – The school will cover an accidentally damaged laptop unless the damage is due to neglect or carelessness. Repeated incidents or gross misuse/neglect will necessitate additional charges to the student/parent to cover costs.

G. Printing at Home

- Students are allowed to print to a home printer. For some USB printers, printer software already exists on the laptop and only requires setting up the printer.
- A printing at home guide is available at www.apsfalcons.org/1to1 to assist with setup.
- If additional drivers are required, the school technology department will make a reasonable effort to install the printer.

H. Athletics

- Laptops are not allowed in the locker rooms.
- Ideally, students will leave their laptop at school, locked in a designated location the school will specify. The students can then retrieve their laptop when they return to school. Students who leave a laptop in the locker room or who wish to take their laptop with them to the event will then assume all liability for the laptop up to the amount of the school's deductible (currently $500).

I. Accidental Damage – The school will cover an accidentally damaged laptop. Accidental damage is defined as damage that occurs even though all expected precautions have been followed. (Please see Section IIIA.)

J. Non Accidental Damage – The student/parent will be responsible for up to $100 of the deductible. Repeated incidents or gross misuse/neglect will necessitate additional charges to the student/parent to cover costs.

Allendale Public Schools – Student Acceptable Use Policy

Computer, network, and Internet access is a privilege available to students at Allendale Public Schools. Our goal in providing this service is to facilitate learning, promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer use may be revoked if a student does not adhere to the guidelines below.

1. Acceptable Use: My use of laptops, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of Allendale Public Schools. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school e-mail accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times.

2. Personal Responsibility: As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

• I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
• I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
• I will respect school equipment; I will not vandalize or maliciously use the equipment.
• I will only use software that is pre-approved by Allendale Public Schools. I will not attempt to add software to the computer.

3. Internet Safety: The Internet provides opportunities to access new resources, but it also provides unique risks to students. Allendale Public Schools provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

• I will not give out on the Internet personal information such as my full name, phone number, or address.
• I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
• I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
• I will only access or download sites appropriate for school classes or activities.
• I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. E-Mail Safety: Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guideline below when using school computers or school e-mail accounts:

• I will only use a school provided e-mail account when using e-mail at school. I will not use IM and chat during school hours without permission.
• I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account at school or another location. Allendale Public Schools actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided e-mailed accounts.

5. Laptop Use: The school's 1-1 laptop program is a bold move, providing students new opportunities to learn and enhance their education.

• Use of the school owned laptop remains a privilege. This privilege can be taken away.
• Use of the laptop must abide by all school policies at all times regardless of location.
• The laptop handbook contains specific policies and guidelines.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature_____ Date: _____