Hermitage R-IV Student & Parent/Guardian
Laptop Handbook

Hermitage R-IV School Student/Parent Laptop Handbook

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Overview

Our mission is to incorporate technology as an integral part of a quality education program that will improve teaching, learning, and increase student achievement. We will utilize technology as a tool to problem solve, analyze, communicate, and conduct research to support students' mastery of academic concepts and skills. Hermitage R-IV School District will address all Technology Plan Focus Areas to ensure that technology is an element of improving student learning by incorporating it into school management, classroom instruction, professional development and curricular activities. Effective use of technology in education will provide a foundation for success and will better prepare students, staff, parents, and the community for life-long learning.

Introduction

The device issued to the student/user is the property of the Hermitage R-IV School District. This device is on loan to the student, and must be used in accordance with the following policies and procedures, the District's Acceptable Use Agreement and any applicable laws. Use of this device, as well as access to the "network", the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Hermitage R-IV School District.

Deployment

Parent(s) will be informed by letter and/or automated calling message of location, date, and time of mandatory orientation/meetings. The program, *Student/Parent Acceptable Use Agreement*, and *Authorization for Electronic Network Access Form* will all be explained. The parent and student must sign the appropriate documents in order for the student to be issued a device. Prior to students being issued a device:

1. Students and parents must agree to abide by the policies and procedures included in the Hermitage R-IV 1:1 Student and Parent/Guardian Laptop Handbook, and the Hermitage R-IV Technology Usage and Disciplinary Policies (Policy and Regulation 6320).
2. Student and parent/guardian must read, agree to, and sign the district's Technology Usage Agreements, as well as the Hermitage R-IV Student/Parent Laptop Agreement.

General Policies and Procedures

When signing the Student and Parent/Guardian Laptop Agreement, students and parents/guardians acknowledge that they understand and accept the information in this document.

1.   The student laptop and charging cord issued to the student are the property of the Hermitage R-IV School District. This computer is on loan to each individual student.
2.   Each laptop is assigned to an individual student for the duration of his/her time at Hermitage R-IV School. Students should never "swap" or "share" the device with another student unless directed by a teacher in a classroom setting. Laptops should be in a student's possession or secured in a designated classroom or locker at all times.
3.   Students are expected to keep the laptops in good condition.
4. The computer must be used in accordance with all district technology and discipline policies and the acceptable use policy (Policy and Regulation 6320) and any applicable laws – both at home and at school.
5. Use of this computer, as well as access to the computer network, the Internet, and email is a privilege, not a right.
6. All uses of the laptop and network in the classroom and at home are for student academic purposes and must support education.
7. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without teacher permission is prohibited. Examples include but are not limited to:

    A. Loading unauthorized software applications

    B. Changing the computer name

    C. Altering pre-loaded applications

D. Altering security & filtering software

8.   Students are prohibited from taking photos or videos at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.

9.   The district/school will periodically check devices for unauthorized materials.

10.   Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.

11.   Students must comply with all requests to turn over borrowed laptops and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

12.   Failure to comply with any policy or procedure above may result in disciplinary action. Hermitage R-IV School District may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Laptop Usage Fees Policies and Procedures

1.   Students and parents may pay an annual $30, non-refundable laptop usage fee that enrolls them in the 1 to 1 Risk Management site.

2.   Students and parents also agree to pay the full replacement cost—currently $300—of any computer that is lost, stolen and unrecovered, or intentionally destroyed if the insurance is not purchased.

3.   Students and parents also agree to pay the full replacement cost (if optional insurance is not purchased)—currently $10 —for any lost, stolen, or damaged power cords.

4.   Students and parents may purchase an insurance policy through Hermitage R-IV School District for $30.00 with an annual $50 deductible each year. This covers accidental damage, liquid submersion, fire/flood damage, vandalism, natural disasters, power surge damage due to lightning, loss or theft.

5.   Students/parents who do not purchase District insurance agree to pay the District full cost for repairing non-warranty, accidental damage to the computer.

6.   The terms "equipment" or "technology" refers to laptops and power cord/chargers.

Malfunctioning and Damaged Equipment Policies and Procedures
Occasionally, unexpected problems occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). Students will fill out a computer work order to assist them with resolving these problems. These issues will be remedied at no cost.

1.   Students are expected to report any damage to their computer as soon as possible or at minimum, within a 24 hour period. If the laptop is damaged or not working properly, it must be taken to the Hermitage R-IV High School Office for repair. Help Desk hours will be posted annually at the school and on the district website.

2.   Temporary replacements, known as "swaps", are available at the high school office so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same laptop rules and regulations apply to swaps. Students are required to make frequent backups to their Google Drive in case they need to be issued a swap.

3.   Computers that are malfunctioning or damaged and submitted to the Technology Coordinator will be evaluated by him. If the evaluation indicates suspicion of intentional rather than accidental damage, an investigation will be conducted by administration. If after an investigation by school administration and determination by staff the laptop is deemed to be intentionally damaged/destroyed, the student and parent/guardian will be liable for the cost of repair/replacement.

4. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty. <u>Students/parents who do not purchase District insurance agree to pay full cost for repairing non-warranty, accidental damage to the computer.</u> **<u>See Appendix A for a detailed list for approximate repair/replacement costs.</u>**

<u>Lost or Stolen Equipment Policies and Procedures</u>

1. If the laptop is lost, the student and/or parent/guardian should immediately report the loss to the Hermitage R-IV administration within 24 hours of the loss. If not found, a police report must be filed within 48 hours.

2. Students will be billed for the full replacement cost of the computer and power cord, if the computer and power cord are not located in working condition. Students who do not purchase insurance must pay for the lost or stolen computer and accompanying power cord, before another computer will be checked out to the student.

3. If the laptop is stolen, the student and/or parent/guardian should immediately report the theft to the Hermitage R-IV administration within 24 hours of the theft. A police report must be filed and a copy of the report must be provided to the school in a timely manner.

4. After investigation, if a laptop is deemed stolen and the perpetrator is found, the perpetrator will return the laptop or pay the full replacement cost as restitution. The original student borrower will be issued a replacement laptop. If the perpetrator cannot be found, the original student borrower will be billed for the full replacement cost of the computer and power cord, if stolen as well. The computer must be paid for before another computer will be checked out to the student.

<u>Laptop General Care Guidelines</u>

1. Students are expected to treat their laptop with care and respect. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or charger is not allowed and will result in loss of privileges or other consequences.

2. Students should not use the device while walking, riding a bus, or being transported otherwise. Devices can be fragile and if they are dropped, they will break. When transporting the laptop to and from school, students should always be sure it is placed in a school-approved carrying case and that the case is fully closed.

3. The laptop should be used while it is on a flat, stable surface such as a table or desk.

4. Students should protect their laptop from extreme heat or cold. Devices should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the device to overheat and can result in permanent damage.   The device needs to be properly stored when traveling and when not in use.

5. Laptops should never be left in a car, even if the car is locked.

6. The laptop should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the device, or use it near others who are eating and drinking.

7. Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, sports equipment, etc.

<u>Academic Expectations for Laptop Usage</u>

Once laptops are deployed to students, students will be expected to:
1. Bring their laptops to school completely charged each day so that they can be used in each class.
2. Use the laptops as a conduit for learning by accessing software, the Internet, and information necessary to participate in challenge based learning opportunities.
3. Take the laptops home with them each night if their family has paid the required insurance plan in order to continue their learning after school hours to complete homework when necessary, and to charge the

laptop for the following day.

Student Guidelines for General Laptop Usage
1.	Students' usage of technology should support learning, follow local, state, and federal laws, and be school appropriate.
2.	To ensure proper security, students should not share logins or passwords at any time.
3.	Students should never develop or use programs to harass others, hack, bring in viruses, or make changes to other's files.

Internet and Email Technology Usage
Students and parents/guardians acknowledge the Hermitage R-IV School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to monitor student usage of the device while at home. It is the responsibility of the parent/guardian to supervise the information a student is accessing from the Internet while at home.

1.	Students should follow internet safety guidelines by never sharing personal information about them while using the Internet. This includes a student's name, age, address, phone number, or school name.
2.	All Hermitage R-IV students will be issued a Google (Gmail) email account. Gmail will allow students to communicate and collaborate with Hermitage R-IV staff and classmates, giving them an authentic means and purpose for writing.
3.	Gmail should be used for educational purposes only. Teachers may check students' email and email transmissions may be monitored by staff at any time to ensure appropriate use. All email and all contents are property of Hermitage R-IV School District. Email should only be used by the authorized owner of the account. Students should protect their passwords.
4.	Students should be aware that Internet, email, and other media they have accessed, created, or stored on the device are the sole property of the district. The district has the right to review these items for appropriateness and to revoke a student's access to them at any time, and for any reason.

Activities Requiring Teacher Permission

1. Instant messaging
2. Using headphones in class
3. Downloading programs, music, games, and videos
4. Playing games
5. Sending Email
6. Each laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills. Web cams are to be used for educational purposes only, and under the direction of a teacher. Examples include: recording videos or taking pictures to include in a project; recording a student giving a speech and/or playing it back for rehearsal or improvement; Skype with educational institutions.
7. Students are not permitted to listen to music on the laptop during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
8. Students are not permitted to watch movies/videos on the laptop during school hours without permission from the teacher.
9. Online gaming is not allowed during school hours without permission of the teacher. Any games must be in support of education.
10. Desktop Backgrounds and Screensavers will be preset and limited to those provided by the school.
11. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law (Title 17, USC).*

Lockers
Laptops should be stored in a backpack on the hook or on the top shelf. Laptops should never be left on the bottom of the locker and items should not be piled on top of the laptop. Students should keep their lockers locked. Locks are available in the High School office for checkout. If students purchase their own lock, the combination must be shared with the office.

Hallways
Students should carry the laptop in an approved backpack while moving in the hallway and should never leave the laptop unattended in the hallway, or in any other area, for any reason. Students should log-off or lock the computer before changing classes.

Classroom Habits
Students should bring laptops to school fully charged each morning and follow all directions given by the teacher. Students should close the laptop before walking away with it and should never place the laptop on the floor for any reason.

Altering Physical Appearance
Students are prohibited from putting stickers or additional markings on the laptops or power cord/charger and defacing the equipment in any way.

Troubleshooting and Swaps
When problems occur with the laptop, students should first try to fix the problem using the following procedures:
1. Always try restarting the laptop as the first step in troubleshooting.
2. If appropriate, student may ask a classmate for help.
3. Student may ask a teacher for help if the teacher is available for this purpose

If the student is unable to resolve the problem, the student should ask the teacher if he/she can go to the Hermitage High School office IT Help Desk and follow these procedures:

1 If possible, the student should attempt to save all documents to his/her Google drive.
2 If the IT Help Desk is open, the teacher will give the student a pass to go swap out his/her laptop. The student will then return with a loaner laptop.
3 If the IT Help Desk is closed, the student will continue to work in class using traditional paper/pencil

means.
4   Once the student's original laptop is fixed, the student will be notified by IT.
5   The student re-swaps laptops during IT Help Desk hours.

Technology Violations and Disciplinary Policies and Procedures
Students are expected to follow all policies and procedures of the district, including those related to technology usage and the discipline code of conduct. Discipline consequences will progress as violations occur through the use of the laptop. Low-level, first time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. Progressive discipline steps might include, but are not limited to:
1.   Warning
2.   In-Class Consequence
3.   Parental Contact
4.   Discipline Referral
5.   Loss of laptop

Any or all of the preceding steps may be used when determining consequences for inappropriate use. Classroom interventions will be the first level of discipline. Teachers will issue verbal warnings, adjust seat changes, contact parent/guardians, and solicit intervention from administration when violations to the acceptable use policies occur.

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off task behavior)	Passing notes, look at magazines, games, cellular devices, etc.
Failure to bring your device to class	Missing supplies/unprepared for class
Cutting and pasting without citing sources	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Chronic, tech related behavior violations (see above)	Disruptive Behavior, Failure to Follow Directions, and Misuse of School Equipment
Deleting browser history	Misuse of School equipment, Vandalism
Unauthorized downloading or installing software	Misuse of School equipment, Vandalism
Attempts to defeat or bypass the district's Internet filters	Misuse of School equipment, Vandalism
Computer phone texts	Unauthorized cell phone feature use
Violent games, activities or obscene materials	365-day suspension from using any school computer without direct observation by a teacher and suspension from school for one or more days

Parent/Guardian Responsibilities
Hermitage R-IV School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe uses of the student laptops. Parents/guardians can partner with the school to support their student's academic progress through the following:

Signing the Student/Parent Laptop Agreement
In order for students to be allowed to use the laptop, a student and their parent/guardian must sign the Student/Parent Laptop Agreement.

Accept Liability
The student and his/her parent/guardian are responsible for the cost of repair/replacement if the laptop is not returned, intentionally damaged/destroyed, lost, or stolen.

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. Suggestions for supporting safe use of technology might include but is not limited to:

1. Investigate and apply parental controls available through your internet service provider and/or your wireless router.
2. Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign.
3. Only allow laptop use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
4. Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you their work often.

APPENDIX A

Items Issued to Students and Approximate Replacement Costs

1 Lenovo Laptop Computer   **$300.00**
1 Power Cable   **$10.00**
1 Padded Carrying Case   **$11.00**

Following are the costs associated with repairing all, or parts of, the Lenovo computer. <u>Students/parents who do not purchase District insurance agree to pay the District 25% of the actual replacement costs for any non-warranty accidental damage of the Laptop or its parts</u>:

List provided includes, but is not limited to:

1.   Lenovo Laptop—currently $300
2.   Power Cord—currently $10
3.   Display (Screen)--$100
4.   Internal Battery--$100
5.   Padded Case - $11

Please note--students/parents who do not purchase insurance must pay the full cost of replacement for lost/stolen laptops and power cords.

Reminders
Devices should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the device to overheat and can result in permanent damage. Do not leave the device in a car or expose it to extreme temperatures. The device needs to be properly stored when traveling and when not in use.

If the laptop is lost or stolen, the student and/or parent/guardian should immediately report the loss or theft to the Hermitage R-IV administration. A police report must be filed within 48 hours.

Students are expected to report any damage to their computer as soon as possible or at minimum, within a 24-hour period. If the laptop is damaged or not working properly, it must be taken to the Hermitage High School office for repair. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

APPENDIX B

**Social Network and Online Safety
Suggestion Quick Tips for Students**

❐ Did you know you must be at least thirteen years old to have a Facebook account?

❐ Put everything behind password-protected walls where only friends can see.

❐ Protect your password and make sure you really know who someone is before you allow them onto your contact lists.

❐ Don't post anything your parents, principal, or a predator shouldn't see.

❐ What you post online stays online - forever!

❐ Don't do or say anything online you wouldn't do or say offline.

❐ Protect your privacy and your friends' privacy, too...get their okay before posting anything about them online (this includes photos & videos).

❐ Check what your friends are posting/saying about you. Even if you are careful, they may not be as cautious and may be putting you at risk.

❐ The cute 14-year old you have been chatting with 1) may not be cute, 2) may not be 14, and 3) may not be a kid!

❐ Unless you're prepared to attach your blog to your college/job/internship/scholarship or   sports team application...don't post it publicly!

❐ Stop, Block and Tell! (Don't respond to any cyberbullying message; block the person sending it to you and tell a trusted adult). Also, take screen shots for documentation **(see Appendix C for instructions)**.

❐ R-E-S-P-E-C-T! (Use good netiquette and respect the feelings and bandwidth of others).

❐ Keep personal information private. (The more information someone has about you, the more easily they can bully you).

❐ Google yourself! (Conduct frequent searches for your own personal information online and set alerts… to spot cyberbullying early).

❐ Take 5! (Walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

Quick Tips for Parents:

❐ Ask your Internet provider if they have filtering options for your home.

❐ Make sure you know which social networking sites your children are using and be aware of   the legal age limitations associated with these sites.

❐ You, as a parent/guardian, can put yourself in legal jeopardy by not adhering to these rules.

❐ Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth).

❐ Ask to see their profile page (for the first time)…tomorrow! It gives children a chance to   remove everything which may not be appropriate or safe and it becomes a way to teach them what not to post instead of being a "gotcha" moment.

❐ Don't panic…there are ways of keeping your kids safe online. It's easier than you think!

❐ Be involved and work with others in your community. (Think about joining WiredSafety.org   and help create a local cyber-neighborhood watch program in your community.)

❐ Most kids really do use social networks just to communicate with their friends.

❐ Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org)
❐ It's not an invasion of their privacy if strangers can see it. There is a difference between   reading their paper diary that is tucked away in their sock drawer…and reading their blog.   One is between them and the paper it's written on; the other is between them and 700 million people online.
❐ Don't believe everything you read online - especially if your teen posts it on his/her blog.

References:
❐ Reprinted with permission from *Parry Aftab's Guide to Keeping Your Kids Safe Online,*

❐ *MySpace, Facebook and Xanga, Oh! My! Parry Aftab, Esq*.