West Deptford Middle School
1:1 LAPTOP INITIATIVE STUDENT GUIDELINES AGREEMENT

(Revised- August 2017)

I. **Vision**

West Deptford Middle School is preparing our students to work as responsible citizens and life-long learners by providing both students and teachers with technology tools and skills necessary for student-directed learning. The West Deptford Township Board of Education supports that our schools model 21st century learning with students, including but not limited to: learning opportunities, problem solving, information retrieval, strategy searching, research skills, critical and creative thinking skills, and continued life-long learning skills. Through purposeful Internet use, students, teachers, and staff are able to access current information, laws, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of additional supportive resources.

II. **Goals**
   a. Sustaining our whole community with a culture of life-long learning
   b. Engaging all students in authentic real-world activities and projects
   c. Extending learning beyond the classroom and the school day

III. **Terms of Laptop Loan**

All students enrolled in West Deptford Middle School will be issued a laptop. The laptop will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the laptop for the remainder of the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the laptops to school, taking them home each day, and ensuring they are charged for use the following day. The laptops are not to be left unsupervised at home or at school in unsecured locations.

IV. **Hardware and Software Issued**
   a. Laptop Computer
   b. AC Adaptor and Power Chord
   c. Carrying Case

Laptops run on Microsoft Windows and are Internet capable. They also have web-filtering and anti-virus services. Additionally, all laptops have a tracking/monitoring system that is activated when the laptop is logged on. The school <u>does not</u> have remote access to the web camera installed on each computer.

Students may not download software to their computers. Any or other software applications may be installed only by members of the technology services department. The software installed by the West Deptford High School must remain in usable condition.

USERS WILL NOT BE PERMITTED TO ADD SOFTWARE OF ANY KIND.

V. **General Laptop Care Guidelines**
   a. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help conserve the battery.
   b. Please be aware that overloading the backpack or case WILL damage the laptop. Take precaution when placing the case on a flat surface. When using the laptop, keep it on a flat, solid surface for air to circulate. For example, using a laptop while on a carpet or bed can cause damage due to overheating.
   c. Liquid, foods, and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop case.

d. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.

e. Dimming the LCD brightness of your screen could extend the battery run time.

f. Never attempt repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop…doing so will render our warranty void.

g. Take care when inserting cord, cables, and other removable storage devices to avoid damage to the laptop ports.

h. Do not expose your laptops to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.

i. A label has been applied to your laptop for ID purposes. Please do not place additional stickers/items on the computer. Remember the laptops are the property of the West Deptford Public Schools.

j. Keep your laptops away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

VI. **Cleaning Your Laptop**

a. Always disconnect the laptop from the power outlet before cleaning.

b. Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.

c. Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

VII. **Screen Care**

a. Do not pick up the laptop by the screen.

b. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.

c. Do not lean on top of the laptop.

d. Avoid placing excessive pressure or weight on the laptop screen.

e. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

f. Clean the screen with a soft, dry cloth, or anti-static cloth.

g. NEVER clean the screen with glass cleaner.

VIII. **Carrying the Laptop**

a. All laptops and components are to be carried in the school-provided laptop carrying cases at all times.

b. Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.

c. Always close the lid before moving or carrying the laptop.

d. Do not leave the laptop in a vehicle for extended periods of time or overnight.

e. Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it in the case.

f. Do not overload the laptop carrying case since it is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

IX. **Security**

a. NEVER leave laptops in unsupervised areas. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, LOCKER ROOMS, media centers, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your laptop in your locker before going to class in an unsecured area. In the event of a fire drill or other classroom evacuations, students should take laptops and laptop cases with them.

b. Avoid using the laptop in areas where damage or theft is likely.

c. When students are not using the laptops, laptops should be stored in their secured lockers. NOTHING should be placed on top of the laptop in the locker. Students are expected to take their laptops home every night, regardless whether or not they are needed.

d. Laptops should not be stored in a vehicle at home. If a laptop is placed in a vehicle temporarily, it must not be visible from the outside.

e. During after-school events, students are still expected to maintain the security of the laptop. Students participating in sports events will secure the laptops by locking them inside their student-assigned lockers. Unsupervised laptops will be confiscated by staff.

X.   Loaning Equipment to Others

a. Students may not lend laptops or laptop components to others for any reason. This includes other family members.

b. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments.

c. Parent/Guardians are not to TEST the laptop's capabilities regarding blocked sites by typing inappropriate sites into the computer.   All sites that students access that are considered inappropriate are to be reported to a teacher, administrator, and/or technician as soon as possible.

XI.   Power Management

a. It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.

b. Laptops should be placed in standby mode or hibernate, and if they will be used within the next 30 minutes; otherwise, the laptop should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

c. Dimming the brightness of the screen will extend the life of the battery.

d. Uncharged batteries or failure to bring the laptop to class will not be acceptable excuse for late or incomplete work or inability to participate in class activities.

e. All students are required to carry their chargers (AC Adapters) to school just in case there is an opportunity to recharge in a classroom (no promises).

f. Be careful not to cause a tripping hazard when plugging in the laptop.

g. For prolonged periods of inactivity, shut down the laptop to conserve battery.

XII.   Software and File Management

General Information

a. Laptops come with a standard pre-loaded image. This image may not be altered or changed in any way.

b. Do not remove or add any software or change computer settings, unless directed.

c. All software must be approved and installed by West Deptford Public School.

d. Do not change the computer name.

e. Do not remove or change operating system extensions

f. The school does not accept responsibility for the loss of any data deleted due to re-imaging laptops.

Music, Games, or Programs

The West Deptford Acceptable Usage Policy and Internet Safety Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not used in school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

Network Student Storage/Saving Files

Students' "My documents" folders will give students access to network storage space through a unique student login and a remote access will help retrieve information from their H: DRIVE.

Screensavers/Wallpapers

The laptop will already be equipped with a standard screensaver and wallpaper, and should not to be modified.

Passwords

    Students will login under their assigned usernames and passwords. Students will not share their password with other students.

Sound

    Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with expressed permission from the teacher.

Printing

    Help conserve our instructional purposes by using "print preview" or digital transmission of work. Students will be given a "FOB" and a password to access printers in the school. Student will be able to utilize the printers in between classes and during lunch periods. If a student loses and/or misplaces a FOB, there will be a $5.00 replacement fee. This FOB will be returned to the school at the end of the school year.

XIII. **Email and Internet Use**

    a.   Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued laptops can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses and online collaboration sites.

    b.   As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. West Deptford Public Schools cannot guarantee that access to all inappropriate sites will be blocked. NO FILTER IS AS RELIABLE AS ADULT SUPERVISION! Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. West Deptford Public Schools will not be responsible for any harm suffered while on the Internet or network.

    c.   Students are required to notify building personnel if they access the information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. We ask students to:

    a.   Immediately report any unauthorized activity on the Internet or network.

    b.   Notify a teacher immediately if you accidentally access an inappropriate site.

    c.   Never read someone else's email or open their folders or files.

    d.   Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

    e.   Never arrange to meet an unknown person utilizing social networks from the Internet.

    f.   Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

    g.   Protect your user account by keeping your password secure and logging off or locking when not at computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.

    h.   Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know!

     i.   Avoid on-line sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

    a.   West Deptford Public Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the laptops while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

    b.   West Deptford Public Schools are not responsible for providing Internet access outside of school. The ability to accesses the Internet from home varies from situation to situation. No guarantee is implied.

XIV.   **Monitoring Laptop Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - *A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

    a.   Students should never be left unsupervised while using laptops or other computers. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

    b.   West Deptford technicians and personnel will be able to monitor student laptops at any point during the day through remote transmission.

    c.   Students maybe randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

    a.   There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. West Deptford Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via West Deptford Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

    b.   All laptops have a tracking/monitoring system that is activated when the laptop is logged on. The school <u>does not</u> have remote access to the web camera installed on each computer. **<u>CAPTURING VIDEO, AUDIO, OR PHOTOGRAPHY WITHOUT THE CONSENT OF A CLASSROOM TEACHER IS FORBIDDEN.</u>**

XV.   **Warranties, Damages, and Theft**

Hardware Warranty and Accidental Damage Coverage

    a.   West Deptford Schools purchased a warranty with each laptop that covers repairs/replacement of the laptop chassis, LCD screen, hard drive, and mother board caused by ***normal use, factory defect, and accidental damage***. Repeated incidents of repair/replacement by and individual will result in disciplinary measures. Students shall report all laptop issues to the school technician office.

Damage Not Covered by Warranty

    a.   Peripherals such as chargers (AC adapters), batteries, and carrying cases are not covered under the accidental damage warranty. Replacement or repair fee will be charged for damaged chargers, batteries and carrying cases.

Insurance

    a. West Deptford Schools has insurance coverage on school property that covers loss or theft of the laptops. However, if, in the determination of the insurance officials, a student is guilty of negligence regarding the loss or theft of the laptop, the insurance coverage will not apply; at which time, the parent/guardian/student will be the responsible party to compensate district.

Theft

    a. If at any point a lap top is stolen/lost during the school day; the student is to immediately report it to the computer technician or administration. At that time, theft report will be filled out by the student.

    b. If at any point a laptop is stolen off school property, it must be reported to the West Deptford Police Department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration.

    c. Filing a false police report and insurance claim is punishable by law.

Financial Responsibility

    a. Insurance is provided through the District for student issued laptop computers.

    b. The insurance is meant to protect against accidental damage, theft and normal wear on the devices.

    c. Laptops that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.

    d. In the event of theft, vandalism, or other criminal acts, a police report MUST be filed by the student or parent within 24 hours.

    e. Each student is issued a laptop, a battery, charger, and a printer fob that must be returned at the end of the school year. Failure to return each of these items may also result in a fine .

Table of Estimated Pricing for Damage

Parts/Repairs	Fine
• **Broken Screen (LCD)**	**$200.00**
• **Damaged Keyboard**	**$20.00**
• **Damaged/Lost Power Adapter (Charger)**	**$35.00**
• **Damaged/Lost Battery**	**$90.00**
• **Laptop Case**	**$20.00**
• **Missing/Removed Asset Tags/Labels**	**$5.00**
• **Damaged/Missing CD-ROM Drive**	**$35.00**
• **Missing/Removed Rubber Screen Bumpers**	**$5.00**
• **Missing/Removed Rubber Mouse Cover**	**$5.00**
• **Missing Printer Fob**	**$5.00**
*The costs of any other parts needed for repairs will be based on HP's current price list.	