



This document provides essential information about the American School of Paris Middle School Laptop Program. It describes in detail how the program is organized; what is provided, and what is required. It forms the basis of the partnership between ASP, students and parents that makes this program successful; enabling students and teachers to make truly effective use of technology to support and extend learning. It is essential that you carefully read and understand the parameters and responsibilities described in this handbook. Please contact us if you have any questions.

The Purpose of the ASP Middle School Laptop Program

At ASP, we believe that every child must learn to be a safe and responsible digital citizen and an effective, independent digital learner. Technology has become an indispensable part of so much that we do; and while we know that children take quickly to technology, there are vital skills that they need their parents and teachers to help them learn. For example:

- ✓ How to keep themselves safe and manage their online digital identity and ‘footprints’.
- ✓ How to use technology responsibly and be good digital citizens, respectful of others and their creative work.
- ✓ How to do effective research and find the information they really need from the vast amount of material available.
- ✓ How to evaluate sources and appropriately acknowledge those that they use.
- ✓ How to synthesize and create their own truly original work.
- ✓ How to present and publish their work using the most effective media and tools.
- ✓ How to manage and maintain the technology they use; look after a computer, backup their files, get connected to networks, etc.
- ✓ How to decide when to use technology, and when to use other resources and tools.

The ASP Middle School Laptop Program enables us to exploit the benefits of technology for student learning by ensuring that it is readily accessible whenever it is needed. It increases teachers’ capacity to provide for individual learners’ needs. It provides a safe and structured environment for students to become responsible users of technology. It expands the potential for creative and constructive use of technology by opening students’ minds to a wider range of applications and resources and helping them gain the skills needed to explore them.

This program is an essential component of ASP’s strategies to fully equip students to survive and thrive in the digital 21st century.

How Does the Program Work?

At the start of the year...

When a student joins the ASP Middle School they are assigned a laptop computer for their exclusive use. For the first few days, for both new and returning students, the computer stays at school, locked up in a charging cabinet each night. During that time the students:

- Have lessons to familiarize themselves with the computer (and the updates there are each year), the Mac operating system and various applications and resources they will use in class.
- Complete a digital citizenship program where they learn how to be effective, safe and responsible technology users.
- Use the laptop for learning in their classes under the guidance of their teachers.
- Practice managing and looking after their laptop at school.

- Bring home the **Common Sense Media Agreement**. This is a resource to help parents and their children establish and reinforce an appropriate, safe technology environment at home. The student, along with one or both of their parents, should go through the document discussing the various points covered, and come to an agreement about them. The Common Sense Agreement should be returned to school for the student's advisor to photocopy, and then will be given back to take home. It should be kept somewhere accessible at home where it can be referred to when necessary. *This should be refreshed every year, as the challenges facing children and young people change as they get older.*
- Bring home the **Laptop Program Contract**. This document is a formal agreement which must be signed by a parent and the child and be returned to their advisor.

The daily routine...

Once the advisors are satisfied that their students are ready and the contracts have been returned, the student will be allowed to take the computer home after school each day. The computer must stay zipped in its protective sleeve and be in the student's book bag throughout the journey home. They may not use it while travelling home or on their way back to school.

The parents should decide where and when the computer is to be used at home. We recommend that you have a regular 'homework station' where the student uses the computer. It is not wise for children to have a computer in their bedroom. Families should use the *Common Sense Media Agreement* as the basis of the use of technology at home.

This computer is provided for educational purposes; it is for the student's school work at ASP and at home. Students may use the computer for activities other than homework, however they may not install games or other software on it. This computer is not provided to be a games device for the child. However, if they want to create their own movies, compose their own music, or use any of the other applications on the computer for their own creative and recreational projects, that is fine as long as they respect your family expectations regarding when, where and how the computer is used. They may put their own music, photos and videos on it. All media on the computer - pictures, videos, song lyrics, etc - must be appropriate for school and respect applicable copyrights. They should invest time in becoming skillful on this computer that is reserved for their exclusive use. Parents may of course help their child with the laptop, but this is not a shared family computer.*

(*You may wish to recommend additional educational software that you would like us to consider installing on all the students' laptops. In that case please contact Larry Love love@asparis.fr.)

Please be proactive about the care of the computer at home. A drink spilled on a laptop can quickly cause serious damage to the components inside. Usually a spill will quickly destroy the main circuit board. To replace it costs several hundred euros. A pen or small hard object left on the keyboard will damage the screen if the lid is closed and pushed down onto it. Again, this is an expensive repair, not covered by warranty.

Every night, before the student goes to bed, part of their routine must be to ensure that the laptop is completely shut down, plugged in, and charging overnight. The charger normally stays at home – the laptops run off their batteries during the day at school. The laptop should always be fully charged when the student takes it to school.

During the day, the laptop is normally with the student, in their bag or on their desk. When a student is involved in an activity away from their laptop – for example during PE, lunch, recess, etc, they store their laptop in their own locker, or the secure cabinet provided in their advisor's room. This routine is established during the first few days of school.

If a student has an after-school activity they must store their laptop in their own locker, or the secure cabinet provided in their advisor's room. If the activity is away from ASP, and there is a concern about security, they may store and charge their laptop in their locker at school overnight. If the laptop is stored and charged at school, the student is responsible for making alternative arrangements for completing their homework, if it requires the use of a computer. Most assignments can be stored in the student's ASP Google Drive account and be accessed from another computer at home.

Apple provides a service called 'Find my Mac' for locating a missing Apple device. It is recommended that each laptop is registered with the 'Find-my-Mac' service as this will help us find the laptop if it is misplaced or stolen. It requires an Apple ID to set up. Although you could use an existing Apple ID and attach this laptop to it, we suggest that you set up a new one just for managing and tracking this laptop, as we will need you to share the Apple ID and password with us. You can create a free one at <https://appleid.apple.com/account> You need an email address that you haven't

used already for any of Apple's services. *The Apple ID used for the Find-my-Mac service should be a parent's – not a student's.* Please email Larry Love (the ASP Technology Director) llove@asparis.fr with the Apple ID and password as soon as possible so that we can set up Find-my-Mac on your child's laptop. We will not reveal your password to anyone else. *If you have more than one child in the laptop program, you can use one Apple ID for all of them.*

Questions and Answers/ FAQ

The following pages provide more details about the laptop program and answers to frequently asked questions.

We have also included an extra copy of the **Common Sense Media Agreement** that we use as the basis for our digital citizenship program, and that we recommend you to use as a practical framework for technology use in your home. *It is essential that you have clear rules for your home about the use of the computer, including where it is used and stored, when and how it is used, its care, and the amount of time your child can spend on it apart from homework.*

Common Sense Media provides excellent resources on technology and media use for parents, students and teachers at www.commonsense.org

Finally, there is a copy of our **Acceptable Use Expectations** for computer use in the ASP Middle School. These are reinforced by all Middle School teachers with their students, in and out of class.

If you have further questions, or would like more information or clarification, please don't hesitate to contact one of us:

Tara Linney (Grade 6 and 7 Technology Coach) tlinney@asparis.fr

Duncan McEachern (Grade 8 Technology Coach) dmceachern@asparis.fr

Jeff Lippman (Middle School Director) jlippman@asparis.fr

Larry Love (ASP Technology Director) llove@asparis.fr +33 (0) 7 86 27 07 82

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FAQ

Specifications and Costs	
<p>1. Which model of laptop are we using?</p>	<ul style="list-style-type: none"> ● The 2018-19 model will meet or exceed the following specifications: MacBook Air with a 13” LED screen, Core i5 1.7 GHz dual-core processor, 4GB RAM, 128GB Solid State Hard Disk, Intel HD Graphics 3000, AirPort Extreme 802.11ac Wi-Fi, Bluetooth, Thunderbolt port, 2 x USB ports, QWERTY keyboard and 45W power supply, OSX (Sierra).
<p>2. How much do parents pay for the laptop program? What does the fee cover?</p>	<ul style="list-style-type: none"> ● An annual laptop program fee of €525 is included in the Middle School tuition fee. ● The laptop program fee covers: <ul style="list-style-type: none"> ▪ the cost to ASP of leasing the computer and accessories¹ ▪ a protective laptop cover ▪ the Apple iWork and iLife software (including Pages, Numbers, Keynote, iMovie and Garage Band) ▪ additional software licenses (including Microsoft Word, Excel and PowerPoint) ▪ technical support² ● ¹The cost to ASP for leasing the computer and the accessories is currently €437 per year. This amount per year for three years, plus an end of lease buy out fee of approximately €71, represents the total cost of the computer and accessories: $(437 \times 3) + 71 = €1,382$ (TVA included). The remaining €88 per year of the laptop program fee covers additional software licenses and support costs. ● ²Technical support is provided on a ‘no interruptions to learning’ basis. This means that if a student’s laptop is being serviced, they will be issued a loaner laptop with the same or very similar specification to use until their one is repaired. Their data will be restored from the Time Machine drive and our cloud-based learning services.
<p>3. Will a student have the same laptop for their whole time in Middle School at ASP?</p>	<ul style="list-style-type: none"> ● Normally each computer will be assigned to only one student for as many years as that student is in the ASP Middle School. This provides an additional incentive for the student to take good care of it. ● At the end of each school year the computers are returned to IT Support for maintenance and updates during the summer vacation. The computer will then be re-issued to the same student at the start of the new school year.
Warranty and Repairs	
<p>4. What does the warranty cover?</p>	<ul style="list-style-type: none"> ● The included Apple three-year warranty covers repairs for component failures (including parts and labor) by Apple certified technicians. ● The warranty does NOT cover mechanical damage, whether deliberate or accidental (for example a broken screen, damage due to liquids being spilt on the computer, or the computer being dropped on the floor, etc). ● Please be proactive about the care of the computer at home. A drink spilled on a laptop can quickly cause serious damage to the components inside. Usually a spill will quickly destroy the main circuit board. To replace it costs several hundred euros. A drink should never be placed in a position where it could spill onto a laptop. A pen or small hard object left on the keyboard will damage the screen if the lid is closed and pushed down onto it. Remind your child to check that nothing is left on the keyboard.

<p>5. How are repairs handled?</p>	<ul style="list-style-type: none"> • All repairs must be managed by ASP. We have a contract with an Apple certified service center for those repairs that we cannot make ourselves. • If a laptop is not working properly or is damaged, the student should tell their teacher and take it to the Middle School IT Help Center at the first opportunity. • Our technicians will attempt to diagnose and fix the problem. • If we cannot fix it in a timely fashion, the laptop will be sent to our designated Apple service center for repair and the student will be issued an identical loaner laptop to use until their laptop is repaired. • Repairs not covered by the warranty must be paid for, in full, by the parents. Parents should then claim against their insurance. 																				
<p>6. Who pays if the laptop is lost or stolen? Who pays for repairs not covered by the warranty?</p>	<ul style="list-style-type: none"> • The parents are responsible for the cost of replacing the laptop if it is lost or stolen, and for repairs not covered by the warranty. If the parents don't have insurance, they will be liable for the full cost of non-warranty repairs or replacement if the laptop is lost or stolen. • Parents should insure the laptop for its full replacement value: €1,382. This is what it will cost to replace the laptop and therefore represents the real financial interest the parents have in the laptop for insurance purposes. It is normal for household insurance policies to include the provision to cover items not actually owned by the policy holder, but that are 'in their care'. • If items are of over a certain value, it may be necessary to list them in the insurance policy, with the replacement cost specified. Sometimes insurance cover during travel/ transportation must be specially noted. Please check the details of your insurance policy. • The additional €88 per year for licenses and support costs cannot be covered by insurance. This part of the annual Laptop Program Fee will not be charged twice for the same year, even if a laptop is replaced. • If the laptop is lost, stolen or destroyed, ASP will arrange for a replacement. 																				
<p>7. Apple's 'Find my Mac' service</p>	<ul style="list-style-type: none"> • We strongly recommend the use of Apple's 'Find my Mac' service to help locate the computer in the event it goes missing. We will provide instructions about setting up an AppleID with the contract. 																				
<p>8. What will a replacement laptop cost?</p>	<ul style="list-style-type: none"> • The parents will be charged the residual cost to the school of the original laptop's lease, plus the first year's lease for the replacement laptop. • The total liability is shown in the table below: <table border="1" data-bbox="480 1406 1469 1581"> <thead> <tr> <th>If a laptop is lost, stolen or destroyed during:</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> </tr> </thead> <tbody> <tr> <td>Lease already paid in laptop program fees</td> <td>437</td> <td>874</td> <td>1311</td> </tr> <tr> <td>Remainder of lease to pay/ buy-out fee year 3*</td> <td>945</td> <td>508</td> <td>71</td> </tr> <tr> <td>New lease for replacement laptop</td> <td>437</td> <td>437</td> <td>437</td> </tr> <tr> <td>Total cost if laptop is lost, stolen or destroyed</td> <td>1382</td> <td>945</td> <td>508</td> </tr> </tbody> </table> <p>* The buy-out fee in year 3 varies from year to year due to the leasing terms. It has ranged from EUR 70-90.</p>	If a laptop is lost, stolen or destroyed during:	Year 1	Year 2	Year 3	Lease already paid in laptop program fees	437	874	1311	Remainder of lease to pay/ buy-out fee year 3*	945	508	71	New lease for replacement laptop	437	437	437	Total cost if laptop is lost, stolen or destroyed	1382	945	508
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<p>9. What happens if the laptop gets lost or damaged at school?</p>	<ul style="list-style-type: none"> ● We do all we can to prevent loss or damage to the laptop at school, however the parents' insurance must cover this possibility. ● Students have been taught and will be required to follow clear rules regarding how they must carry the laptop between locations at school, when and where it may and may not be used, its storage in their advisor's secure locker (or the MS Office) when it is not being used or supervised, how other students' laptops are to be respected, and the way the laptop must be transported to and from school. Our Acceptable Use Expectations are taught in our Digital Citizenship program and reinforced by all teachers as necessary during the school day. ● It is normal in France that the insurance companies themselves negotiate liability if damage or loss is caused by a third party.
<p>Management of the Laptop</p>	
<p>10. How much control of the computer does the student have?</p>	<ul style="list-style-type: none"> ● The software that the student uses on the laptop is installed and updated by the school. The computer is configured to maximize its usefulness as an educational tool. ● The school retains administrative rights to the computer – <i>students are not allowed to install extra software, set up a new account on the computer or re-configure it in any way that diminishes its usefulness for school work.</i> ● Students may personalize their desktop and store their own music, pictures and videos on the laptop, so long as the content is appropriate for school, and all copyrights are respected. ● If administrative rights are required for a specific purpose – for example to configure parental controls, please email msslaptops@asparis.fr.
<p>11. How much time does the student spend using the computer each day?</p>	<ul style="list-style-type: none"> ● Teachers plan lessons so that some time is spent on the computer, and some away from it. Some activities don't use the computer at all. Middle School students are normally not allowed to use their computers at recess or lunch break, except in a supervised space. Schools with well-established laptop programs estimate that their students typically spend around 2-3 hours working on the computer in a normal school day. ● Some additional time on the computer can be expected for homework tasks. ● Parents should decide how much time is appropriate for their child to spend using the computer during free time at home. It is important for students to learn to balance time spent on the computer with time spent on other activities. Common Sense Media has good resources to help families to discuss this: www.common sense.org
<p>12. How is the laptop looked after at school during lunch and recess?</p>	<ul style="list-style-type: none"> ● Students are required to store the laptop in their locker or the secure cabinet in their advisor's room during lunch and recess and at other times when they are not using the laptop, or are unable to closely supervise it (such as during PE class). Especially at the start of the year, teachers remind students of this when they leave class, to help establish good routines.

<p>13. What if a student has an activity after school, away from ASP? What can be done to ensure security?</p>	<ul style="list-style-type: none"> • Students must not leave their laptop in a school bag or otherwise unsupervised while they participate in an after-school activity. • If the activity is at ASP, they should lock the laptop in their own locker. • If the activity is away from ASP and there is a concern about security, students may lock the laptop in their locker and charge it there overnight. If the laptop is stored and charged at school, the student is responsible for making alternative arrangements for completing their homework, if it requires the use of a computer. Most assignments can be stored in the student's ASP Google Drive account and be accessed from another computer at home.
<p>Files and Backups</p>	
<p>14. Where are students' files saved?</p>	<ul style="list-style-type: none"> • Much of students' work at ASP is stored in cloud services such as their ASP GSuite (Google Apps for Education) accounts. They can access those files from any computer with a web browser and Internet access. • Some projects, particularly when they include music, pictures or video, are large and are therefore better worked on and stored on the laptop. We recommend that students back up such files on their own USB drive in case they need to be recovered.
<p>Internet Access</p>	
<p>15. Do students have Internet access at school?</p>	<ul style="list-style-type: none"> • Yes, we often use web sites and online applications in class at ASP. • As is required in France, we filter web content to protect students from exposure to inappropriate websites.
<p>16. Do parents have to provide Internet access at home?</p>	<ul style="list-style-type: none"> • Your child will benefit from having access to the Internet at home. • ASP web filtering does not apply to your home Internet connection. • We will not remotely monitor your student's computer use away from school. • Parents must take responsibility for their child's use of the Internet away from school; however ASP will provide support by reinforcing the expectations and behaviors important for good digital citizenship and online safety. Please make the <i>Common Sense Media Agreement</i> part of your family's guidelines for safe and responsible technology use.
<p>Malware</p>	
<p>17. Does the laptop have malware protection software?</p>	<ul style="list-style-type: none"> • Yes. Although MacOS computers have in the past been less prone to malware attacks, as they have become more widely used they have become much more of a target. We install and regularly update software that provides a very good level of protection against viruses and other malware. • It is important to emphasize that users should not be complacent about malware even when their computer has protection. It is still possible for malware to be transferred via their computer to other computers using USB keys or over networks, and new threats can infect computers before they have been identified and the malware software updated. If something strange happens on the laptop, or you think it may have been infected, the student should tell their teacher and take it to the Middle School IT Help Center at the first possible opportunity. Don't plug any USB keys or external hard disk drives into it when you think it may have been infected.
<p>Textbooks</p>	
<p>18. Do students still require printed textbooks?</p>	<ul style="list-style-type: none"> • Many textbooks have already been replaced by electronic versions and other digital resources. However, currently we are still in a transition period as textbook publishers and distributors evolve affordable models for schools to adopt electronic texts.

	<ul style="list-style-type: none"> We aim to distribute as many resources as are appropriate electronically, and reduce printing.
Typing and Handwriting	
19. How can my child learn to type properly?	<ul style="list-style-type: none"> We encourage students to use an online typing tutor to learn and practice good keyboarding skills. Structured exercises, done regularly, can be very beneficial. It is a good idea to set goals and track progress. Sign up for a free account at http://www.typingweb.com/
20. How about handwriting skills?	<ul style="list-style-type: none"> Students need to become adept at taking notes and communicating ideas using technology, but they also must be able to do so by hand. At ASP students are required to develop and practice those skills through an approach that deliberately balances work done using the laptop with tasks done without.
Procedures for the End of School	
21. Families who expect to return to ASP:	<ul style="list-style-type: none"> Students will be instructed to: <ul style="list-style-type: none"> Backup any files that they want to have access again next school year or during the summer. They can use their ASP Google Drive, a USB key or external disk drive. Return their laptop and power supply to school on or before the last day they attend school for that school year. Over the summer the laptop will be reimaged (wiped, then the software reinstalled and updated).
22. Families who DO NOT expect to return to ASP but wish to keep the laptop:	<ul style="list-style-type: none"> Families who are leaving ASP and wish to buy out the laptop (at the end of the three-year lease) and keep it should email love@asparis.fr as early as possible to let us know. We will let you know the cost of buying out the remainder of the lease. If you decide that you do wish to buy it, we will make arrangements for the transfer of ownership to you. We will need time <i>before the last day the student will attend school</i> to reconfigure the laptop to give you full administrative rights, etc. The protective cover and all software licensed with the computer (the operating system, iMovie, GarageBand, Pages, Keynote, etc) will be included. Additional software installed under ASP's educational site licenses (for example, Microsoft Office) cannot be included and will be uninstalled prior to ASP releasing the computer. (Microsoft Office for Mac - Home and Student Edition can be purchased for around €90.)
23. Families who DO NOT expect to return to ASP and DO NOT wish to keep the laptop:	<ul style="list-style-type: none"> The laptop, power supply, and protective cover must be returned on or before the last day the student attends school. If the student wishes to keep their files, they should first copy them to alternative media (a USB key or external disk drive). If the computer has been damaged or defaced such that it cannot reasonably be issued to another student or be returned to the leasing company, the parents will be liable for any loss, or at the school's discretion, the cost of replacement, repair or cleaning. If you are aware of any damage, you must inform us immediately. The computer will be completely erased before they are issued to another student.
What happens at the end of the Middle School Laptop Program – after the 3-year leasing cycle?	
24. Can parents buy the laptop for their child to use in Upper School?	<ul style="list-style-type: none"> When a laptop has been leased by ASP for three years it can either be returned to the leasing company or be purchased for a buy-out cost of around €72.

	<ul style="list-style-type: none"> • If parents wish to purchase the computer for their child to continue to use when they move on to Upper School (wherever they will be) they may do so for the lease buy-out cost. At that stage, they will be given full administrative rights. • The protective cover, external hard disk and all software licensed with the computer (the operating system, iMovie, GarageBand, Pages, Keynote, etc) will be included. • Additional software installed under ASP's educational site licenses (for example, Microsoft Office) cannot be included and will be uninstalled prior to ASP releasing the computer. (Microsoft Office for Mac - Home and Student Edition can be purchased for around €90.) • If they choose not to keep the laptop, the laptop cover must also be returned. If the student wishes to keep their files, they should first copy them to alternative media (a USB key or external disk drive). • If the laptop has only been used for one or two years, and ASP issues the laptop to another student, the laptop will be completely erased.
25. What happens to laptops that no one wants to keep?	<ul style="list-style-type: none"> • Some of them will be bought out by ASP for use as loaners. • If there are extras they will be made available to ASP families for the cost of the buy-out fee. • The rest will simply be returned to the leasing company – there is no fee to pay if the laptop is not bought out at the end of the three-year lease.
General Questions	
26. What if a student is only in the ASP Middle School for one or two years?	<ul style="list-style-type: none"> • The parents pay the annual laptop fee for the year/s that the student is enrolled in the ASP Middle School, and their child is issued a laptop for those years. • If the laptop has been used for only one or two years it will be issued to another student as required.
27. How about partial years?	<ul style="list-style-type: none"> • If a student arrives part way through the school year, the parents still pay the annual laptop fee. The fee is included in tuition and will be treated in the same way with respect to partial years as the tuition fee.
28. May a family provide their own laptop?	<ul style="list-style-type: none"> • In the Middle School, we provide a carefully structured environment where students learn how to use technology effectively, safely and responsibly. To maximize the effectiveness of this environment we must insist that all students have the same computer with the same software. We implement measures to ensure that this computer is as useful as possible as an educational tool. • It is also important to note that software ASP provides under educational site licenses cannot be installed on privately owned computers. • For these reasons, families may <i>not</i> normally provide their own laptop for their Middle School child to bring to school. However, if a family wishes to supply a computer of the same model as the school provides, and is willing for it to be imaged and managed in exactly the same way as the other laptops in the program for the entire school year, this is possible. Please contact llove@asparis.fr if this might apply to you.
29. Can a family simply pay the full cost of the laptop 'up front' and not pay the annual fee?	<ul style="list-style-type: none"> • There is no advantage to the family in paying the full cost 'up front'. They are better to participate in the ASP laptop program for the years they are in the Middle School, giving their child the use of a very well set up and supported computer for those years, and defer purchasing a new computer until later in Upper School. (The laptop should be sufficient for use in 9th and 10th grade as well.) • It makes sense to benefit from the bulk-leasing prices, educational site licenses for software and special rates on warranty and service contracts that ASP can secure.

<p>30. Some families may not want an additional computer at home!</p>	<ul style="list-style-type: none"> ● This computer is specifically designated for the child’s educational use – it’s not just another family computer to be used for games and social media! <i>With the ASP Middle School Laptop Program parents are entering into a supportive partnership with ASP to help their child make the most of the educational potential of this technology.</i> ● Students are required to comply with the Acceptable Use Expectations at school and we recommend that they and their parents also sign the <i>Common Sense Media Agreement</i> which we use as a foundation for our online safety and digital citizenship program. These provide very clear parameters for the acceptable use of technology. Failure to comply at school results in the loss of privileges, including restricted use of technology resources. The <i>Common Sense Media Agreement</i> provides an excellent framework for safe and responsible technology use at home. ● Families will already have guidelines as to when and where computers are used at home. Most families designate a set place where the computer may be used, and set limits for how long it is used. ASP supports parents by clearly reinforcing these expectations with students.
<p>31. Can a sixth grader really look after an expensive computer?</p>	<ul style="list-style-type: none"> ● One of the reasons for our Middle School laptop program is to teach students how to look after, manage and take responsibility for a computer – we want them to develop a real sense of ownership of this laptop. ● At the beginning of sixth grade students participate in a series of lessons that start with the care of their laptop. They learn how to look after the hardware and software, including how to back up their files. They learn about online safety and digital citizenship, focusing on personal responsibility and computer use. They learn to use the specific applications on the computer that will be required in various subjects. ● For the first few days the laptop stays at school, stored securely when not in use.
<p>32. How does the Middle School Laptop Program fit into the whole ASP technology program?</p>	<ul style="list-style-type: none"> ● Currently in the Lower School we use laptops and iPads in a ratio of around one device to every two students. This means that teachers and students have access to technology when they need it, but it doesn’t dominate the learning environment. <i>Lower School students may not bring their own computers (including tablet computers such as iPads) to school.</i> ● Since the 2014-2015 school year, all grade 6 - 8 students have been included in the ASP Middle School Laptop Program. ● We have a ‘Bring Your Own Device’ program in the Upper School. This means that all students in grades 9-12 are required to bring a laptop or tablet computer of their own to school every day. Details of this program, the specifications of computers which are suitable and the parameters for their use are available in the Upper School section of the ASP website.

This agreement is intended to guide and support effective and responsible use of technology at home.

It should be discussed by students with their parents, kept visible, and used as a reference.

At the American School of Paris, we use the *Common Sense Media Agreement* as the basis for our Middle School digital citizenship program. This agreement describes how we have decided to behave when using technology and when we are online. We deliberately connect behavior in the online or ‘virtual’ world with behavior in the real world as we know that both have real consequences for ourselves and for others.

As teachers and parents, we understand that we have an important responsibility to help young people *not only to survive, but also to thrive* in the digital world. We are committed to supporting them and modeling good digital citizenship ourselves.

I will keep myself safe.

- I will not give out any personal information, like my age, last name, address or phone number, or meet someone I’ve met online, without my parents’ permission.
- I will not put myself at risk by posting or sending sexy or naked photos.
- I will block creepy messages from people I don’t know.
- I will tell my parents or an adult I trust if anything happens online that makes me feel uncomfortable, upset or sad.
- I will not share my password with anyone other than my parents, even my best friend.
- I will set privacy controls and discuss with my parents when I want to create a social networking profile.

I will think first.

- I agree that not all TV shows, movies, games, music and Web sites are right for me. I will talk to my parents if I am not sure what’s appropriate.
- If my family has rules about ratings, I will follow them. (*Write the rules at the bottom of this sheet.*)
- I know that not everything I read or see is true, and I will think about whether a source is credible.
- I agree not to download anything or fill out surveys without my parents’ permission.
- I know that the pictures and videos I post online, and everything that I write about myself and my friends, will likely be online forever. Therefore, I will not put anything on my profile that I wouldn’t want my parents, teachers, college admissions officers or future bosses to see.

I will be a good digital citizen.

- I agree not to bully anyone online or on my cell phone by sending pictures or sharing videos without the permission of the person(s) in the photo/video, or by spreading gossip, setting up fake profiles or saying cruel things about people.
- I agree not to use technology to cheat in games or on schoolwork.
- I agree to flag and report content that is inappropriate.

I will keep a healthy balance.

- Even though I love media, there are other things in my life that I’m interested in. So, I will help my parents set time limits that make sense and then I will follow them.
- I will help my parents understand why media is so important to me, but also recognize that my safety is more important to them than anything else.

In exchange, my parents agree to:

- Recognize that media is a big part of my life, even if they don’t always understand why.
- Before saying “no” talk with me about what worries them and why.
- Embrace my world: understand downloads, IM, online games and the sites that I like.



The following guidelines have been designed to help you use your MacBook successfully as a tool for education.

The guidelines are broken up into three categories:

- Safety and Care of the Laptop
- Effective Engagement in Learning
- Respectful and Ethical Behavior

When students do not follow any of the expectations listed below, their teachers will document those events on a common record. Any serious infractions, or repeated behavior that interferes with safety or the learning environment will result in a laptop being taken away at the end of the day, parents being notified, and other possible disciplinary consequences.

Safety and care of the Laptop

1. I will come to school with my computer fully charged.
2. I will carry my computer zipped in its case when transported to and from school.
3. I will use my computer only in classrooms and other collaborative spaces, not in the cafeteria, on the field, nor while traveling to and from school, unless directed by a teacher.
4. I will keep my computer in my possession or in an appropriate, safe place at all times. This means that during lunch or PE I will store my laptop in the laptop locker in my advisor's room. At all other times at school I will keep my laptop with me. After school, if I am involved in a sport or activity where I cannot safely store my laptop, I will bring it to the MS Office.
5. If I have a problem with my laptop, I will take it to the Help Center as soon as possible.
6. I will return the computer at the end of the year in its original state. Any stickers or adhesives will be removed.

Effective Engagement in Learning

7. In class, I will open and close my laptop when the teacher instructs me to do so.
8. During class, when using any computer device, I will use only the applications and websites as approved by my teacher.
9. I will not chat or send e-mail during classes unless instructed by my teacher.
10. I will not let anyone else use or borrow my laptop unless instructed by the teacher.
11. I will not install personal games or applications on my laptop without approval.

Respectful and Ethical Behavior

12. I will not reconfigure or change the settings of someone else's computer.
13. I will not use anybody else's password to gain access to their private information or accounts.
14. I will not willfully delete or alter someone else's work or photos when working with others on a shared document.
15. I will not engage in cyberbullying, either actively or passively.
16. I will not cheat or plagiarize.
17. I will not post or send videos or photos of anyone without his/her permission.