

Hanford Elementary School District

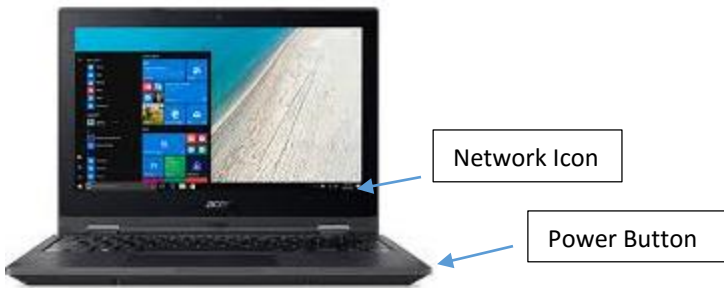


Student Laptop Handbook



Quick Start Guide

1. Turn the computer on.
2. Log in using your student id (lunch number) as the username.
3. Your password is your birthday. Use this format: m/d/yyyy (example 1/23/2004).



4. The computer can be used as a tablet.



5. For home use, you will need to connect to your home router and supply the password.
 - a. Click the network icon in at the bottom of the screen.
 - b. Look for your home router in the list.
 - c. Connect and enter the password for your home router.

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Important Information

The use of computers at school and at home has become an important part of students' learning. To ensure that students have access to educational resources, students in grades 7 and 8 will be provided with a Windows laptop computer for use at school and at home. Households that do not have access to wireless internet will be provided with a wireless hotspot.

Laptops are the property of Hanford Elementary School District and must be returned at the end of the academic year, upon withdrawal from Hanford Elementary School District, or at the request of a teacher or administrator.

Students and parents have responsibilities in using and taking care of the laptop computer. The information on the following pages will explain the parent and student responsibilities in using and caring for the computer. Parents/students may be held financially responsible for laptop computers lost or damaged due to vandalism or negligence. Please carefully read all of the information. Students and parents must sign the Laptop Loan Agreement and Internet Acceptable Use Policy.

The Laptop is the property of Hanford Elementary School District; therefore, school staff and administration have the right to check any material stored on a student's Laptop, including email, internet browsing history, and/or the screensaver, at any time. A student may lose laptop privileges for misuse or violation of these policies. The presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the Laptop or within its files or in email will result in disciplinary action. The district will refer potentially illegal misconduct to law enforcement.



Caring for the Laptop Computer

General Guidelines

Students are expected to treat the Laptop as a valuable piece of equipment. Students must take precautions to prevent loss or damage to the Laptop:

- ✓ Do not leave the Laptop where there is danger of coming in contact with moisture or excessive heat.
- ✓ Protect the laptop from the weather.
- ✓ Take care not to spill anything on the keyboard.
- ✓ Take all precautions to prevent theft.
- ✓ Do not leave the Laptop unattended at school. This includes restrooms, school busses, unlocked classrooms, and hallways.
- ✓ Unsupervised laptops will be picked up by school personnel and taken to the school office. Students may be disciplined for leaving the laptop unattended.
- ✓ Do not leave the laptop in passenger areas of a car.
- ✓ Do not loan the laptop to others.
- ✓ Do not put any writing, drawing, stickers, or labels on the laptop.
- ✓ Use only the charger that came with the laptop. Using other chargers may damage the laptop.

Screen Care

Laptop screens are fragile and can be damaged from rough treatment. The screens are particularly sensitive to excessive pressure.

- ✓ Be very careful not to drop the laptop.
- ✓ Avoid placing pressure on the screen.
- ✓ Be careful when the laptop is in a backpack—do not place objects on top of your backpack when a laptop is inside.
- ✓ Do not overstuff your backpack when the laptop is inside.
- ✓ Handle your backpack carefully when the laptop is inside.
- ✓ Use only a clean, soft cloth to clean the screen.
- ✓ Do not use chemicals, cleansers, or water.
- ✓ Do not use paper towels or Kleenex.

Laptops Undergoing Repair

If a laptop is broken or not working, it should be taken to the school's library. The Media Service Aide will order repairs on the laptops.

A loaner laptop may be provided, but understand that loaners may not always be available and students may have to go without until repairs are finished.

Using the Laptop

General Use

Laptops are provided for the purpose of doing schoolwork. All students are expected to use the laptops in accordance with the district's Internet Acceptable Use Policy.

Students are to use the Laptop to access only socially and educationally appropriate materials and websites.



Laptops are an important part of the work students do in school each day. Students are responsible for bringing their laptops to school, to each of their classes, and for keeping the laptop charged.

Only appropriate background images may be used on the laptop lock-screen, screensaver, and home screen. Do not alter the configuration of your laptop or access files belonging to others. This is considered vandalism.

Programs and Applications

The laptops will come with all of the programs that are needed for students to do their work at school and at home.

- ✓ The applications originally installed by Hanford Elementary School District must remain on the Laptop in usable condition and be easily accessible at all times.
- ✓ Students may not download apps without prior approval from a teacher, principal, or learning director.

Integrity and Civility

Students are expected to use laptops responsibly and to be good “digital citizens.” In addition to any standards or rules established by the school district, the following behaviors are specifically prohibited as they violate the standard of integrity and civility. *Do not do any of the following:*



- ✓ Cheating
- ✓ Plagiarism
- ✓ Falsifying information
- ✓ Violating copyright laws
- ✓ Hacking
- ✓ Gaining unauthorized access to any network or laptop

Email

Please note that emails sent via the Microsoft Office 365 server and accessed on school-issued devices are not private and may be reviewed at any time and without notice. The following rules will apply when using an Office 365 email account:

- ✓ When using email to submit work, or to contact teachers or staff at the Hanford Elementary School District, students must use their assigned HESD Office 365 email account.
- ✓ Teachers/staff will not acknowledge or respond to students using other personal email accounts
- ✓ Always use appropriate language
- ✓ Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- ✓ Do not send mass emails, chain letters, or spam
- ✓ Students should maintain high integrity with regard to email content.



Online Resources

Resources Available to Hanford Elementary Students

The educational resources listed below are provided to students by the school district. These resources are available for students to use both at school and at home.



Discovery Education: Discovery Streaming

Discovery Education Streaming and Streaming Plus is more than just educational videos. Curated by subject matter experts into content collections by grade and topic, resources include interactive activities, reading passages, audio clips, skill builders, and writing prompts that engage students and extend critical thinking. Discovery Streaming is a catalyst for student explorations, Streaming gives learners a whole world to explore, and urges them to take control of their learning with powerful tools to create and share their discoveries with others.

Discovery Education: Discovery Techbooks

Techbooks are digital textbooks that support social studies and science. Discovery Techbooks are award-winning digital content designed for diverse student learners and curated by experts.

Flocabulary

Flocabulary is a learning program for all grades that uses educational hip-hop music to engage students and increase achievement across the curriculum. Teachers at 20,000 schools use Flocabulary's standards-based videos, instructional activities and student creativity tools to supplement instruction and develop core literacy skills.

Destiny Library System and eBooks

Search your school's resources in one easy place. Using Destiny, you can search for books, eBooks, and other digital resources. You can also log in to hold and check out library materials, using your provided login credentials.

Microsoft Office 365

Microsoft Office 365 includes Office 2016 and gives students to all of the tools and applications that are used in business and education around the world. Student gain experience using the real-world tools that drive our economy and education systems.



StudentVue

StudentVue will provide everything students need to know about homework assignments, quiz scores, grades, and more. Using StudentVue, students check on assignments, projects, and see their progress toward deadlines.



Students can access all of these resources right from their desktop using their district login credentials.

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Hanford Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. Hack into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name:

Grade:

School:

Signature:

Date:

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district.

Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name:

Date:

Signature:

Laptop Loan Agreement

Hanford Elementary School District Laptop Loan Agreement

One Laptop & charger and/or wifi hotspot are being lent to Borrower and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Hanford Elementary School District and is lent to the student for educational purposes only for this academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner, if the student withdraws from Hanford Elementary School District prior to the end of the school year. Students are responsible for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the school property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the school property and to return the same in good condition and repair upon request by the Hanford Elementary School District.

I have read and agree to follow the Hanford Elementary School District's Laptop Loan Agreement and other rules, procedures and expectations at all times while using the school-issued device.

Wifi Hotspot Quick Start Guide

Wi-Fi Hotspot Quick Start Guide

This Quick Start Guide introduces the basic operation of the Wi-Fi Internet Hotspot

The Wi-Fi hotspot will work in in an enclosed space such as a pocket or bag. Please note, if it gets hot, it will shut the internet off or power the entire hotspot off. If this happens, put in a ventilated are to help cool off.



To connect,

1. Hold the power button until all the lights stay on, two red lights will remain on until it is ready. The device will take a few seconds to completely turn on.
2. On your Laptop or Mobile Device, select the Wi-Fi icon
3. Select your available wireless and click connect
4. Enter your network security key
5. To shut off, Hold the power button until all lights are off

