

# **One-to-One Laptop Manual**

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**Susquehanna Township School District**  
**2018-2019**

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## 1. Vision

Susquehanna Township School District is committed to preparing our students for life and work in the 21<sup>st</sup> Century by providing students and teachers with the tools and skills necessary to integrate technology into daily instructional practices and student learning.

ALL students at STHS have 24/7 access to the same laptop computer for every class and while at home. Through the one-to-one program, teachers and students will be able to engage in learning in ways like never before. Students will have access to near limitless self-selected resources for study and be able to collaborate with peers, teachers and experts beyond the classroom to solve real-world problems to accomplish learning outcomes.

## 2. Goals and Objectives

Susquehanna Township School District's One-to-One educational initiative will integrate technology in the classroom to:

- Prepare students for success after graduation and in the 21<sup>st</sup> century
- Provide access to digital resources and tools both in and out of school
- Involve students in learning that has are real-world purpose and application
- Promote collaboration with peers, teachers and experts beyond the classroom
- Promote creativity, problem-solving, engagement and enthusiasm for learning
- Encourage the use of self-selected digital resources to accomplish learning tasks
- Teach and promote 21<sup>st</sup> century technology responsibility

## 3. What is One-to-One Computing?

One-to-One Computing is a concept where every student has 24/7 access to the same laptop computer for use in every class and at home. The student and his/her parent/guardian are responsible for that computer. Through this program, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real world assignments, seek out legitimate digital information to solve real world problems, and collaborate with their peers, teachers, and subject area experts in new ways.

## 4. Terms of Laptop Loan

### 4.1 Issuing Laptops

Each laptop will be assigned to an individual student and the serial number of the laptop will be recorded. The laptop issued to the student will remain with the student throughout high school, or until the student withdraws from STSD. The laptop and all accompanying accessories remain the property of Susquehanna Township School District (STSD).

Laptops are a necessary instructional tool, just as assigned textbooks. All High School students will need the laptop assigned to them to be successful and prepared participants in Susquehanna Township High School (STHS). Students who are assigned a laptop are responsible for having it in school every day, as well as ensuring that the laptop is fully charged. The laptop is not to be left unsupervised at school or at home in unsecured locations.

## 4.2 Laptop Computers

The following will be issued to each student:

1. (1) Laptop Computer
2. (1) AC Adapter and Power Cord
3. (1) Carrying Case

Laptops will run Microsoft Windows 10 and be internet capable. All devices will have Microsoft Office 2016 (Office 365). Laptops will have web-filtering software installed. Web filtering software will be active both at school and off campus. Anti-virus software will also be installed.

Students who qualify for assistive technology devices as documented in the student's IEP may be issued an alternative device based on their IEP.

## 5. Laptop Care Guidelines

Laptops are sensitive machines. They will last for the remainder of your STHS academic career if you take proper care of them. Below are guidelines to help you care for your assigned laptop. The following guidelines are not all inclusive but serve, instead, as an overview of proper care.

### 5.1 General Precautions

- Keep your laptop in the school-issued laptop carrying case when it is not in use.
- Do not overload the laptop carrying case with other items or items that may damage the laptop.
- Do not sit on your laptop or place any objects on top of it. Doing so may cause damage to the screen and internal components.
- Do not pick up or carry your laptop by the screen.
- Do not touch the screen with pens, pencils, or any sharp instruments.
- Do not leave pens, pencils, or papers on the keyboard when closing the screen.
- Keep liquids, food, pets, and debris away from laptops. Do not keep food, food wrappers, or drink containers in the laptop carrying case.
- When using the laptop, gently place it on a flat, solid surface. This will allow air to circulate properly and keep the laptop from overheating. For example, placing the laptop on a pillow or blanket can block airflow.
- Do not expose your laptop to extreme temperatures (below 35 degrees or above 90 degrees Fahrenheit).
- Do not leave your laptop unattended, such as in a car or area where it may be damaged or stolen.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Never attempt to repair or reconfigure the laptop. Under no circumstances are you to tamper with the internal components or remove any screws.

- You are not permitted to install a second operating system on the laptop, to upgrade or repair the laptop, or to have a third party upgrade or repair the laptop.
- The District-issued laptop, case, and power cord must remain free of any permanent markings. Laptops and carrying cases may be personalized with stickers or other materials that are of an educationally appropriate nature, can be removed, and do not cause damage to the equipment. Remember that the laptop and accessories are the property of STSD.
- Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
- A label and an asset tag have been applied to your laptop for identification purposes. Do not remove or alter the label or tag.

## 5.2 Carrying Your Laptop

- All laptop and components are to be carried in the school approved laptop carrying case at all times.
- Carefully unplug all cords and accessories before placing into the case or carrying it.
- When traveling between classes, place your laptop in standby/hibernate mode in order to provide faster startup time in your next class.
- If you are not using your laptop in your next class, turn off the laptop completely before placing it in the carrying case.
- Turn off your laptop completely before traveling between home and school.
- Remember to close the lid before carrying the laptop.
- Be sure to zipper the case completely closed.

## 5.3 Cleaning Your Laptop

1. Disconnect the laptop from electrical outlets before cleaning.
2. Completely shut down your laptop.
3. Clean the screen and touch pad with a lint-free, anti-static cloth or LCD approved anti-static cleaner or wipe.

*\*\*Never use glass cleaner (such as Windex), water, or other liquids.*

## 5.4 Battery Life and Care

- It is your responsibility to bring your assigned laptop to school fully charged every day. Electrical outlets may not be available in classrooms for recharging.
- Bring laptop charging cables with you to school to recharge the battery if necessary.
- Keep your laptop set to the battery plan that was set by the District.
- Use a surge protector while charging whenever possible.
- During prolonged periods of inactivity, shut your computer down completely.
- Use standby or hibernate mode during short periods of inactivity (close the laptop lid).
- Dimming the brightness of the screen will extend battery run time.

## 5.5 Laptop Security

- Make sure that your laptop is supervised at all times.

- In the event of a fire drill or other classroom evacuation, laptops may be left in the classroom. Classroom doors will be secured.
- You are encouraged to take your laptop home every day, regardless of whether or not the laptop is needed.
- Do not store your laptop in your vehicle, especially when the internal temperature of the car may be very hot or very cold. During after-school sporting events or activities, students are encouraged to use locker room lockers.
- During after-school activities, you are still expected to maintain the security of the laptop. Students may secure the laptop in a locked locker. Report to the main office for locker access if needed.
- Do not lend your laptop to any other person for any reason. The laptop should only be used by the person to whom it was assigned. This includes other family members. Parents/legal guardians may only use the laptop to assist their child with a school assignment or to perform supervisory tasks such as to inspect internet search history.
- The laptop should not be turned in to anyone other than a STSD employee. For repairs, your laptop must be turned in to the Student-Run Help Desk.
- The laptop has internet content filtering software installed. The software may not be removed, altered, or circumvented.
- Internet activities will be monitored. An activity report will be run periodically to verify appropriate use.
- A parent/guardian should supervise use of the laptop during non-school hours.
- All policies, including the Acceptable Use Policy (4031) are applicable and in force whenever the laptop is in use, whether during or after school hours.
- Each laptop has identifying labels, including a serial number and asset tag. These labels must not be altered or destroyed.
- Laptop and all laptop accessories must be returned to STSD upon request, within twenty-four hours of withdrawing from school, or being removed from STSD attendance rolls. Failure to return a laptop may result in full payment for the cost of a replacement laptop, disciplinary action, and/or legal action.

## 6. Software and File Management

### 6.1 General Information

1. Laptops come with a standardized software configuration. This configuration may not be altered.
2. A self-service software portal that contains approved software will be available while the laptop is connected to STSD's network. Unapproved software is not to be loaded on the laptop.
3. Do not change the computer name.
4. Do not change or remove operating system extensions.
5. The school will not be responsible for the loss of any deleted data.

### 6.2 Music, Games, or Programs

The STSD Acceptable Use Policy states that students are expected to comply with ethical use of the District's network and abide by federal copyright laws. Music, videos, and games can be disruptive during class and may not be used unless the student has permission from the teacher.

### 6.3 Deleting Files

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

### 6.4 Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure, or may be removed during maintenance. At the end of the school year, all student files on the laptop hard drive will be deleted.

Students should use the District provided OneDrive cloud storage to store all their files. If the student laptop “crashes” and files are lost, it is the student’s responsibility to have the files saved elsewhere. The District will not provide file recovery services. Please note: “the computer crashed” is not an acceptable excuse for not turning assignments in on time.

### 6.5 Computer shut-down

Students must completely shut down laptops at the end of each school day prior to leaving campus. Students must boot/restart laptops when returning to campus each morning.

### 6.6 Software updates

Updates will be provided to supported software, including the laptop operating system. When possible updates will be controlled by the District and will be automatically installed. Operating system patches should not be installed manually by students. STSD tests patches before they are installed. Updates will be installed as necessary during non-instructional time, except for cases that have a high potential of affecting District operations and security (in which case the District will update equipment as needed).

### 6.7 Encrypted Files

Students may not apply encryption or password protection on files or folders.

### 6.8 Sound

Laptop sound should be muted at all times while in school unless permission is granted by the teacher. Headphones may be used in class with express permission from the teacher.

### 6.9 Printing

Help conserve our instructional resources by using print preview or digital transmission of work. In many cases assignments may be turned in electronically. Teachers will provide directions on how to submit assignments.

Student printers are available throughout the school. STSD logs all print jobs. Excessive printing may result in loss of printing privileges.



## 7. Email and Internet Use

### 7.1 Internet Use

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. Susquehanna Township School District cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision.*** Internet log files are maintained by the District with a detailed history of all sites accessed. The District may review logs periodically to ensure proper use of the laptop and other resources. It is the responsibility of each student to use the laptop, network, and internet appropriately and as outlined in policy 4031.

### 7.2 Internet Safety

As a part of STHS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. The following are general guidelines:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if you accidentally access an inappropriate site.
3. Never access someone else's email, files, or folders.
4. Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
5. Never arrange to meet an internet contact in person.
6. 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.
7. Protect your user account by keeping your password secure and logging off or locking your computer when it is not in use. 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 in, you are responsible.* Keep your password a secret.
8. Protect personal information. Never give full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information about yourself or others.
9. Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

### 7.3 Off-campus Internet Use

STSD 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. The filtering system may not be removed, disabled, altered, or circumvented. It is the responsibility of the parent or guardian to monitor student laptop use, especially internet access, when the student is not at school.

STSD is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. There are a number of public places that provide free wireless access, including public libraries. Comcast currently provides home internet access for \$9.95 a month for those that are within their service area and have at least one child that participates in the National School Lunch Program. Please call (855) 846-8376 for details.

## 8. Monitoring Laptop Usage

### 8.1 Monitoring and Supervision

STSD takes technical measures to filter internet access to protect students from inappropriate content. School District personnel supervise student use of resources, including internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. Though the District is committed to protecting our students, we acknowledge students may access inappropriate content. Ultimately, it is the responsibility of the student to practice safe internet use and to access only appropriate educational resources. STSD recommends that students use laptops in plain view of parents, guardians, or other family members when not on campus.

Students will provide access to the laptop and any accessories assigned to them upon request by District employees. A search of the laptop and student files may be conducted at any time and for any reason. If there is reasonable suspicion that any policies, procedures, or guidelines have been violated, the laptop and its contents will be searched. Susquehanna Township School District employees have the capability to monitor student computer use while at school only.

### 8.2 Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. STSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the School District's 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.

STSD personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The District will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities that may have occurred using STSD's network or computer systems.

### 8.3 Passwords

Students should log into their school issued laptop using their assigned username and password. Students should not share their passwords with other students. Students are not to change or activate any passwords on the laptop other than the password that corresponds to their assigned user account.

## 9. Copyright Compliance

All students are expected to adhere to federal copyright and intellectual property laws. The following guidelines will help students be in compliance:

1. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
2. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
3. Copying, distributing, downloading, and uploading information on the internet may infringe the copyright for that information.
4. Students are reminded that they should check all work for copyright infringements before turning in assignments.

\*See Appendix for detailed guidelines

## 10. Technical Support and Repairs

Students are expected to take care of their equipment and use due diligence when using and moving their equipment. All equipment is the property of the Susquehanna Township School District. From time to time laptops may need to be repaired due to damage or normal wear and tear. For technical support, students should report to the Student-Run Help Desk for assistance.

Technical support will not be provided when the student is outside of STHS (such as at home). If a student has a technical problem, the problem should be documented as completely as possible. For example, note any error messages and the actions that immediately led to problem. If email is functional, students can email the Student-Run Help Desk at [geeksupport@ststudents.org](mailto:geeksupport@ststudents.org).

The issue should then be reported to the Student-Run Help Desk during the next school day.

Any needed hardware repairs will be performed or managed by the Student Help Desk or School District technology personnel. Parents, guardians, students, and teachers are not permitted to attempt repairs themselves, or to contract with any other individual or business to repair any school-owned computer equipment. Any unauthorized alterations or repairs will be billed to the student and parent/guardian at the District assessed repair cost and disciplinary action may be taken. Every effort will be made to repair or replace the laptop in a timely fashion.

When the Student-Run Help Desk is unable to address a problem, the Library staff may escalate the request to the District's Technology Department. This escalation process may require collecting the student's laptop and providing them with a temporary loaner computer (when available) to use until the repair has been completed.

Damages must be reported to the Student-Run Help Desk within one school day. Reports of theft that occur outside of STHS must be accompanied by an official police report. It is the responsibility of the student or parent to provide the District with the official police report.

Liability for damages or theft due to negligence will be determined by STSD Administration. Parent/guardians and the student will be notified of any such decisions, along with the costs. Disputes about damage costs or liability must be made in writing within seven calendar days. The principal will review the dispute and notify the parent and student of the review. If the parent/student is not satisfied with the outcome, they may appeal the

decision to the Superintendent in writing within five school days. The Superintendent will make a final determination as to damage costs and liability.

Upon completion of repairs or replacement, the student must pay for repairs / replacement in full, pick up repaired / replaced equipment, and return the loaned equipment. Repeated incidents of repair/replacement that are caused by negligence may result in disciplinary action in addition to the costs of the repair or replacement.

## 11. Insurance, Damages and Theft

### 11.1

Damage that is a result of negligence are not covered by the insurance program. Under these circumstances the student may be required to pay a fee to repair/replace the laptop. Repeated incidents of repair/replacement by an individual will result in disciplinary measures. Students shall report all laptop issues to a teacher or the school's Student-Run Help Desk. All technical incidents will be entered into a help ticket system and tracked. The school administration reserves the right to determine whether damage was the result of an accident or negligence/intent on behalf of the student user.

### 11.2 Damage Not Covered by Insurance

Replacement and repair fees may be charged for damage that is a result of negligence. All unpaid fees will remain on the student's record and may result in a restriction to school events and records until all fees are paid. The school administration reserves the right to determine whether damage was the result of an accident or negligence/intent on behalf of the student user.

### 11.3 Theft

Incidents of theft occurring off campus must be reported to the police by the parent or student. A copy of the police report must be brought to the school and be given to school administration. Any theft occurring on school grounds must be reported to the main office.

The District will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

## 12. Student Expectations for Use in the Classroom:

Students need to take their computer to class each day. It is the students responsibility to fully charge their assigned laptop each night and bring their laptop to school fully charged each day. Students should consider charging the laptop to be a nightly homework assignment. Teachers will be designing many of their lessons based on students having access to their computer. Students will be required to have their laptops with them and be ready for all classes.

- Keep the computer on the desk (not on your lap).
- Only access content and websites as directed by your teacher. Students are expected to be on task at all times during class.
- Close the lid of the computer before standing up or moving the device.

- Use two hands when carrying or transporting the device. Do not carry the computer by the screen.
- Follow all directions given by the teacher, including when it is appropriate to use the laptop and when it should remain closed. Teachers may have their own rules of use that is specific to their classrooms.

## 12.1 Forgotten Laptops

From time to time students may forget to bring their laptop to school. When this occurs, the student may borrow a laptop from the District (while supplies last). Laptops will be loaned through the Student-Run Help Desk. *Repeated instances of forgotten laptops or abuse of borrowing a device will be referred to the office for disciplinary action.* Disciplinary action may include loss of the privilege to take the laptop home.

### Parent Expectations

1. Remember that while the school system will provide internet content filtering, ***there is no substitute for parental supervision when using a computer.***
2. Monitor student use of the laptop and internet at home.
3. Review the ***One-to-One Laptop Manual*** (this document), the STSD Acceptable Use Policy (4031) and the One-to-One Frequently Asked Questions.
4. Ensure your child understands and adheres to laptop and internet policies and guidelines set forth in this manual (One-to-One Laptop Manual) for both school and home.
5. Complete the ***Laptop Loan Agreement.***
6. Reimburse the School District for any costs incurred or fines assessed due to misuse, neglect, damage, or loss/ theft, if not otherwise covered by warranty or the District-provided insurance program (One2One Risk Solutions), up to the full replacement cost of the laptop.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the One-to-One Laptop educational initiative is to help students learn. Student use of the laptop for learning is the most important priority of the One-to-One Laptop educational initiative.
8. Ensure the return of the laptop and all accessories at the end of the current school year or before the student withdraws from school.

# Appendix

## Copyright and General Guidelines of Fair use

- “Fair Use” means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed material that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product’s use, such as when it is accessed by others over the internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader disseminations, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

### Text you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less.
- Poems
  - Entire poem If less than 250 words.
  - 250 words or less if longer poem.
  - No more than 5 poems (or excerpts) of different poets, from an anthology.
  - Only 3 poems (or excerpts) per poet.

### Motion Media you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less.
- Clip cannot be altered in any way.
- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist’s or photographer’s work.
- When using a collection, no more than 10% or no more than 15 images, whichever is less.

### Music you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

### Internet you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations.

- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

#### **Numerical Data Sets you may use**

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

#### **Copying and Distribution Limitations**

- Do not post multimedia projects claiming fair use exemption on an unsecured web site.
- No more than 2 copies of the original production may be made.
- Only 1 may be placed on reserve for others to use for instructional purposes.
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen.
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

#### **Alteration Limitations**

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective.
- Notation of the alteration should be documented within the presentation itself.

#### **Multimedia Presentations Citation**

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.

## Wireless Hot Spots

The below list of free wireless hotspots are provided for informational purposes only and may change at any time.

<p>Panera Bread 5125 Jonestown Road Harrisburg, PA 17112 (717) 671-5450</p>	<p>Cornerstone Coffeehouse 421 Friendship Road Harrisburg, PA 17111 (717) 920-5505</p>
<p>Giant Food Stores 5074 Jonestown Road Harrisburg, PA 17103 (717) 561-8080</p>	<p>Hideaway Coffee House 7011 Allentown Blvd Harrisburg, PA 17112 (717) 909-7220</p>
<p>McDonald's 5590 Allentown Blvd Harrisburg, PA 17112 (717) 652-9123</p>	<p>St Thomas Roasters 5951 Linglestown Road Harrisburg, PA 17112 (717) 526-4171</p>
<p>Starbucks The Shoppes at Susquehanna Marketplace 2545 Brindle Dr. Harrisburg, PA 17112 (717) 540-1570</p>	<p>Starbucks Colonial Commons 5116 Jonestown Road Harrisburg, PA 17112 (717) 671-6924</p>
<p>Starbucks 3901 Union Deposit Rd Harrisburg, PA 17109 (717) 564-3291</p>	<p>Starbucks 225 Market Street Harrisburg, PA 17101 (717) 232-2671</p>
<p>Starbucks Paxton Street Harrisburg, PA 17111 (717) 561-0649</p>	<p>Panera Bread 4263 Union Deposit Road Harrisburg, Pa 17112 (717)558-8852</p>
<p>McDonald's 1043 Briarsdale Road Harrisburg, Pa 17109 (717) 564-9320</p>	<p>McDonald's 101 South 25<sup>th</sup> Street Harrisburg, Pa (717) 232-0008</p>
<p>East Shore Library 4501 Ethel Street Harrisburg, Pa 17109 (717)652-9380</p>	



## Key Points

### General:

- Students are responsible at all times for their district-issued laptops.
- Laptops must be supervised/secured at all times. Unsupervised or unsecured laptops may be confiscated by staff.
- The student who is assigned the laptop is the only approved user for that laptop.
- The laptop and its components are to be carried in the district-issued laptop carrying case at all times. Always use the handle, strap, or two hands to carry the laptop case.
- Students are responsible for their ethical and educational use of all computer hardware and software, networks and internet services, and for their files, passwords, and accounts on district-issued laptops.
- Students should ask for assistance if they do not know how to operate any of the hardware or software on the district-issued laptop.
- Immediately report anything suspicious or faulty to a teacher, administrator, or other school employee.

### At School:

- Bring the laptop to school each day with a fully-charged battery.
- Bring the laptop to all classes, unless specifically instructed otherwise.
- When in use, keep the laptop on the desk (not on your lap).
- Do not pick up or carry the laptop by the screen.
- Keep the laptop closed and in the district-issued carrying case when it is not being used.
- Follow all teacher directions about the use of laptops in the classroom.
- Secure the laptop in your locker if it is not stored with you. Do not put anything on top of the laptop when it is stored in your locker.
- Close the laptop to put it in sleep mode to travel from class to class. Do not shut it down.
- Do not put any foreign objects, such as a pencil, on the laptop keyboard as this can break the screen if it is closed while the object is still there.
- Shut down the laptop at the end of the school day or if it will not be in use for a while.

### At Home:

- Using a district laptop at home is a privilege which can be restricted or eliminated for failure to comply with all rules, expectations, and procedures.
- Charge the laptop fully each night.
- Use the laptop in a common room of the home.
- Store the laptop on a desk or table – never on the floor.
- Protect the laptop from extreme heat and cold, food and drinks, small children, and pets.
- Do not leave the laptop in a vehicle.
- Completely shut down the laptop before traveling from one place to another with it.