



SUSQUEHANNA TOWNSHIP MIDDLE SCHOOL

World Class. Every Day. In Every Way

S.T.A.R.

Students, Technology and Resources

Susquehanna Township Middle School's

One-to-One Laptop Manual

2018 - 2019

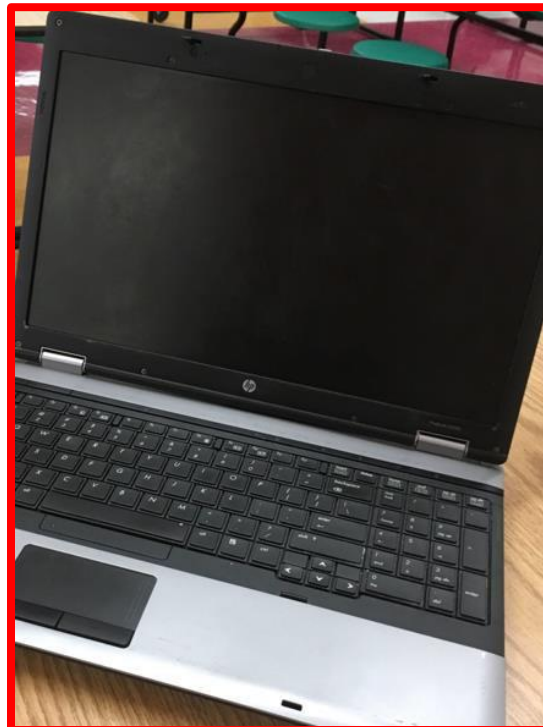


Table of Contents

I.	Vision.....	3
II.	What is One-to-One.....	3
III.	Terms of Laptop Loan	3
IV.	Picking up and Returning Student Laptops	4
V.	Taking Care of Your Laptop.....	4
VI.	Laptop Screen Care.....	5
VII.	General Computer Use... ..	5
VIII.	Internet Safety.....	6
IX.	Student Pledge for Laptop Computer Use.....	7
X.	One2One Insurance Summary	7-8
XI.	Laptop Computer Use Parent Agreement.....	9-10

The S.T.A.R. One-to-One Laptop Manual

I. Vision

Susquehanna Township School District is committed to providing every student a world class education every day, in every way. Striving to be a leader in innovation and technology, all middle school students will be assigned an individual laptop computer to utilize daily while at school. Through **STMS S.T.A.R.**, students will expand their sources of research, find meaningful real-world assignments, seek out legitimate digital information to solve real world problems, create and collaborate with their peers, teachers, and subject area experts in new and meaningful ways.

II. What is One-to-One?

Our One-to-One initiative gives every middle school student access to their own personal laptop computer and digital resources for every class throughout the school day. **S.T.A.R.** creates an equitable opportunity for all students leveling the technological playing field.

III. Terms of Laptop Loan

Each laptop will be assigned to an individual student number and the serial number of the laptop will be recorded. The laptop issued to the student will remain with the student throughout the school year or until the student withdraws from STSD. Student computers will not leave the school building. The laptop and all accompanying accessories remain the property of the Susquehanna Township School District (STSD).

Laptop Insurance Program: All students will be enrolled into the STSD **One2One Laptop Insurance Program**. AJG's One2One Insurance Program will be provided free of charge. Please see the insurance program summary document that is found in the Appendix of this manual.

IV. Picking up and Returning Student Laptops

Students will remove their computer from the computer cart in their Advisory class. Students will also pick up their computer bags in their Advisory class. All computers are to be carried in the computer bags throughout the day. Only materials related to computer use may be stored in the computer bag, for example, headphones, ear buds, or a wireless mouse. Students will report back to their Advisory classroom at the end of the day to return their computer to the computer cart for charging. Students will also return their laptop computer bags at the end of the day. Teachers will develop a process to ensure an efficient and safe process for daily computer pick up and return.

V. Taking Care of Your Laptop

Laptop computers remain the property of STSD and are on loan to the students. Students are responsible for the general care of the laptop that they have been issued. Laptops that become damaged or fail to work properly must be reported to the student's Advisory teacher who will submit a ticket to Tech Support.

General Precautions:

- Student laptops will only be issued to students who have a signed Acceptable Use Policy (AUP) form on file.
- The AUP guidelines must be followed always.
- Students must not lend their computers or swap computers and should only use the computer that is assigned to them.
- Students must keep their laptop passwords private.
- Follow the **SOAR** expectations when using your computer. Always
- carry your laptop in your computer bag. Computers should not leave the classrooms without being placed into the computer bags. Only materials related to computer use may be stored in the computer bag.
- Keep food and liquids away from your computer.
- Stickers are not permitted to be applied to student laptop computers or computer bags.
- Computers should never be left unattended.

- Students must shut down their computers before returning the laptop to the computer cart at the end of the day.

VI. Laptop Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure on the screen.

- Avoid placing pressure on the lid of the computer.
- Keep objects off the keyboard before closing the lid.
- Avoid pushing on the screen with your fingers.

VII. General Computer Use

- Students are responsible for maintaining and backing up their files and documents.
- No changes can be made to the computer's standardized software configuration.
- Unapproved software, apps and games are not to be downloaded on student computers.
- Internet activities and laptop history will be frequently monitored to ensure and verify appropriate use.
- Each laptop has identifying labels, including a serial number and asset tag. These tags must not be altered or destroyed.
- 1:1 device damage is a Level I offense listed in our STSD Student Success Manual and will result in disciplinary consequences.
- Laptop sound should be muted unless permission is given by the teacher. Headphones/earbuds may be used in class when listening to the laptops as necessary. It is suggested that students provide their own headphones/earbuds.
- Printing from laptop computers will be directed by the teacher. Teachers will provide directions on how to submit assignments electronically.
- Students should use the district provided OneDrive cloud storage to store all files and documents. It is important to create an organized digital file system for files and documents. Any files or documents saved on the desktop or hard drive of the laptop will be lost in the event of a hardware failure.

VIII. Internet Safety

As part of the STMS curriculum in our **Digital Citizenship and Technology** class, students will be instructed about appropriate online behavior and important components of digital citizenship, including interacting with other individuals on social networking websites and in chatrooms.

- Students should report any unauthorized internet activity to a teacher.
- Notify a teacher immediately if you accidentally access an inappropriate website.
- Report cyberbullying or cyber harassment immediately to a teacher or administrator.
- Never access or transmit racist, abusive, threatening, sexually explicit or inflammatory content.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source. Accurately cite all sources of information.
- Protect your user account by keeping your password secure and logging off or locking your computer when not in use. All email and internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity.
- Protect personal information. Never give your full name, address, phone numbers, passwords or social security number.
- Privacy: there is no expectation of privacy regarding the contents of the computer files or communication using any school owned laptop computer or network. STSD reserves the right to review, monitor, investigate and restrict information stored on or transmitted via school laptop computers.

Program Summary

Susquehanna Township School District

Congratulations! Your student has been enrolled in the protection plan offered by the district.

The insurance damage waiver fee (premium) for this program is fully funded by the District for all Susquehanna Township School District students. Parents of students not qualifying for free and reduced lunch must pay deductibles associated with any accidental damage or loss experienced during their child’s use of the District provided laptop as specified below.

Program Pricing - Damage Waiver	
Limit of Liability	Replacement Cost
The School District has paid all enrollment fees on behalf of the students.	

Effective Dates
Coverage extends from the date of purchase through the end of the school year or with un-enrollment of the student.

Coverage
Accidental Damage
Cracked Screens
Fire
Lightning
Liquid Damage
Electrical Surge
Computer peripherals
Damages to Loaner/Replacement Device
Loss/Theft* *this claim requires a police report to be filed

Exclusions
Any dishonest, fraudulent, malicious, criminal acts or acts of vandalism
Any use not in accordance with District Acceptable Use Policies
Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged
Any loss to software, data, documents, music, videos, recordings or other personal information that I have placed on the device
Disappearance of the device not reported to local law enforcement

Annual Deductible Schedule

Accidental Damage	\$ 25
Accidental Damage - Free/Reduced Lunch	\$ 0
Lost or Stolen	\$ 50
Lost or Stolen - Free/Reduced Lunch	\$ 0



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Program Details:

In case of any lost, stolen or damaged device, please contact the district technology office.

For questions regarding our One to One Program, please contact:

Ken Edwards
Principal
STMS

kedwards@hannsd.org

Susquehanna Township Middle School
Student Pledge for Laptop Computer Use

1. I know the laptop computer and the computer bag that is given to me is the property of Susquehanna Township School District. I will take good care of my laptop computer and computer bag.
2. I will use my laptop computer in ways that are appropriate and for educational purposes only.
3. I will never leave my laptop computer unattended.
4. I will not loan my laptop computer to other individuals.
5. I will keep food and beverages away from my laptop computer.
6. I will not disassemble any part of my laptop computer, including keyboard keys. I will not place stickers on my laptop computer or computer bag.
7. I will report to my Advisory teacher when my computer is not working properly.
8. I will not attempt to repair my own laptop computer.
9. I will always use my computer bag when caring my laptop computer from class to class.
10. I will keep my password secure and to myself.
11. I will not participate in cyberbullying or cyber harassment.
12. I will not use a laptop computer that is not my own.
13. I will return my laptop computer to the appropriate computer cart at the end of each day.
14. I know my laptop computer and my internet history will be monitored for inappropriate use.

I have read and understand the **STMS S.T.A.R. One-to-One Laptop Computer Manual**. I agree to abide by the terms and conditions of this manual.

Continued

Susquehanna Township Middle School
Laptop Computer Use Parental Agreement

I have read the **STMS S.T.A.R. One-to-One Laptop Computer Manual**.

I have explained to my child what is expected of them while using their laptop computer.

I understand that my child has been enrolled in the **One2One Laptop Insurance Program** at no cost to myself. I have read the insurance summary found in the Appendix.

Student's Name (please print)

Student's Signature

Parent/Guardian's Name (please print)

Parent/Guardian's Signature