2017-2018 School Year
1:1 Laptop Program Reminders

We are excited to continue our 1:1 laptop program for our NMHS 9-12 grade students! Here are some important reminders we ask you to read BEFORE signing the laptop agreement form:

- Each laptop is labeled and assigned a matching charger and sleeve. **YOU MUST RETURN** the matching charger and sleeve at the end of the year. If you turn in someone else's equipment, you will still have to pay for a replacement if yours does not show up. If your charger is lost or stolen, a replacement can be purchased in the office for **$35.00**. Missing sleeves are **$15.00**.
    - NOTE: If you did not turn in your sleeve or charger and we did not find your matching sleeve or charger turned in by someone else, you will have to pay for these **BEFORE** you are issued your device this year.
- **DAMAGES MUST BE REPORTED IMMEDIATELY.** If your device is damaged, you must report the damage immediately. Our warranty requires a detailed description of the damage including how and when the damage occurred. Failure to report these details of the damage could result in the student's full liability for the damage cost of repairs.
    - NOTE: If your device was turned in damaged at the end of the last school year and you did not provide a damage description, you will not be reissued your device until the damage description is provided. Please report the damage to the IT office ASAP so your laptop can be repaired and re-issued to you.
- If the Device is inside of a backpack, it must also be inside the sleeve. Do not overstuff your backpack – pressure on the Device can cause permanent damage to the screen and other components. No books should ever be placed on top of your Device.
- Bring a fully-charged Device to school daily. Students who accidentally leave their Device at home are required to use the desktop computer located in their classroom.
- **DECORATING SLEEVES IS PROHIBITED**. In the past we allowed students to personalize their assigned sleeve, but this is no longer the case. The only markings on the laptop sleeve will be an inventory control number.

Northfield School District Student 1:1 Handbook

(updated 2017)

Questions?

Email us at IT@wssu.org

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The Vision for Teaching and Learning in the Northfield School District

The 1:1 initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 9th-12th grader in the Northfield School District (NSD) 24/7 access to a portable computing Device as well as more technology opportunities to all students.

The Northfield School District is taking a proactive initiative to transform teaching and learning within the NSD. The 1:1 initiative allows several things to occur for the benefit of student learning, including:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Another goal of the NSD's 1:1 initiative is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. **Academic work for courses always takes priority over any other use of the Device and other media center equipment.**

Equipment

Equipment Provided

- All Devices include a protective sleeve, AC charger, software, and other miscellaneous items (hereinafter collectively referred to as the "Device"). NSD will retain records of the serial numbers of provided equipment.

Ownership

- The NSD retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative. The NSD grants permission to the Student to use the Device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and possible revocation of student access to NSD technology. The NSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, NSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. **There is no reasonable expectation of privacy while using NSD computers, networks, or technology.**

Responsibility for Electronic Data

- It is the sole responsibility of the Student to backup such data as necessary. NSD provides a means for backup along with directions but does not accept responsibility for any such backup of student material.

Part One: Device Use and Conduct

The rules and guidelines that govern the use of the NSD's Devices and network resources are articulated in the WSSU Acceptable Use Agreement (AUA) that must be signed prior to students receiving a device. Students are expected to follow these rules and guidelines at all times when using NSD technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:

- **Bring a fully-charged Device to school daily. *Students who accidentally leave their Device at home are required to use the desktop computer located in their classroom.***
- Supply a personal set of headphones or ear buds and bring them to school daily.
- Only use the Device for educational purposes
- Use appropriate language and be respectful of others.
- Not use Devices to engage in harassment, bullying, or cyberbullying of any individual as defined by NSD Policy RP.11.
- Observe and respect license and copyright agreements.
- Keep usernames, passwords and personal information confidential; except with your parent(s) or legal guardian
- Return the Devices to NSD at the end of the school year for system updates and re-imaging of the Device.

Students may not:

- Alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use;
- Conduct any commercial business that is not directly related to a course offered by NSD in which the student is enrolled;
- Conduct any activity that violates school rules, NSD Board Policy, or the law;
- Access the data or account of another user (altering files of another user is considered vandalism);
- Install any software onto NSD Devices; or,
- Copy NSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Students may not digitally record staff or students without their consent or knowledge.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M. (instant message) or chat during class unless related to academic expectations set forth by the instructor.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Any student violations may result in the student's access to NSD technology being limited or revoked, or students having their hard drives restored to original settings. Students and parents/or legal guardians should reference the NMHS Handbook for additional information on student discipline. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

NSD Monitoring of Devices

In compliance with the Children's Internet Protection Act ("CIPA"), NSD is and will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology. NSD does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the NSD. Software will also allow for screen monitoring while at school, which makes it possible for appointed NSD personnel to monitor student Device screens.

NSD expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical important to ensuring student safety and compliance with District policies and federal, state, and local law.

DISCLAIMER/NO WARRANTIES

NSD account holders take full responsibility for their access to NSD's network resources and the Internet. Specifically, NSD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet.
3. Any consequences of service interruptions, loss of data, or delivery failures/mis-deliveries, for whatever reason.

Part Two: Device Use and Procedures for Students

1. Device Care

Device Damages

- **<u>If a Device is damaged, the school must be notified immediately.</u>**
- NSD reserves the right to charge the Student and Parent/or Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by NSD administration. Examples of gross negligence include, but are not limited to:

    a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.
    b. Lending equipment to others other than one's parents/or legal guardians.
    c. Using equipment in an unsafe environment.
    d. Using the equipment in an unsafe manner.

- A student whose Device is being repaired will have access to a loaner Device in most cases. These Devices are called "Hot Swaps" and will be available for students to use during the time of repair. If it is determined that the Device was damaged intentionally, the student will not be able to take the "Hot Swap" Device home.
- If the Device's charger is damaged or lost, the student is responsible for the cost of replacement.
- If the student leaves the school district and does not turn in the Device, NSD will make a reasonable effort to obtain the Device. If those efforts are unsuccessful, NSD will treat it like a stolen Device and will notify the appropriate authorities.

Damage or Loss

- In the event of damage to or loss of the Device not covered by the warranty and within the student's control, the student and parent/or legal guardian will be billed according to the actual cost of the repair or replacement.
- Reported lost or stolen Devices will be assessed a minimum of 50% of replacement cost.
- The administration has the authority to waive the charge if the cause of damage or loss is judged to be beyond the student's control and is viewed as an accident.

If Loss, Damage, or Theft of Device Occurs:

- Devices that are damaged, lost, or stolen need to be reported to the school's main office immediately.
- **<u>DAMGED DEVICES: If your device is damaged, you must report the damage immediately. Our warranty requires a detailed description of the damage including how and when the damage occurred. Failure to report these details of the damage could result in the student's full liability for the damage cost of repairs.</u>**
- If a Device is stolen or vandalized while not at an NSD sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
- If a Device is placed in a locker at school, the locker **MUST** be locked.

2. Student Access to the Internet

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. However, NSD will not provide students with Internet access outside of school. WIFI access is available on campus before and after school hours.
- The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
- Students may access the Internet on their district Device at any time outside of school. As with any other Internet-enabled Device, NSD recommends that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device.

3. Education of Students in Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.
- Topics covered in these learning sessions will include information on cyberbullying and cyber-harassment, online safety including use of social networking, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.
- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

NOTE: The Northfield School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

4. Charging of Devices

- Students should establish a routine at home for the charging of their Device so that it can charge overnight.
- It is the student's responsibility to care for the power adapter and cable.

5. Personalizing the Device

- Only NSD's Technology Department or its authorized representatives may install applications on student Devices.
- All students will have limited ability to personalize their Device (desktop backgrounds, etc.). All items must be appropriate and not violate any NSD policy or rule.
- Stickers and other markings on the outside of the Device will not be allowed.
- Each Device is identified by a specific numbering system that is placed on the Device by the Technology Department and may NOT be removed.
- The purchase of any additional covers or accessories are the sole responsibility of the student.

6. Student Printer Use

- Students will have access to designated printers in the building.
- NSD expects that the need to print materials on paper will be reduced as a result of students' ability to send assignments and other materials to their teachers through their Device.

7. Read all Safety Warnings and Information

- Students and their parents/or legal guardians are strongly encouraged to review the user information for this Device to understand more about the Device, its capabilities, and required care. Basic Device information is attached at the end of this document and detailed safety information is available online at:

https://www.wssu.org/technology/1to1

8. Parents/Legal Guardian's Right to Waive 24/7 Access

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file.
- The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school.
- The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

Part Three: Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in a fine. Please refer to the "Cooperative Loss" section.

1. General Care

- Treat this equipment with as much care as if it were your own property.
- **Do not put objects (including books) on top of your laptop, even when closed. Make sure your laptop is not under any items in your backpack. Do not drop your backpack with the laptop in it.**
- Do not attempt to remove or change the physical structure of the Device, including the keys and plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device.
- **Do not do anything to the Device that will permanently alter it in any way.**
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the Device.
- DO NOT charge your Device while it is in the protective sleeve. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

2. Keep the Device in a Safe Place

- The Device must be stored in a safe place (A locker, only when locked, is considered a safe place). The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets. The Device should not be left in a car or anywhere it might be exposed to extreme temperatures or theft. Devices should not be kept in locker rooms.
- Devices left in unattended classrooms or other areas are considered "unattended". If a Device is left unattended and is found by faculty, staff, or other students, it will be returned to the Technology Department office. The student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be required to get a parent/or legal guardian signature acknowledging financial responsibility before getting the Device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on an athletic team, the Device should never be left in a vehicle, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

3. Device Sleeves

- Each student will be given a protective sleeve that they are required to use to carry their Device in during the school day and outside of school. This is the only sleeve that is approved for the Device to be placed in. It is specially designed for the Device that students are using. It is important to keep the sleeve clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

4. Keep the Device Away from All Liquids

- Exposure to liquids will severely damage a Device and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. will all ruin your Device completely. Open cans of soda and cups of coffee (even those with lids) are especially dangerous.
- Do not put a bottle of water/soda/etc. in your backpack with your Device – even if it is sealed.

5. Device Problems

- It is a student's responsibility to maintain a 100% working Device at all times.
- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the Technology Department office as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- If you are away from the school and need assistance, send an email to NSD "Help Desk" at IT@wssu.org. This will generate a "help" ticket and can be accessed 24/7. Even though response will not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- When in doubt, ask for help.

6. Only One User

- NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the purpose of monitoring a student's use, classwork, or grades.
- Personal or business use of a Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

7. Cleaning the Device

- Device screens show fingerprints and smudge easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth.). Inappropriate cleaning of the device may cause damage.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

8. Shutting Down the Device

- Fully shut down the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge. Press the power button or click "START" > "SHUTDOWN" to do so.
- Wait until the screen is blank on your Device before closing the lid and moving it.

9. Closing the Device

- When you put your Device "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before sleep-mode starts may damage the hard drive and cause data loss.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.
- Make sure no foreign objects are in between the screen and keyboard when the lid is closed otherwise the screen may be broke or damaged.

10. Carrying the Device

- Always completely close the lid and wait a few moments for the Device to enter sleep mode before moving it, even for short distances. Movement while the Device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the Device in the protective sleeve.
- Bring the provided sleeve to classes and use the sleeve whenever transporting. Do not store anything (e.g., cords, papers or disks) in the sleeve other than the Device itself.
- We recommend that you carry the Device inside the protective sleeve to and from school.
- **If the Device is inside of a backpack, it must also be inside the sleeve. Do not overstuff your backpack – extreme pressure on the Device can cause permanent damage to the screen and other components. No books should be placed on top of your Device.**
- Do not grab and squeeze the Device, as this can damage the screen and other components.
- Never carry your HP 3125 Notebook PC by the screen.

11. Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap--based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye--level and the keyboard at lap--level.
- Parents/or legal guardians and students should review the safety warnings included in the Device's user guides which is available online at:

https://www.wssu.org/technology/1to1

1:1 Agreement Form

RETURN TO YOUR T/A TEACHER BY FRIDAY, SEPTEMBER 1
OR COMPLETE ON THE TYLER ONLINE REGISTRATION PORTAL

We acknowledge that we have read the Northfield School District Student 1:1 Handbook and any additional notices attached.

We agree to the conditions and responsibilities set forth in this handbook. We ACCEPT the 24/7 access to a school-issued device so that our student can take the device home.

_____	_____
Parent Name (Printed)	**Student Name (Printed)**
_____	_____
Parent Signature	**Student Signature**

---------- **OR** ----------

We acknowledge that we have read the Northfield School District Student 1:1 Handbook and any additional notices attached.

We agree to the conditions and responsibilities set forth in this handbook. We WAIVE the 24/7 access to a school-issued device and request that the device remain at school.

_____	_____
Parent Name (Printed)	**Student Name (Printed)**
_____	_____
Parent Signature	**Student Signature**