



2017

# 1:1 Laptop Loan Program

Manheim Central Middle School

261 WHITE OAK ROAD

MANHEIM, PA 17545

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## Overview –

Manheim Central School District is committed to the implementation of strategies to enhance the education of our students through our 1:1 Laptop Loan Program. The 1:1 Laptop Loan Program is defined as a flexible and personalized educational program that integrates new instructional strategies and a mixture of technology tools with the goal of transforming classrooms from teacher-centric to student-centered personalized learning environments which focus on high academics and the integration of 21st century skills.

The 1:1 Laptop Loan Program is occurring as a result of the District's strategic plan, which included a goal to integrate 21<sup>st</sup> Century Learning Skills by utilizing computers as instructional tools. Key components of the 1:1 Laptop Loan Program include the expanding role of the classroom teacher, use of a learning management system, and use of student mobile computing devices. Teacher roles are expanding to provide a blended approach of traditional and digital learning resources while mentoring students on how to become self-regulated in their own learning. The learning management system enables teachers to organize curriculum content, provide formative assessments to help change instructional practice, and create a more personalized learning path for students. Mobile devices provide the anytime-anywhere access to learning that is needed for our students to become proficient, life-long learners. Student-centered instructional strategies being introduced include project-based learning, active inquiry, computer-based formative assessments, and hybrid learning. The District continues to go to great lengths to provide our educators with ongoing professional development for best practices in using technology and new instructional strategies.

5<sup>th</sup> through 8<sup>th</sup> grade students will be participating in the 1:1 Laptop Loan Program. Students in these grades will have assigned laptops that they will use each day at school. The laptop has all of the necessary software needed for their curriculum and learning goals in addition to an internet filter that is active at both school and anywhere the students access the Internet.

Costs associated with the 1:1 Laptop Loan Program are offset with the reduction in printing, curtailment of traditional textbook purchases, and extension of current student and staff computer refresh cycles. The District is always searching and applying for additional grant funding to further offset costs. **Parents and/or guardians do not have to pay a fee for their student's technology use, however; damage to technology by the student, willfully or accidentally, shall incur a fee which is listed in the replacement cost table later discussed in this handbook.**

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your child's principal.

# Frequently Asked Questions and Answers –

Q: What are the goals of the 1:1 Laptop Loan Program?

- To promote an environment where students have access to anytime-anywhere learning.
- To equip teachers with tools necessary to differentiate instruction for personalized learning.
- To prepare students with essential digital literacy skills needed to compete in a global workforce.
- To provide for deeper learning opportunities that reach beyond a traditional classroom setting.
- To encourage & motivate students to think critically and apply 21st Century Learning Skills needed for real-world innovation.
- To cultivate self-directed life-long learning, responsibility, & collaboration using digital communication and productivity tools.

Q: What is the 1:1 Laptop Loan Program?

- It is a District program to provide students with a District-owned laptop as a tool to help integrate new instructional strategies in order to integrate 21st century learning skills in the classroom.

Q: How will the 1:1 Laptop Loan Program help me academically?

- Preliminary educational research shows that when students effectively use computers in the classroom, students are provided with deeper learning experiences and are more effectively able to apply 21st Century learning skills. To compete in our global economy and equip our students for post-secondary education, the District needs to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these globally competitive demands which will allow students to manage their own learning at any time and any location. This program is designed to enhance current teaching/instructional strategies through the effective use of technology and 21st Century teaching methods.

Q: When will I receive the District-issued laptop?

- You will receive a District-issued laptop during the 1<sup>st</sup> week of school. Because the laptops will be used during the school day and are considered an educational tool, students will not need to have a signed permission form in order to receive their assigned laptop.

Q: What must I do to receive my computer and equipment?

- Students must complete and sign a computer confirmation form verifying their assigned equipment and acknowledging that they are aware and understand the policies of this handbook.

Q: May I use my own laptop carrying case?

- No, students have to use the case that the District has purchased. The District has researched many carrying cases and has found that the one provided is the best at minimizing damage.

Q: May I decorate the District provided case or laptop?

- No, you may not decorate either the case or laptop. Laptops or carrying cases that have pencil/pen/magic marker writing on them, stickers, or any other marks on them will be viewed as vandalism. There will be an associated cost to restore the laptop to the original condition if marked up intentionally.

Q: May a student place an identification tag on their district laptop case?

- A student may put a luggage type tag or ribbon on their case for easy identification.

Q: Who owns the District laptop/equipment?

- The Manheim Central School District owns the District laptop computer. It is therefore very important that you take good care of it, leave the tags in place, don't damage it or write on it, as it doesn't actually belong to you.

Q: May I take the District laptop home?

- Yes, you may take the laptop home.

Q: May I access the Internet and my printer at home with the District laptop?

- You may use the computer at home and access your home internet in support of academics. You will not be able to print to a home printer because the installation of your printer driver requires that you have administrative rights to the District laptop. Students are prohibited from having administrative rights to District computers

Q: Will district filters still apply while at home?

- There is a filter installed; however, parents should not rely on the filter as a catch all for inappropriate content. There is no such thing as a perfect filter. Under no circumstances should anyone try to tamper with the installed filter. Any attempts to remove or manipulate the filter will be considered a violation of the acceptable use policy.

Q: What do I do if my District laptop doesn't work or is damaged?

- Please report to Room 104 with permission from your classroom teacher. It's important not to delay as one problem can lead to another if not solved right away. If your computer is damaged, we will fix it or send it out for repair. If it needs to be repaired, we will loan you a computer to use until it's returned. Under no circumstances should you or anyone else take the computer to a third party to try to fix. District provided laptops are property of the school District and District personnel shall fix related problems.

Q: May I put games or software on the District laptop?

- **No** games or software may be installed on your computer. Software shall not be installed unless it is in support of the curricular goals and objectives of the District. Under no circumstance shall students have pay-for games, pay-for software, or music on the laptop in which you have not purchased. Unlicensed/illegally obtained media is prohibited and may result in legal action for copyright infringement and/or software piracy by the licensed owners of such. Only programs installed by MCSD tech staff is acceptable.

Q: How do I carry my laptop?

- Always carry the District laptop in its backpack case, even when at home. The hinge on the laptop can become damaged if you carry it open and the risk of tripping or dropping the computer exists if you don't have it in the case.

Q: Where do I keep my District laptop while at school?

- At school, you will use your laptop on a daily basis. It should be with you for each class with the exception of lunch (place in your locker or leave it in your block 3 class before going to lunch) and gym. The laptop

should be secured in your gym locker during gym class. You are responsible for the laptop and should never leave it unattended or unsecured. If it is found unattended, it will be confiscated.

Q: Is there anything special I should do with my District laptop when we take them home?

- Just be sure you plug it in overnight so you come to school with a fully charged battery. Also, be sure to bring your laptop and power cord with you every day to school. You will be responsible if your computer is not ready for classwork every day. It will be viewed as if you have left your textbook at home if your computer is not charged and ready to go every morning.

Q: What will happen if I fail to bring my laptop to school fully charged?

- Teachers will have a limited amount of fast charging bricks for you to borrow, however, it is your responsibility to bring your computer to school fully charged. There are limited outlets for students to charge devices.

Q: How long will I have the District laptop?

- The laptop is yours to use during the school year. Prior to the beginning of summer, we will collect the computers and reformat them. Once school starts up again, you will receive a District laptop.

# Responsible Use Policy –

As the Manheim Central School District embarks on the journey to enrich learning experiences, students are encouraged to use District resources such as computers, software, e-mail, and the internet for educational or school related activities and for the exchange of useful information. The laptop is the property of the District and is to be used solely by the student it is being issued to for academic reasons.

Appropriate or acceptable educational uses of the laptop include:

- The use of software, hardware, email, and the intranet/internet for academic purposes.
- Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
- E-mail and online work to facilitate communication and for school projects and/or assignments.

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses; that violate the law or the Acceptable Use Policy (Board Policy 815), the rules of network etiquette, and that would disrupt the educational environment or hamper the integrity or security of school network. Some unacceptable practices include:

- The use of Instant Messaging or screen-sharing programs with other students during school hours.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, video, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Manheim Central School District.
- Record, video, photograph without permission of student, teacher or building administration.
- The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- The creation, propagation, and/or use of computer viruses or other malicious logic is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Unauthorized copying/installation of software programs belonging to the school is prohibited.
- Intentional destruction, deletion, or disablement of installed software on any computer is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords are considered a form of vandalism.
- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.
- Intentional overloading of school computer resources.

Access to school e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. District users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential District files and folders.

Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail, or computer address or workstation to send e-mail or similar electronic communications are prohibited and will subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy. Nothing in this policy shall prohibit the District from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. All users must understand that the District cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.

The District reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities. Any information contained on any computer, cloud, or internet transmitted through or purchased by the Manheim Central School District are considered the property of the District. Files stored or transmitted on District equipment, cloud services, or the network are property of the District and are subject to review and monitoring. The District reserves the right to confiscate the property at any time.

This agreement applies to stand-alone computers as well as computers connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final. **Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.**

#### *Consequences*

Misuse of technology during instructional time constitutes a violation of District Policy and will result in one or more of the following consequences.

- Warning
- **Loss of Computer Usage or allowing the device to taken home**

#### *Liability*

The laptop is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that computer.

Although each student accepts responsibility for the care and use of the laptop, the laptop remains the sole property of the District.

The District owns licenses for the software installed on the laptop. Under no circumstances may any of this software be transferred to any other computer. The District purchased an extended warranty contract on all laptops. However, in the event of damage to the laptop caused by vandalism or negligence as determined by our warranty provider, parents will be charged for the required repair.

#### *Case*

Each student will be given a laptop carrying case. The laptop must be transported in the provided case at all times, especially when carrying it between classes and to and from school. Under no circumstances shall a student be permitted to carry a laptop with the lid open. Students may NOT personalize the District provided backpack or carrying case in any way.

### *Daily Use*

Students are expected to arrive at school every day with their laptop battery fully charged and with the laptop power adapter. Students that fail to bring these items in or have their battery fully charged will be subject to appropriate disciplinary action.

### *Network Access*

Use of the District network is governed by the District Acceptable Use Policy. Students have a personal folder on the server accessible only to them, their teachers, and the Technology Department. They also have access to group folders, shared by other students and teachers.

### *Web Access and E-mail Access*

Students will utilize their school issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with District employees.

### *Athletic Policy*

Under no circumstances should laptops and/or carrying cases be left on the practice/game field before, during, or after practice or games. Students will be given a combination lock and locker to store their laptop with the backpack. Lockers must be locked at all times. Students are responsible for damage or theft of computer and backpacks if left unsecured. Students will be allowed to return to the locker room to retrieve their laptop/backpack at the end of practice /game. A student may not take his or her laptop to away games, it must stay within the District (i.e. locked in their locker in the locker room). The student or his/her parents must make plans to transport it home.

### *Power Adapters*

On a case by case basis, loaner batteries and power adapters are available in Technology Department. A student may borrow a charger during the day by signing it out. It must be returned at the end of the day.

### *Care*

Laptops should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the laptop to avoid damage. Rain, wet hands, and high humidity are risky to laptops and should be avoided. Laptops are not to be left in a vehicle, this encourages theft and exposes the computer to temperature changes outside of their operating limits. This is considered negligence (please refer to the section titled Liability).

Students may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

### *Security - Cafeteria*

The laptop should be with the student or locked in his or her locker in the school building at all times. Students should always guard their laptop closely. Unattended laptops at school are subject to be "kidnapped" by faculty and taken to the school office or Technology Department.

Students are prohibited from using their computers in the cafeteria or other public area during lunch time.

### *Temporary Loaner Laptops*

Should the laptop become inoperable, a student will be issued a loaner laptop while their laptop is being repaired. The loaner laptop assumes all aspects and policies of the student originally issued laptop.



### *Backing Up*

Students are responsible for backing up their personal files to their District home folder located on the network. Server files are backed up on a nightly basis. Files that are saved to the desktop of the computer are not backed up. The District or school is not responsible for students who lose files or data because they failed to save it in the right place. If a computer fails or has a virus, it will be wiped clean and imaged. The Technology Department will not take any measures to save or recover data stored on the computer. Students are encouraged to purchase a USB flash drive to perform their own backups.

### *Troubleshooting*

Students should report any laptop problems (i.e. printing, software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District owned laptop be taken to a third party for repair or troubleshooting. All issues relating to the functionality of the laptop shall be reported to the Technology Department.

Failure to abide by this policy, regardless of the resolution, will be considered vandalism and or negligence. (Please refer to the section titled Liability)

### *Damage / Theft*

All physical damage to the laptop must be reported immediately to a responsible adult-either at home or at school. It must be reported to the Technology Department no later than the next school day. The Technology Department will arrange for repair and a loaner as needed. Accidental or intentional damage is not covered by our warranty. The parent/student is responsible for all damages to District issued laptops and subject to a cost of repair or replacement of up to \$100 which is the amount of our deductible for first time damage.

Second incident of damage costs/charges will be up to but not exceed \$200. Third time will be up to but not exceed \$300 and so forth.

# Guidelines for Cyber Safety –

The District needs to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these demands which will allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision.

Below are a few tips that can help keep your child safe online:

- You should spend time with your child on-line by having them show you his/her favorite online destinations. At the same time, explain what about online dangers. Make sure your child keeps passwords secret from everyone (except you). Even best friends have been known to turn against one another & seize control of each other's online accounts.
- Instruct your child that the computer is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the computer screen is actively being watched by others.
- If you can, utilize additional content filters at the modem/router level. Remember that even though the school has a filter on the District computer, it will not be able to block all objectionable material. Content filters are not 100% fail safe. Do not rely on the content filter to protect your child.
- Always maintain access to your child's social networking and other on-line accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent.
- Teach your child the responsible use of the resources on-line. Instruct your child:
  - To never arrange a face-to-face meeting with someone they met on-line;
  - To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know;
  - To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information;
  - To never download pictures from an unknown source, as there is a good chance there could be sexually explicit images;
  - To never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing;
  - That whatever they are told on-line may or may not be true.
- Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
- Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school will increase the chances that you'll hear about what's happening online.
- Tell your child that people who introduce themselves on the Internet are often not who they say they are. Show your child how easy it is to assume another identity online. Don't assume your child knows everything about the Internet.
- Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child will stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto

video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should get you.

- Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it.
- Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

## Cyber-Bullying –

The Manheim Central School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by District students. For more information, please see Board Policy 249.

### 1. What Is a Cyber-bully?

- a. A cyber-bully is someone who uses Internet technology to act cruelly toward another person. Online attacks often hurt more than face-to-face bullying because children can be anonymous over the Internet and behave in ways they never would in person.
- b. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in personal computers and cell phones. A fresh new attack threatens wherever there's an Internet connection, including the one place where they should feel safe: home.

### 2. A cyber-bully might:

- a. Use a phone to make repeated prank calls or send unwanted text messages to the victim.
- b. Post cruel comments to the victim's social network site, send unkind emails or IMs to the victim.
- c. Create a fake social networking profile to embarrass the victim.
- d. Use a victim's password to break into his/her account, change settings, lock the victim out, or impersonate the victim.
- e. Forward the victim's private messages or photos to others. The bully may trick the victim into revealing personal information for this purpose.
- f. Forward or post embarrassing or unflattering photos or videos of the victim.
- g. Spread rumors through IM, text messages, social network sites, or other public forums.
- h. Gang up on or humiliate the victim in online virtual worlds or online games.

### 3. Here are five suggestions to protect your child:

- a. Remind your child never to share his/her passwords, even with good friends.
- b. If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action.
- c. Don't respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Ignore the harassment if possible, if not, block the bully from contacting your child by using privacy settings and preferences.
- d. Remind your child to treat others as he/she wants to be treated. This means not striking back when someone is mean and to support friends and others who are being cyber-bullied.
- e. Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being bullied—the more time they spend online. If you need to, limit the computer time to strictly academics.

4. Is Your Child a Victim?
  - a. Most children won't tell their parents that they're being bullied because they're afraid their parents will take away the Internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame themselves.
  - b. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they've been bullied themselves. Let your child know that it's important for you to know what's going on so you can help.
5. Signs that your child is being bullied can be hard to spot but may include:
  - a. Seeming nervous or unusually quiet, especially after being online.
  - b. Wanting to spend more or less time than usual on online activities.
  - c. Not wanting to go outdoors or to school.
  - d. Problems sleeping or eating.
  - e. Headaches or stomachaches.
  - f. Trouble focusing on schoolwork.
6. If you suspect your child is being cyber-bullied, talk to him/her. Tell your child that by talking it over, you can work out a plan to deal with bullying. You might:
  - a. Contact the bully's parents. Be careful if you decide to do this because it can backfire and make the bullying worse. It's best if you already know the other child's parents and get along with them.
  - b. Contact your school officials. Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied at school. The school counselor or principal may have some strategies or even programs in place for handling bullying in school.
  - c. Look into filing a complaint against the bully if the behavior persists. Most internet service providers, websites, and cell phone companies have policies against harassment. You may be able to have the bully's account revoked.
  - d. Contact the police if you fear for your child's safety. Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.
7. If you learn that your child is being cruel to someone online, find out why. Often, cyber-bullies are victims themselves. If this is the case with your child, go over the suggestions to help protect them against being bullied. But remind them that bullying someone online or off is never ok.
8. If your child notices someone else being picked on, encourage him/her to support the victim. Many social websites, such as YouTube and Facebook, allow users to report abuse. Bullies often back down when others make it clear they won't tolerate rude or nasty behavior.
9. Cyber-bullying may be the most common online danger, but as a parent, talking openly about the issue is the best way to give your child the tools to protect him/herself from virtual sticks and stones.

## Laptop Use and Classroom Routines –

- Never pile things on top of your laptop.
- Never leave your laptop on the bottom of the locker.
- Never leave the locker set to open without entering the combination.
- Keep your laptop in the carrying case at all times.
- Always use the handle, strap, or two hands to carry the laptop.
- Never leave the laptop unattended for any reason.
- Close the lid of your laptop before you change classes to put the computer asleep. Do not shutdown the computer.
- Center the laptop on the desk.
- Close the lid of the laptop before standing up.
- Lock the computer before walking away from it.
- Do not put any foreign objects (i.e. pencil) on the laptop keyboard (if the lid closes, it will break the screen).
- Follow all directions given by the teacher.

### *Care of Laptop at Home*

- 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 or cold.
  - Food and drinks.
  - Small children.
  - Pets.

### *Traveling to and from school*

- Completely shut down the laptop before traveling.
- Do not leave the laptop in a vehicle.
- Use your carrying case by the handle or shoulder strap.
- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.
- Stolen laptops are to be reported to the local police department as soon as possible. A copy of the police report will be required before a permanent replacement will be issued.

## 2017-2018 Replacement Cost Matrix –

Laptop Part	Cost
Laptop	\$700
Carrying Case	\$35
Base (Plastic)	\$75
Palm Rest (Plastic)	\$90
LCD Cover (Plastic)	\$85
LCD Bezel (Plastic)	\$45
Keyboard	\$75
LCD Screen	\$50
Motherboard	\$100
Hard Drive	\$100
Battery	\$80
A/C Charger (Power Brick)	\$55
A/C Power Cord	\$5

### *Payment Timeline*

If it is determined that it is the responsibility of the parents/guardians to pay for damages or loss, invoices should be paid within 30 days of receipt. Seniors with unpaid bills may have diplomas withheld until they are paid in full. If bills are not cleared within 30 days, students/parents will be invoiced for labor costs as well. Invoices over 90 days may be filed with the District Magistrate. Payment plans can be setup (if necessary) by contacting the Manheim Central Business Office at 717-664-8520.