



**1:1 Laptop  
Handbook**

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## Overview

All students will receive a Windows 10 Laptop device for use as part of their educational curriculum. The Patchogue-Medford School District believes that these Laptop devices will help students develop the skills they need to become digitally literate and become career-ready with 21<sup>st</sup>-century skills. These 21<sup>st</sup>-century skills include:

- Critical and creating thinking
- Problem-solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Collaboration and communication in a global business world
- Experience in an online learning community

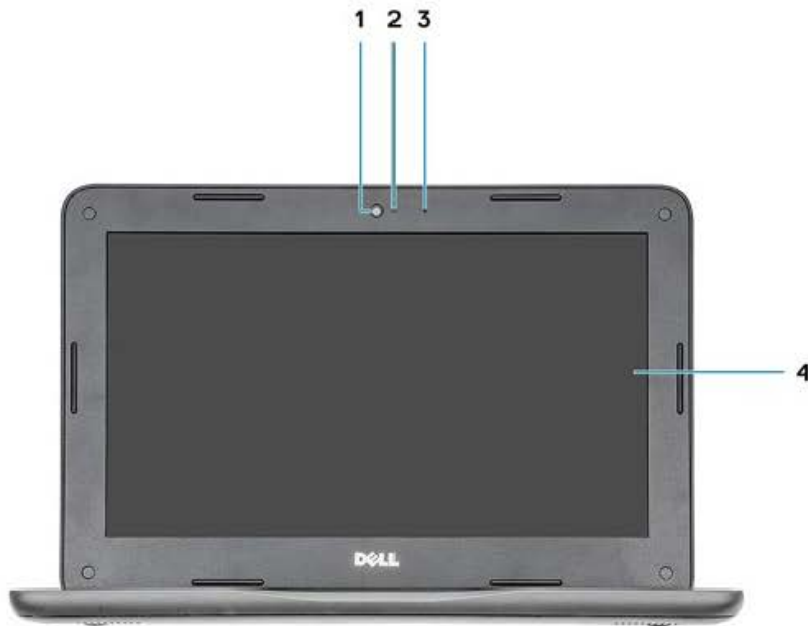
Laptop devices will allow students to direct their learning and have a greater reliance on active learning strategies, which will enable students to be able to transfer knowledge across academic disciplines. The increased access to this technology will enhance instruction and provide greater enrichment opportunities during the school day for students to further their academic accomplishments.

Once students receive the laptop, it will stay with them for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing their laptop to school with them everyday, taking it home at the end of the day, and charging it for use before the next day. Students are expected to arrive at school with a fully charged device so that they may participate with it in all their classes.

It is important to note that these units will stay with the students 24-hours a day and are not to be left at school. Students are responsible for keeping devices safe and secure. All devices should be treated with care. Should a student loose or misplace a device, they will need to provide the district with a Police Report before an additional device is provided to the student.

# Getting to Know your Dell Latitude 3190 Laptop 2 in 1

## Front open view



1. Camera
3. Microphone

2. Camera status light
4. Display

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## Right view



1. Universal audio jack
2. Battery status light
3. Noble wedge lock slot

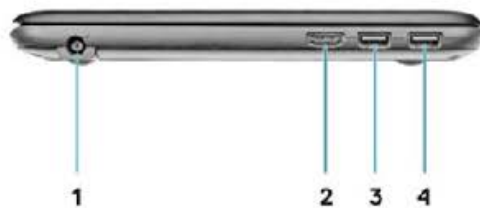
## Palm rest view



1. Power button/power status light
2. keyboard
3. Touchpad

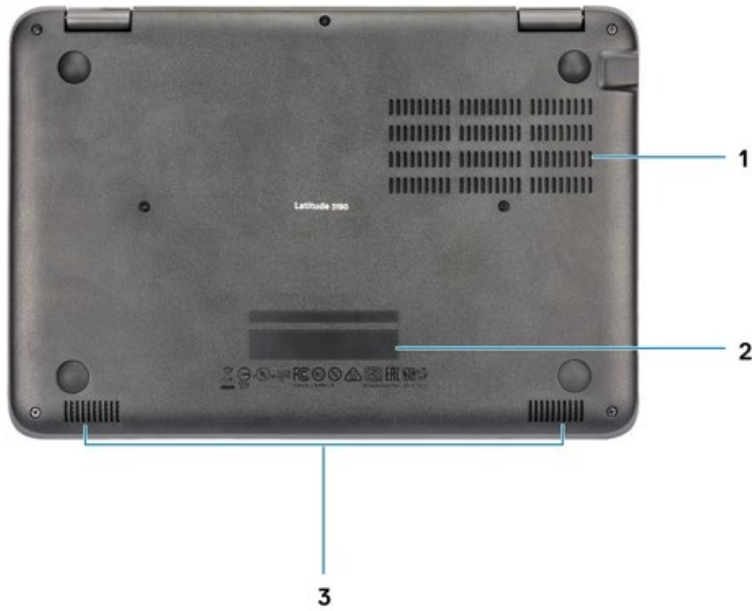
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## Left view



1. Power connector port
2. HDMI port
3. USB 3.1 Gen 1 port
4. USB 3.1 Gen 1 port

# Bottom view



- 1. Air vents
- 2. Service tag location
- 3. Speakers

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## Laptop Carrying Case - The Targus 11.6" Work-in Essentials Case



## Receiving Your Laptop

Laptops will be distributed each school year to students in grades participating in the 1:1 program. Before students take possession of the device parents must sign the Technology Loan Contract and accept the Board of Education Technology Acceptable Use Policy 6147

Please note: Students are responsible for their Laptops and accessories. They are not to be utilized by other individuals.

Laptops may be collected throughout the school year for maintenance, cleaning, and software installations. Students will be issued a laptop the following school year while enrolled within Patchogue-Medford School District.

## Taking Care of Your Laptop

Students are responsible for the day-to-day general care of the laptop they are issued from the Patchogue-Medford School District. Laptops that are broken, or fail to work properly, must be taken to the Technology Department immediately.

### General Precautions:

- No food or drink is allowed next to your laptop at any time, in school, or at home.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop as not to damage either end (plug or port).
- Students should carry their laptop with the screen closed in the case.
- To conserve battery life during the school day, students should put their Laptops in hibernate mode while not in use and turn the laptop off at the end of the school day for transit from school to home.
- Laptops must remain free of any writing, drawings, stickers, labels, etc. that are not the property of the Patchogue-Medford School District.
- Laptops must never be left in an unlocked car or any unsecured area in school or outside of school.
- Laptops should never be stored in an area that receives direct sunlight, an excessively heated space, or an area that exposes the device to excessive cold. Exposure to these conditions could damage the laptop.
- Students are responsible for charging their Laptops for each school day. Laptop battery life will vary depending on use but can generally be charged at night and last the entire school day.
- Laptops should never be stored in a locker.
- Should a laptop be lost or stolen and Police Report must be provided before an additional laptop is provided.

### Carrying Laptops:

The case provided with the laptop will have enough padding to protect the laptop from the usual treatment and provide a suitable means for carrying the computer within the school and to and from home. Laptops should be within the protective case, and the zipped closed when carried.

Some carrying cases allow for additional objects to be placed within it (such as folders, workbooks, and textbooks), but these must be kept to a minimum to avoid putting too much pressure and weight on the Laptop screen. The laptop should be covered (case and keyboard) and facing in (against the padded lining) of the bag to protect it from damage.

Laptops must be turned off before transportation home. When within the school they can be covered, or the keyboard can be closed to place the Laptop into *stand-by mode* to transport it to their next class.

### Screen Care:

Laptop screens can be damaged if they are subjected to rough treatment. The screens are particularly sensitive to damage from the excessive pressure to the screen from carrying them within a bag filled with other objects of force when in use.

- Do not lean on the top of the table when it is open or closed.
- Do not place anything near the laptop that, if knocked into, could put any pressure on the Laptop screen.
- Do not place anything in the carrying bag that might put pressure on the case/keyboard, which covers the screen.
- Do not place anything in between the screen and the cover/keyboard such as a pen, pencil, thumb-drive, etc. before closing it.
- Clean the screen with a soft, dry cloth or with an anti-static cloth. DO NOT clean your screen with an alcohol-based solvent as it will damage the screen.

## Using Your Laptop

### At School

Laptops are intended for use at school each day of the school year as teachers will prepare coursework based on the availability of technology within the classroom. During the school day, it is the student's responsibility to have their laptop ready for use when they enter a class that will utilize it for that day's lesson.

### At Home

Students are encouraged to use their laptops at home. Students should consult with their parent/guardian to connect the laptop to a Wi-Fi Internet connection. The District is not liable for any charges incurred while using the laptop at home. While at home and using a District provided device students are expected to adhere to all Board of Education policies. While using a District provided device student internet access will be filtered and monitored.

### Laptop Undergoing Repair

Depending on the reason for repair, there may be a loaner laptop available to issue to a student. A laptop under repair is not an excuse for incomplete classroom assignments.

### Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged state. Students need to charge their laptops each evening at home. In cases where the use of the laptop throughout the day has caused the



laptop battery to become discharged, students will be able to connect their laptop to a power outlet in the classroom for charging.

#### Account Image, Screensavers, and Backgrounds

Account images may not be changed at any time.

Students may change screensavers and backgrounds if it follows these conditions:

- Inappropriate media may not be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions as well as the removal of the privilege to utilize a Laptop PC.
- Any restrictions placed on these items by the student will result in the suspension of the laptop.

#### Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Should sound be necessary students are expected to use their own headphones.

### Managing Your Files & Saving Your Work

#### Microsoft OneDrive:

Patchogue-Medford School District utilizes Microsoft OneDrive to allow students to sync their school documents (local storage) with cloud storage (storage that can be accessed from any computer, laptop or smartphone with an Internet connection) to give students access to this information at school or at home to increase educational success of the students' coursework.

When a student syncs their files (by logging into the school network, through a Laptop or other school computer device) the district reserves the right to monitor documents, files, communications, etc. that are synced to the local storage network and at no point should students expect privacy.

Any incidents that arise that are out of the scope of the district's capacity to control and monitor, they will work with local, state, or federal authorities to resolve the issue.

Microsoft OneDrive provides 100 GB of free storage space with each account. OneDrive also provides students with web applications, browser-based versions of the Microsoft Office suite. Students will be able to create, edit, and save files related to coursework directly from a web browser that has an internet connection.

#### Laptops Pre-Installed Software:

- Windows Operating System
- Microsoft Office 365 including: Word, Publisher, PowerPoint, Excel, Access, OneNote, and
- Microsoft OneDrive
- CrowdStrike Anti-virus
- Adobe Creative Cloud with Acrobat

From time to time, the school may add applications for use within a particular course. The licenses for these applications require that the applications be deleted from the laptop after the course.

Students who have applications that could aid or enhance their academic progress or enrich the learning environment that has been legally obtained may ask the technology department if they can install the applications. The Technology department holds the right to say no if they feel the software is a threat to the device or the district network. Any unauthorized installation of applications on the laptop device by the student will result in immediate removal of the privilege to utilize the laptop.

#### Virus Protection:

Laptops issued to students have anti-virus protection software installed. This software will scan the hard drive for known viruses consistently. The virus software will be upgraded from the school's network at times when the district technology department feels it is necessary. This may mean student's access to laptops within the school for a given timeframe will be limited or not available.

#### Inspections:

Student issued laptops are the exclusive property of the Patchogue-Medford School District as such; they can and will be inspected at random intervals throughout the school year for compliance with all the policies and procedures outlined within this document and the districts Technology Acceptable Use policies. Students found out of the agreement will be subject to district disciplinary action as warranted by the Patchogue-Medford School District Student Handbook as well as the removal of laptop use privilege.

The Patchogue-Medford School District does not accept responsibility for the loss of any student added software, applications, or data that is deleted due to updates, repairs, re-formatting, or re-imaging of the laptop device.

## Password Protection & Storing Your Laptop

#### Password Protection:

Students are responsible for setting and maintaining their own passwords as outlined in Board of Education Password Policy 3803. This password should not be shared with anyone, as your laptop is your responsibility. If you forget your password, you must have it reset by the technology department, which may block your access to your laptop during the school day; you will still be held accountable for the work you have missed.

#### Storing Your Laptop:

When students are not using laptops, they should be placed in their bag and kept with the student throughout the day. Nothing should be placed on top of the laptop when stored in the bags. Students are required to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in lockers.

#### Laptops Left in Unsupervised Areas:

Under no circumstances should laptops be left in unsupervised areas, which include but are not limited to the school grounds and campus, the cafeteria, computer lab, common areas, library, unlocked classrooms, and hallways. Any laptops left in these areas are in danger of being stolen. If the laptop is lost, the student should report the lost laptop immediately to the building main office staff.

## Student Safety, Security & Restrictions

### Student Safety

To protect students every device has content filtering software installed on it. With this software students will receive restricted messages when accessing websites or videos that are not permitted by Patchogue-Medford School District. This service is constantly updating, so there are chances when a website or video is miscategorized and will need to be allowed and the same is true for certain websites that are not restricted that will need to be restricted. Should you come upon a website that should be restricted please reach out to the Technology Department at [studenttechhelp@pmschools.org](mailto:studenttechhelp@pmschools.org) or 631-687-6470.

The District will be restricting the use of **YouTube**. Students will only be allowed to view YouTube videos or channels that are requested by their teachers. This will be for all students.

### Security

Student devices are protected with content filtering services and anti-virus software. These applications protect students as well as District infrastructure from security threats. **Students should not try to circumvent District safety protocols**, by downloading hacking tools, alternative web browsers, vpn software, or utilizing proxies. Student devices are monitored for this activity, if found, the device will be taken and reimaged.

### Restrictions & Limitations

Students are restricted from installing certain software applications on their devices that may be harmful or cause the device to malfunction. Students web traffic is monitored and restricted to certain websites based on category.

The District will be restricting the use of YouTube. Students will only be allowed to view YouTube videos or channels that are requested by their teachers. This will be for all students.

## District Policies

Board policies can be found on the District website [www.pmschools.org](http://www.pmschools.org). It is important that both Parents and Students are familiar with the policies listed below.

- 6147 Technology Acceptable Use Policy
- 3803 Computer Password Policy
- 4412 Information Security Breach and Notification
- 4412-R Information Security Breach and Notification Regulation
- Parent's Bill of Right for Data Privacy and Security
- 3801 Secure Data Destruction Policy
- 3802 Technology Security for Personal, Private and Sensitive Information

## Questions or Assistance

Should you have a question about an application or tool that is being used by your Teacher, you should reach out to them for guidance first. If they are unable to help please consider using one of the following resources:

- School Librarian
- Emailing [studenttechhelp@pmschools.org](mailto:studenttechhelp@pmschools.org)
- Calling the Technology Department at 631 687-6470

The Technology Department monitors the email address and phone number during normal business hours. A response to your phone or email inquiry should be returned within 24-hours, during normal business hours.