

PROPER IN SCHOOL LAPTOP USAGE



TAF@SAGHALIE

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IMPORTANCE OF PROPER LAPTOP USAGE AT SCHOOL

Benefits of proper laptops usage:

- ▶ Accountability of personal property
- ▶ Access to digital resources, educational software and online educational platforms
- ▶ Easy collaboration among students and teachers
- ▶ Online research abilities
- ▶ Proficiency in using productivity tools

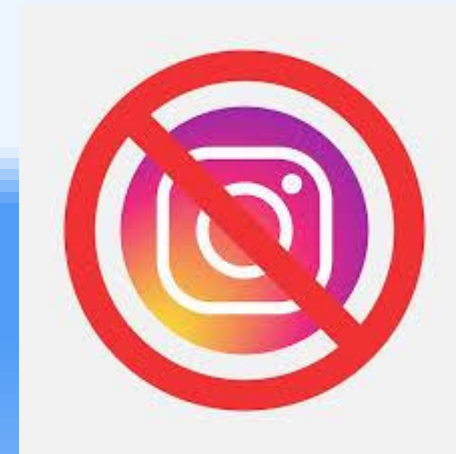
HOW TO PROPERLY USE LAPTOPS AT SCHOOL

Laptops should ONLY be used for:

- ▶ Classwork/assignments
- ▶ Researching
- ▶ Projects

Laptop should NOT be used for:

- ▶ Gaming
- ▶ Social media



HOW TO SIGN IN TO THE FWPS LAPTOP AT SCHOOL

- ▶ Sign in with your student ID number @FWPS365
(1234@fwps365.org)
- ▶ Default password is TAFA#1 (Laptop,FWPS Launchpad and Email)
- ▶ FWPS Launchpad-Username is just your Student ID# (1234)
- ▶ 1st time logging into FWPS Launchpad it will prompt you to reset your password (create password that meets all the criteria)
REMEMBER IT OR WRITE IT DOWN SOMEWHERE SAFE!!!!
- ▶ Student Email is Student ID number @p12fwps.org
(1234@p12fwps.org)

LAPTOP MAINTENANCE TIPS AND TROUBLESHOOTING

Laptop Maintenance tips:

- ▶ Check for any damages (daily)
- ▶ Wipe down laptop (weekly)
- ▶ Always turn off laptop at the end of the day
- ▶ Return laptop to correct C.O.W (daily)
- ▶ Always have laptop plug in to charge (daily)
- ▶ Update laptop if needed



Troubleshooting:

- ▶ Wi-Fi issues (reset laptop)
- ▶ Any other issues that comes up try a reset first if that didn't fix it bring it to Mr. Jason

IMPORTANT INFORMATION AND REMINDERS FOR FAMILIES

- ▶ Laptops will be assigned to a specific student at the beginning of the year.
- ▶ Classroom laptops should not be taken home.
- ▶ Students are responsible for all damages to the laptop that has been checked out to them.
- ▶ Families will be notified of any damages and will be sent a fine letter from our IT department.

Fines:

- ▶ \$100: Cost to repair a broken screen
- ▶ \$50: Cost to repair a broken keyboard
- ▶ \$50: Missing power adapter or hotspot
- ▶ \$450 - \$500: Cost to replace broken laptop beyond repair (Water damages, broken hinges, cracked laptop)

*TAF@Saghalie has some laptops that students can check out to use at home for projects and school work. Please check in with the office for availability.

TECH USAGE POLICY AND AGREEMENT

TAF@SGH Technology Use Agreement and Fee Schedule

TAF@Saghalie considers the use of digital technology to be essential in delivering STEM based instruction. It is our policy to create a learning environment that promotes safe, ethical and responsible use of digital resources.

TAF@Saghalie's Appropriate Use Policy – What does it mean?

In general:

- Laptops and digital tools are the property of TAF@SGH
- Students are held accountable to all school, district, state and federal laws
- Any and all activity on laptops and network is tracked by school and district
- Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action. Use of technology must not violate the Federal Way Public Schools' Acceptable Use Policy
- Laptops will be audited on regular basis for state of repair and appropriate use.
- Laptops, internet and network activity will be monitored and tracked

Personal Electronic Devices and Personal Cell Phones:

- Students are held accountable to all school and district policies regarding cell phone usage.
- Cell phones should be off and stored in a backpack or bag during class time.
- The school is not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk.

Your student will be assigned a laptop for use during the school day. Here are some important reminders:

- Students are responsible for their own laptop.
- Students need to make sure the laptop is returned to their assigned classroom at the end of each day.
- Do not let others use their assigned laptop. Report damage to teacher immediately
- Before each student is assigned a laptop, the Student User Agreement must be signed by parent and student.
- Approx. laptop roll out will occur during the week of September 18 – 22.

Here is a list of fines and fees:

- Missing power adapter or hotspot: \$50
- Screen or keyboard damage: \$100
- Non-returned devices or devices broken beyond repair: \$250 to \$450 depending on model

I understand and agree to these terms of use. If I violate any of these expectations, my device privileges may be reduced or taken away. School or classroom consequences may also apply. Prior to any major consequence, re-teaching and restoration will occur to reset expectations.

Parent/Guardian Signature Date

Student Signature Date

These forms will be available for families and students to sign during the Back to School event on August 29th.

This form needs to be signed off by both parent and student before a laptop can be assigned.