



RAMAPO INDIAN HILLS HIGH SCHOOL



“Home of the BRAVES”

“Home of the RAIDERS”

2021 - 2022

I:I Laptop Training



District Laptop Training

Vision

Teachers providing a learning environment where they facilitate:

- Student Engagement & Empowerment
- Student-centered Learning Opportunities
- Student Accountability & Responsibility

Preparing students for their future

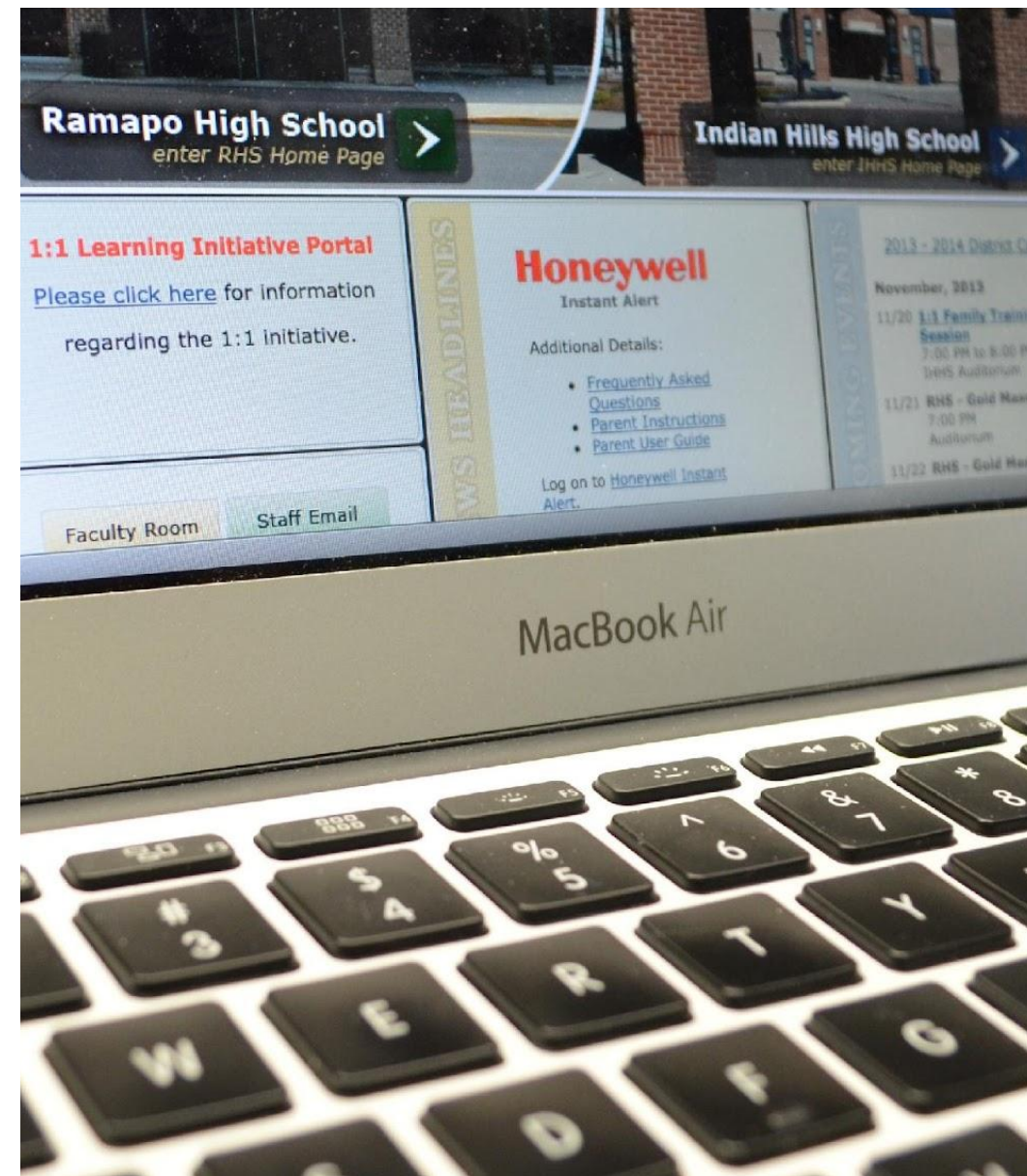




Student Expectations



- Bring the laptop to school and home everyday
- Charge the laptop every night
- Listen to the teacher's directions for laptop use
- Back up all student work!
- Use the laptop in accordance with the AUP and the Parent/Student Laptop Agreement





Acceptable Use



- Creating educational content
- Collaborating and Communicating
- Use proper online etiquette / behavior
- Authorized use of accounts and files

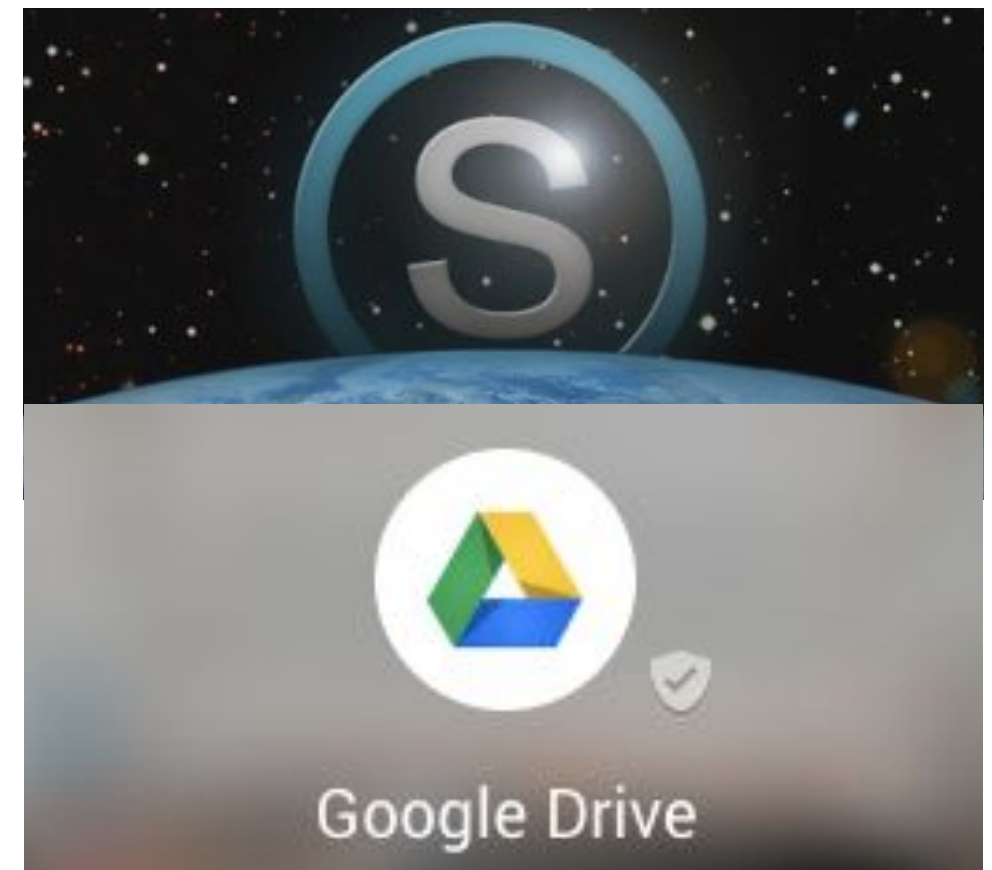




Acceptable Use



- Use Schoology and Google Drive for Workflow
- Use the District network for educational purposes
- Use District-provided email account for all school-related communication & accounts
- Keep the laptop and accessories in good working condition





Reminders



- Personal devices connected to the laptop fall under these acceptable use guidelines (ex. thumbdrives, cameras, etc.)
- All communication and files on the students' laptop, school provided email or cloud storage account are the property of RIHRHSD and will be disclosed in any disciplinary and/or criminal investigation
- Do not reveal personal account information to anyone except your parent / guardian
- Teachers will report any misuse of the district-provided technology to the building administration



Storing / Carrying the Laptop



- Always keep the laptop in your possession or in a secure location (locked locker)
- Do not stack / pile anything on top of the laptop
- Do not leave the laptop where it could be exposed to extreme heat or cold
- Do not store additional papers / supplies in the laptop case or in the laptop
- **LAPTOP MUST REMAIN IN CASE AT ALL TIMES!!!!!!!**



Maintenance



- Never open or download unknown files from email or the web
- Do not use windex or other cleaning solutions on the surface of the screen.
- Wipe surfaces with water using a damp, clean soft cloth



Printing



- Students will print to dedicated student printers in the Media Center
- Each student will need their ID to print
- Students will have the ability to add their own printers at home



Troubleshooting



- Technology problem in class? The student's top priority is paying attention to the teacher and participating in the instructional activities.
- Outside of class? Students are encouraged to spend more time troubleshooting the issue by asking a classmate, parent, or teacher.
- If the problem cannot be resolved, the student should go to the Technology Office.



If Your Laptop Becomes Damaged



- Student brings damaged laptop to the Technology (ITC) Office immediately
- Laptop Incident Report is filed
- Intentional and negligent cases are investigated by building administration
- Parent / Guardian / Student are responsible for repairs due to intentional or negligent damage



Most Common Damages



- Flat vs. Upright Storage - Broken Screen
- Forgotten Laptops! Classrooms, Buses & Vacation
- Bumps and Dents
- Water / Fluid Damage

Moral? Use Your Case!



Lost & Stolen Laptops



- The student and parent / guardian must report a lost laptop to the school **immediately**
- The student and parent / guardian must file a police report with the police department at the location of where the laptop was allegedly stolen and a copy of this report must be provided to the school by the student or parent. Once a police report has been filed, tracking software will be used to locate the laptop
- If it is not clear that the laptop was stolen or that the laptop was lost due to student negligence, parent / guardian and student will be responsible for cost to replace the laptop.



Network Access & Filtering



- All Internet traffic to and from the students' laptops will be filtered to block inappropriate or objectionable material
- All Internet traffic to and from the students' laptops can be monitored by the District
- Attempting to disable or bypass district Internet content filters is not permitted and will result in disciplinary action
- Students are allowed to connect to WiFi networks at home and other public locations. All internet traffic at these locations will be filtered using the District's off-site filtering service.



Security and Privacy



As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), you are hereby notified that school issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The RIHRHSD will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.



Use at Home



- Develop a set of rules / expectations for laptop use at home
- Only allow laptop use in common areas of the home where your child's use can easily be monitored;
- Investigate and apply parental controls available through your Internet service provider and/or wireless router.



What's Included





Sign-Off On AUPs



- The AUPs / Laptop Agreement forms will be available via the Parent Access on Genesis
- Both parent and student will need to sign their own copies
- Students will access Parent Access using their district issued email accounts/credentials
- Parents will use theirs own Parent Access to Genesis
(*Guardian / on Genesis*)



Insurance Premium



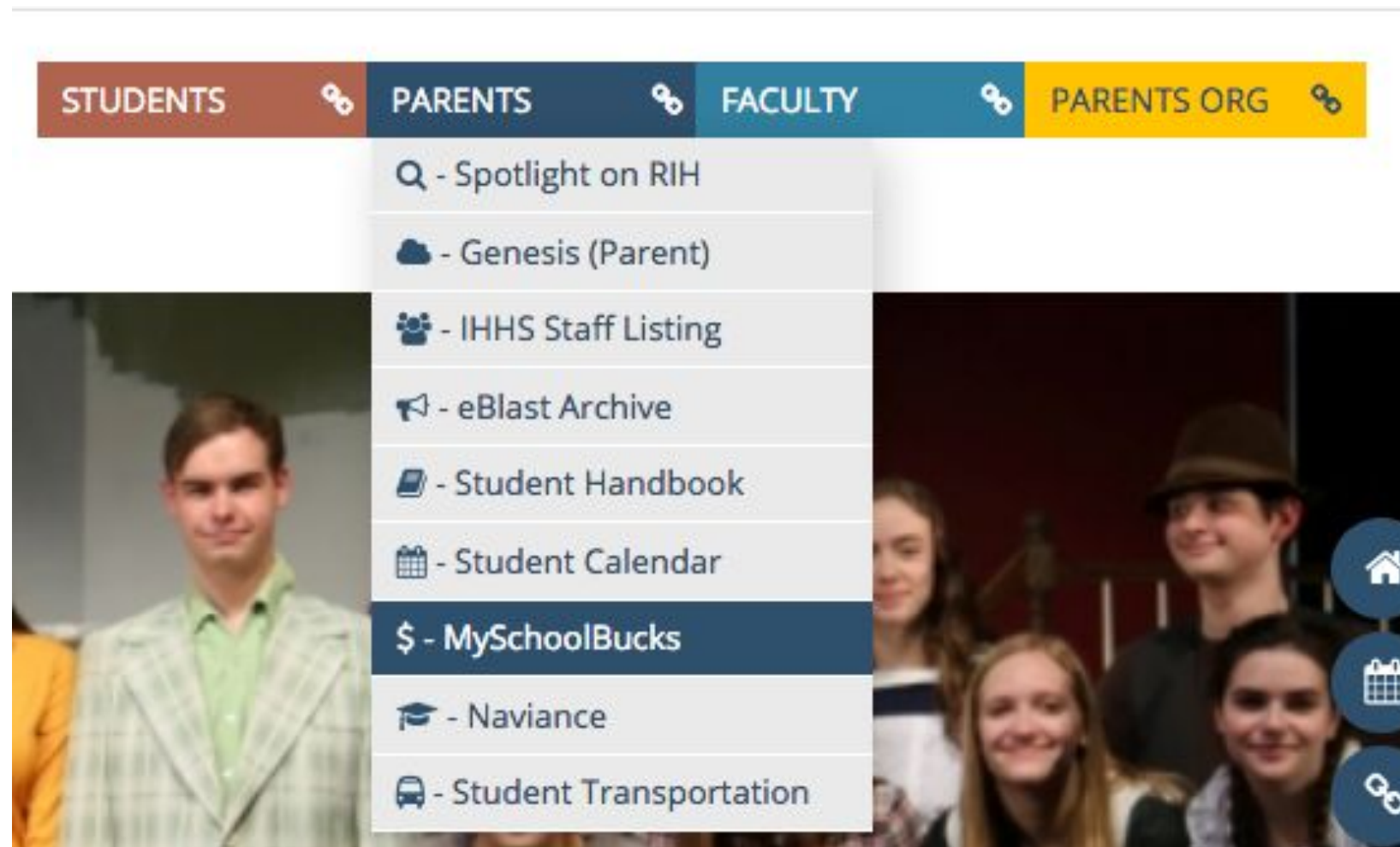
- \$70 per year per student, \$175 maximum per family
- Will cover replacements, repairs, stock parts & on-site servicing
- Includes one-time accidental damage / catastrophic loss.
- Students must exercise proper care / reasonable precautions
- Repeated incidents of similar nature will be the responsibility of the parent / guardian and student
- Does not cover case and power supply unit or case



Payment Method



- MySchoolBucks.com
- The same secure online prepayment service used to deposit money into the school meal account





Requirements To Recieve A Laptop



- Complete this I:I Training
- Sign-Off on AUP / Laptop Agreement (*Both Parent and Student*) - via Parent Access (Genesis)
- Pay the yearly insurance via [MySchoolBucks.com](https://myschoolbucks.com)



RAMAPO INDIAN HILLS
Regional High School District

RAMAPO H.S. | INDIAN HILLS H.S. | 🔍

STUDENTS 🔗 PARENTS 🔗 FACULTY 🔗 PARENTS ORG 🔗

ABOUT RIH BOARD OF ED ADMINISTRATION ACADEMICS **TECHNOLOGY**

NEW FOR THE 2021-22 SCHOOL YEAR	1-TO-1 INITIATIVE	ON-LINE SERVICES	MISC. INFO / TIPS
New Sign Off Method for AUP / Laptop Agreement	1-To-1 Learning Initiative	Email / Google Workspace	Where to Find Student Credentials
	Requirements to Receive a Laptop	Schoology (LMS)	Printing
	1:1 Laptop Training	MySchoolBucks (Meals / Insurance)	Paying Laptop Insurance
	Acceptable Use Policy (AUP)	Zoom / Remote Learning	Signing AUP / Laptop Agreement
	Laptop Insurance	Adobe Creative Cloud	General Laptop Care
	FAQs on 1:1	Genesis (SIS) / Parent Access	Cyber Security
		Self Service Portal	Student ID Cards
		SchoolMessenger / E-Blast	

IMPORTANT MESSAGE FROM THE RAMAPO INDIAN HILLS BOARD OF EDUCATION
Dr. Rui Dionisio Named New Superintendent

TECH SUPPORT
ITC Office Locations / Hours

READ MORE ➕

Instructions and additional details are available on district website under the TECHNOLOGY Tab