

	Aberdeen Catholic School System
	Laptop 008.28

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Laptop

The Roncalli laptop initiative is focused on fulfilling our mission. The following support the implementation of a one-to-one laptop initiative:

College Preparation: More frequent use of technology will more fully prepare students for their future: for college where, more and more, laptops are required of all students; for work where computers are part of virtually every job; and for everyday life where computer technology is becoming an integral part of leisure, recreation, entertainment, travel, and just about everything we do.

Enhanced Educational Experience: Research on similar programs at other schools has shown improvements in students’ basic math and writing skills, digital literacy skills, thinking skills, communication and interpersonal skills, and productivity skills. In addition, such schools have found students to be more engaged in their work, resulting in better attendance and fewer disciplinary problems.

Digital Delivery: More and more curriculum content is delivered digitally – via the Internet, DVD, CD, or other format. This includes textbooks, study guides, tests, and other materials. Laptops will make this delivery more efficient. They will also allow all students to access any classes offered online.

Communications: Technology will enhance the already high quality interaction between Roncalli students and teachers. Students will be able to email questions and assignments directly to their teachers, whether they’re in class, in school or at home.

Instructional Innovation: Constant, at-the-students’-fingertips availability of computer technology will expand teachers’ options in delivering lessons. In addition, it will allow teachers to adapt to and students to utilize different learning styles.

Receiving Your Laptop

Laptops will be distributed each fall on a date designated by the administration. Parents and students must sign and return the Student Pledge for Laptop Use and Laptop Computer Protection form before the laptop will be issued to the student.

Students will return their laptops at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Roncalli High School.

Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology director or the principal's office.

General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.

Students should never carry their laptops while the screen is open, unless directed to do so by a teacher. Laptops should be shut down before moving them to conserve battery life and prevent overheating. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Roncalli High School. Laptops must never be left in a car or any unsupervised area. Students are responsible for keeping their laptop's battery charged for school each day.

Carrying Laptops

The protective cases provided with the laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the laptop. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Carrying cases may hold lightweight objects, such as notebooks, but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case to avoid overheating.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the laptop.
- Do not poke or write on the screen with anything other than the laptop's stylus.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Using Your Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop. Students must be responsible to bring their laptop to all classes.

Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the technology director.

Charging the Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.

In cases where the use of the laptop has caused batteries to become discharged, students may be able to connect their laptops to a power outlet in class if it does not interfere with traffic flow in the classroom.

Screensavers

When students personalize the display settings and backgrounds, the following will apply:

- The material must be consistent with the mission of ACSS and in accordance with the policies of the Roman Catholic Church, our Bishop, ACSS; and, which respect the human dignity and security of every human being.
- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

Students may only use printers listed on their print menu, but they need to be aware of the printer that they are using and retrieve any printed materials.

Since each student has a laptop, access to the network, and courses in WebCt, printing should be kept to a minimum.

Managing Your Files and Saving Your Work

Saving to My Documents

Students will be required to have a flash drive in order to back up their work.

Students will need to have their own USB Flash Drive with ample space to back up any school-related work. Recommended size is 4-8 gigabyte (GB). The laptops are set up with a **My Documents** folder in which students should save their work. The **My Documents** folder will **NOT** automatically save a copy of the students' documents. When a student adds a document to the **My Documents** folder while working at school or away from school, that document will **NOT** be copied automatically to the flash drive. Additional folders in the **My Documents** folder may be created or added by the student. This is recommended for organization of work in various courses. All student work should be stored in **My Documents** or one of the folders under **My Documents**.

*All files stored in the **My Documents** folder should be backed up and saved to the flash drive **EACH** day.*

Saving Data to Removable Storage Devices

Students should copy the entire My Documents folder to the flash drive daily if they have added anything to the folder. The copy should be named My Documents and that days date. 00-00-00. Example: mydocuments07-01-13.

Software on Laptops

Originally Installed Software

The software originally installed by Roncalli High School must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with Dell's proprietary version of Microsoft Windows 7 operating system and with additional software. Licensed software provided with all laptops includes:

- Adobe Acrobat Reader
- Microsoft Internet Explorer
- Microsoft Office including Word, Excel, Access, OneNote, PowerPoint and Publisher
- Picasa 3
- Java
- Flash Player
- Vipre
- Chrome

Additional software for use in a particular course will be by the technology director,

Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

Additional Software

Students will not be able to run additional software on their laptops. The software necessary for educational purposes has been identified by the administration and staff and has been loaded on all student laptops.

Inspection

Students may be selected at random to provide their laptops for inspection.

Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technology director will copy all files in the **My Documents** folder. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the **My Documents** folder. The school does not accept responsibility for the loss of any software deleted due to a re-format or re-image.

Acceptable Use

The following guidelines are a summarization of guidelines from the Aberdeen Catholic School System Acceptable Use Policy (AUP).

General Guidelines

- Students will have access to all available forms of electronic media and communication that is in support of education and research and in support of the educational goals and objectives of the ACSS.
- Students are responsible for their ethical and educational use of the technology resources of the ACSS.
- Access to the ACSS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the ACSS Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a laptop, or files of another user, without the consent of the individual, administrator or technology director, will be considered an act of vandalism and subject to disciplinary action.

Privacy and Safety

Students will follow the following privacy and safety guidelines in addition to those identified in the ACSS Student Internet Privacy Policy.

- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher, principal or technology director immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is unethical and illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the school.

E-mail

Students will have access to specific course e-mail accounts through WebCt. These guidelines should be followed for use of e-mail accounts.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Maintain high integrity with regard to e-mail content.
- No private chatting during class.
- E-mail accounts are subject to inspection by the school and state.

Consequences

The student in whose name a system account and/or laptop is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the ACSS will result in disciplinary action as outlined in the ACSS Acceptable Use Policy and the Use of Technology Student Agreement and Parent Approval Form.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

The school cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Protecting and Storing Your Laptop

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Individual User account name and password

Storing Your Laptop

When students are not using laptops they should be stored in their lockers.

Nothing should be placed on the top of the laptop when placed in the locker. Students must take their laptops home every day after school, regardless of whether or not they are needed. Laptops are not to be stored in the student's vehicle, at school, or at home.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include hallways, bathrooms, and outside; any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Principal's Office. The following guidelines refer to the retrieval of your laptop

- First time confiscated – Pay \$0.50
- Following times confiscated – Pay \$1.00 for each time

Repairing or Replacing Your Laptop

Warranty

The school provides the warranty on the laptop. This warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty **does not** warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the technology coordinator.

Accident Damage Protection

Through the student user's fee, the laptops are covered against accidental damage. This includes liquid spills, accidental drops, power surges, and natural disasters. The coverage **does not** provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The technology director will assess the laptop damage and the machine will be repaired or replaced at no cost if determined to be accidental, infrequent, and within the coverage guidelines. Please report any laptop problems to the technology coordinator.

Insurance for Theft, Loss or Fire: Laptops that are stolen, lost or damaged by fire are not covered by the Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance

You agree to pay for the replacement of the Laptop at a cost not to exceed \$1000.00 should the laptop be stolen, lost or damaged by fire.

Personal Insurance

You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the ACSS District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1000.00.

School District Protection

You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire to the laptop in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using laptop computers. The \$25.00 or \$50.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Technical Support

The technology director is located at the high school and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installation
- Coordination of warranty repairs

Student Pledge for Laptop Use

I understand that the laptop that I am issued is the property of the Aberdeen Catholic School System and that I am responsible for the proper care of the laptop. In caring for and using my laptop, I will take the following pledge.

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended. (Reminder: Laptops are not to be left in a car)
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the laptop.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the ACSS School District.
12. I will follow the school policies both in and out of school.
13. I will file a police report in case of theft, vandalism, and other acts covered by the user's fee.
14. I will be responsible for all damage and loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return the school laptop, carrying case, and power cords in good working condition.

Student Name (Please Print)_____

Student Signature_____

Parent Signature _____

Date_____

