

One-to-One Laptop Handbook



**Dover-Eyota
High School
and
Middle School**

TABLE OF CONTENTS

1. RECEIVING YOUR LAPTOP	1
i Receiving Your Netbook	1
ii Netbook Check-In.....	1
2. TAKING CARE OF YOUR LAPTOP	1
i General Precautions	1
ii Carrying Netbooks	2
iii Screen Care	2
3. USING YOUR LAPTOP AT SCHOOL	2
i Netbooks Left at Home	2
ii Netbook Undergoing Repair	2
iii Charging Your Netbook's Battery	2
iv Netbook Settings	3
v Sound, Music, Games and Programs	3
vi Home Internet Access	3
4. MANAGING YOUR FILES & SAVING YOUR WORK	3
i Saving Documents with the Netbook	3
ii Network Storage	3
iii Network Connectivity	3
5. SOFTWARE ON LAPTOPS	3
i Originally Installed Software	3
ii Virus Protection	4
iii Additional Software	4
iv Inspection	4
v Procedure for re-loading software	4
vi Software upgrades	4
6. ACCEPTABLE USE	4
i Parent/Guardian Responsibilities	4
ii School Responsibilities	5
iii Student Responsibilities	5
iv Student Activities Strictly Prohibited	5
v Legal Propriety	6

vi	Student Discipline	6
vii	Cyberbullying	6
7.	PROTECTING & STORING YOUR LAPTOP COMPUTER	6
i	Netbook Identification	6
ii	Password Protection	6
iii	Storing Your Netbook	7
iv	Netbooks Left Unattended	7
8.	REPAIRING OR REPLACING YOUR LAPTOP COMPUTER	7
i	Warranty	7
ii	School District Protection	7
iii	School/Student Responsibilities	7
iv	Claims	7
9.	LAPTOP TECHNICAL SUPPORT	8
	NETBOOK PLEDGE FORM	9

Dover-Eyota High School Netbook Program

The focus of the Dover-Eyota 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the netbook computer. The individual use of netbooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Netbooks encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all netbooks used at Dover-Eyota High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR NETBOOK & NETBOOK CHECK-IN

1.1 Receiving Your Netbook

Netbooks will be distributed each fall during "Netbook Orientation." Parents & students must sign and return all required documents before the netbook can be issued to their child.

Netbooks will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original netbook each year while enrolled at DEHS.

1.2 Netbook Check-in

Netbooks will be returned during final week of school. If a student transfers out of the Dover-Eyota School District during the school year, the netbook will be returned at that time.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DEHS for any other reason must return their individual school netbook computer on the date of termination.

If your netbook has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student netbook check-in or when checking out to transfer to another district.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at DEHS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft report being filed with the Community Deputy from Olmsted County Sheriff's Office.

2. TAKING CARE OF YOUR NETBOOK

Students are responsible for the general care of the netbook they have been issued by the school. Netbooks that are broken or fail to work properly must be taken to the HS Media Center.

2.1 General Precautions

- No food or drink is allowed next to your netbook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the netbook.
- Students should never carry their netbooks while the screen is open and must always carry it in the provided protective case.

- To conserve battery life, netbooks should be placed in sleep mode (by closing the cover) or shut down.
- Netbooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Dover-Eyota School District.
- Netbooks are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the netbook gets cold, let it warm up to room temperature before operating.
- Netbooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their netbook's battery charged for school each day.
- If students use "skins" on the monitor cover to "personalize" their netbooks, they must get a new serial number sticker from the help desk.
- To not comply with the General Precautions may result in being required to check out and return the netbook each day from the Media Center for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense. Any additional offenses may result in the loss of netbook privileges as determined by the building principal.

2.2 Carrying Netbooks

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

- Netbooks must always be within the protective case when carried.
- The netbook must be turned off before placing it in the carrying case.

2.3 Screen Care

The netbook 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 netbook when it is closed.
- Do not place anything near the netbook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- 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.
- Do not "bump" the netbook against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR LAPTOP AT SCHOOL

Netbooks are intended for use at school each day. In addition to teacher expectations for netbook use, school messages, announcements, calendars and schedules may be accessed using the netbook computer. Students must be responsible to bring their netbook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Netbooks Left at Home

If students leave their netbook at home, they must check out a loaner netbook from the Media Center subject to availability. If a student repeatedly leaves their netbook at home, they may be required to "check out" their netbook from the Media Center for one week. Additional offenses may result in the loss of netbook privileges as determined by the building principal.

3.2 Netbook Undergoing Repair

The Media Center will make available loaner netbooks when a student netbook is dropped off for repair due to normal wear or tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent, the student will be required to check out and return the loaner netbook each day from the Media Center.

3.3 Charging Your Netbook's Battery

Netbooks must be brought to school each day in a fully charged condition. Students need to charge their netbooks each evening. In the event that a student does not have a fully charged netbook or suffers a

shortage of battery life during a day, it is the responsibility of that student to charge their netbook during lunch or another time of non-use. For this purpose, charging areas will be designated in supervised areas.

3.4 Netbook Settings

- Students may not change any netbook control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the netbook.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate 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.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on the netbooks during school hours. NO games can be installed.
- Do not save any music, games, or programs to the netbook. All software must be district approved.
- Data storage space (“thaw space”) will be available on the netbook - BUT it will NOT be backed up in case of re-imaging.

3.6 Home Internet Access

Students are allowed to set up home internet access on their netbooks. The machines are capable of accessing DSL, cable and wireless internet, but they will not support dial-up access.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents with the Netbook

Storage space (in the “thaw space”) will be available on the netbook - BUT it will NOT be backed up in case of re-imaging. You should save important documents on removable file storage such as a flash/USB drive or external hard drive.

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Storage

The school will provide a non-secure “common drive” where students can store and access files while at school.

4.3 Network Connectivity

The Dover-Eyota School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by the Dover-Eyota School District must remain on the netbook in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from netbooks at the completion of the course.

Periodic checks of netbooks will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The netbook has anti-virus protection and other programs that help protect the netbook software. If a virus is found upon scanning, the student should simply restart the netbook. In most cases, this will resolve the problem.

5.3 Additional Software

Students are not allowed to load extra software on their netbooks.

5.4 Inspection

Netbooks are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a netbook inspection at any time. Random netbook inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their netbooks for periodic updates.

6. ACCEPTABLE USE

The Dover-Eyota School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school supplied computer at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off campus use. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any harmful or illegal content on the netbooks, both the student and parent/guardian will take full responsibility.

- Any use of the netbook outside of the school day still falls within the guidelines of the Acceptable Use Policy adopted by the school district. All students will abide by this policy while they are using their netbooks either at or away from school.

6.2 School Responsibilities

- Provide Internet and Email access to its students while at school.
- Provide Internet Blocking of inappropriate materials while at school.
- Provide network data storage areas. School-provided data storage areas will be treated similar to school lockers. The Dover-Eyota School District reserves the right to review, monitor, and restrict information stored on or transmitted via Dover-Eyota School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Dover-Eyota School District's designated Internet System is at your own risk. Dover-Eyota School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Help Dover-Eyota School District protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law
- Access or use of any other e-mail program or account other than the one issued by the school (gmail account) – Examples: Hotmail, Yahoo Mail, MSN Mail
- Use of sites selling term papers, book reports and other forms of student work
- Messaging, chatting and social networking services - Ex: MSN Messenger, ICQ, MySpace, FaceBook, etc.
- Non-educational internet/computer games
- Use of any software not already installed on the netbook without prior approval from the school
- Changing of netbook settings
- Downloading and executing files - Examples: MSN Messenger, games, etc
- Spamming - Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of DoverEyota School District business and with permission of the school district.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can

infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 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 a violation of district and school policy. 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. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

6.6 Student Discipline

Computers owned by the Dover-Eyota School District are first and foremost for educational purposes. This does not preclude the use of the netbook at home for other purposes, but priority is given to use by the student for school work. At home or at school, a student who violates any part this handbook or the Districts' Acceptable Use Policy, shall be subject to the consequences outlined in that document.

At school, students must always have school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom related and approved by the classroom teacher. This requirement applies to any information from the Internet such as computer software, music, and non-print images. Students who use the internet in school for non-approved purposes or purposes not related to school work, will receive the following consequences at a minimum:

1st offense – The classroom teacher will handle the problem according to his or her classroom discipline policy, described on the course syllabus

2nd offense – The student will be referred to the office and will be scheduled to serve a 45 minute detention before or after school.

3rd offense – The student will be referred to the office and will be scheduled to serve a half-day of Saturday School.

Additional offenses or serious violations such as using the internet in school to view or download material that is obscene, vulgar or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the principal

6.7 Cyberbullying

Students using these laptops are reminded of the districts policies regarding bullying and harassment, including cyberbullying, as described in district policies 413 (Harassment and Violence), 514 (Bullying Prohibition) and 524 (Internet Acceptable Use and Safety).

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Netbook Identification

Student netbooks will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a netbook loses its labeling, the student will immediately turn in the netbook for relabeling. The district will maintain an inventory of all netbooks, with label identification, student assignment and serial numbers.

7.2 Password Protection

Student netbooks will be password protected. This password will be assigned by the district and cannot be changed. Students will keep that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Netbook

When students are not using their netbooks, they should be stored in their lockers - NOT IN THE HALLWAY. The Dover-Eyota School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the netbook, when stored in the locker. Students are encouraged to take their netbooks home every day after school, regardless of whether or not they are needed. Netbooks should not be stored in a student's vehicle at school or at home.

7.4 Netbooks Left Unattended

Under no circumstances should netbooks be left unattended (except in designated areas). Any computer left unattended is in danger of being stolen. If a netbook is found unattended, it will be taken to the Media Center or the office. A student will be charged \$5.00 to retrieve their netbook that has been turned into the help desk or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Warranty

This coverage is purchased by the Dover-Eyota School District as part of the purchase price of the equipment. This coverage warrants the netbooks 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 netbook or netbook replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all netbook problems to the Media Center.

8.2 School District Protection

The school district shall provide repairs at no cost to the student for normal wear and tear. School District Protection is available for students and parents to cover netbook repair or replacement in the event of theft (police report required) or accidental damage. The protection plan cost is \$25.00 annually for each netbook. The protection plan will also have a \$25.00 deductible for each claim filed for which the repair cost exceeds \$50. If the district determines that the netbook needs to be replaced, the family will be responsible for a \$50.00 deductible. Students will be able to file a maximum of two claims. In the event that two claims have been filed, the school district reserves the right to cancel the protection plan for that student.

8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. See section 2.1, "General Precautions", for information and expectations for taking care of the netbook. Computers that malfunction or are damaged must be reported to the Media Center.

The school district will be responsible for repairing:

- Computers that malfunction due to manufacturing or software defect.
- Netbooks that suffer damage from normal use.
- Any issue covered under warranty

The student/family without District Protection Plan will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Students will be entirely responsible for the cost of repairs to netbooks that are damaged intentionally.

Netbooks that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.

8.4 Claims

All insurance claims must be reported to the Technology Director. If a netbook is stolen or damaged, students or parents must file a police or fire report and bring a copy of the report to the administrator's

office before a netbook can be replaced with School District Protection. The District will work with the Eyota Community Deputy to alert the sheriff's department to be aware of this District-owned equipment.

9. LAPTOP TECHNICAL SUPPORT

The Technology Director, with assistance from the Technology Coordinator, coordinates the repair work for netbooks. 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 installations
- Coordination of warranty repairs
- Distribution of loaner netbooks and batteries

NETBOOK PLEDGE FORM

Student Pledge for Netbook Use:

1. I will follow all of the policies and regulations included in the One-to-One Laptop Handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the netbook, sleeve and power cords in good working condition.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the netbooks. I also will take full responsibility for any damage that occurs to the netbook while the device is in my child's possession. I hereby give permission to allow my child to check out a netbook for the current school year.

Web Page Publication:

The Dover-Eyota School District may publish videos/pictures of the students in various school activities OR student work on the school's webpage. Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. No names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate whether or not you wish for your child to be included in this. Please initial your choice.

Yes, include my child in these publications

No, **DO NOT** include my child in these publications

I agree to the stipulations set forth in the above documents including the One-to-One Laptop Handbook, the district Acceptable Use Policy, other applicable district policies and this pledge form.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school netbook computers and accessories must be returned to the DEHS Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DEHS for any other reason must return their individual school netbook computer on the date of termination.