

Lathrop R-II School District



1:1 Laptop Handbook

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Lathrop R-II School District 1:1 Laptop Handbook Forward

We are incredibly excited to have a student and technology 1:1 environment at Lathrop High School. We know that each child's work with a laptop will be useful, enjoyable, and rewarding in and out of the classroom. 1:1 laptop use provides students with opportunities to connect technology, curriculum, classroom instruction and student learning. The benefits of this 1:1 laptop initiative include using the Internet as a research and communication tool in order to provide enhanced student learning. This initiative focuses on preparing students for higher education and his or her future in a digital technology and information world. Providing each student with the opportunity to use a laptop in a 1:1 setting is a way to empower students to learn at his or her maximum learning potential and to prepare them for an ever changing digital/technology world. Research supports that learning is a result of interaction among students, teachers, parents, and the community. Providing a 1:1 technology environment does not diminish the role of the teacher. Instead, technology integration transforms the role of the teacher from a director of learning to a facilitator of learning providing opportunities for students to achieve higher-level thinking and learning. The integration of a 1:1 environment provides students with opportunities to learn academics anytime and anyplace. Teachers are able to provide immediate academic feedback to students anytime and anyplace.

The Lathrop R-II School District places a high value on student learning and strives to provide opportunities to each student that prepares them for a digital technology world.

1. Laptop Specifications

1.1 Technical Specifications

The laptops selected for use in Lathrop R-II School District are Dell products.

Operating System: Windows 10 Professional with Office 2016

Weight: less than 10 lbs.

Keyboard: 100% full-size

2. Receiving and Returning Your Laptop

2.1 Receiving Your Laptop

Laptops will generally be distributed at the beginning of each school year and will be assigned to a particular student for the duration of the school year. There is an optional Lathrop School District Technology Insurance Policy that is being offered to families and students. Lathrop R-II School District encourages all students to take his or her laptop home every day regardless of whether or not they are needed. Laptops are the property of Lathrop R-II School District and can be confiscated or searched by district administration at any time.

2.2 Returning Your Laptop

Lathrop R-II Laptops and all accessories (Laptop, carrying cases, and power cord) will be collected prior to the end of each school year for maintenance, cleaning and software updates/installation. Laptops and all accessories, listed above, might also be collected at other times due to maintenance, cleaning and software updates/installation.

If a student relocates to another school district, the student is required to return the laptop, laptop battery, laptop carrying case, and laptop power cord in good working condition at time of withdrawal. Students who are expelled or terminate his or her enrollment from Lathrop R-II School District for any other reason must return his or her laptop, laptop battery, laptop carrying case, and power cord within **four** school business days to the library for check-in.

3. Taking Care of Your Laptop

Students enrolled at Lathrop R-II School District are responsible for the general care of the laptop he or she was issued by the school district. The process for handling laptops that are broken or fail to work properly is identified below:

The laptop will be taken to the library. The student will fill out a Laptop Tech Repair Slip noting the problem they are experiencing and how long it has been occurring. The librarian will provide the student with a temporary replacement. **Students: Make sure that your laptop has been checked into the library and a temporary device has been issued to you.**

3.1 Guidelines and General Precautions

- Take care of assigned laptop and never leave it unattended.
- Charge laptop battery every night at home. Shut laptop down when not in use to conserve battery life.

- Do not change any settings or the name on the laptop. (Student can personalize their home screen as long as it is in accordance with Student Handbook Policies.)
- Do not install software on the laptop unless permission from an administrator or technology department personnel has been obtained.
- Do not carry the laptop by its screen. Protect the laptop by always carrying it securely with both hands or in a case.
- Keep food and beverages away from the laptop.
- Do not disassemble any part of the laptop or attempt any repairs.
- Do not turn laptop on in class unless granted permission from the instructor.
- Use laptop in ways that are appropriate, meet Lathrop R-II School District expectations, and are educational.
- Do not place decorations (such as stickers, markers, etc.) on the laptop itself or on the district provided carrying case.
- Do not deface the serial number, ID sticker, or any other identification information on the laptop or the district provided carrying case.
- All Lathrop R-II School District laptops are subject to inspection at any time without notice and remain the property of Lathrop R-II School District.
- A police report will be filed and given to administration in cases of theft, vandalism, and other acts beyond student control. A fire report will be filed and provided to administration in case of a fire.
- Students/Parents are responsible for all damage or loss caused by neglect or abuse.
- Laptop will be stored in a location where it cannot be damaged by cold, heat, or moisture and only clean the screen with a soft, dry, or anti-static cloth.
- All student work will be saved in one of the following places: student H drive, Google Drive or flash drive instead of on laptop desktop. Student laptops can be reimaged at any time resulting in items saved on the desktop being deleted permanently.

3.2 Carrying Laptops

Laptop carrying protective cases were issued with each laptop. Students are expected to carry laptops in these carrying cases or an appropriate laptop carrying case or backpack. Always be careful and respectful with the laptops. It is recommended by the school district that laptops be left in the carrying cases when not in use.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excess pressure on screen. Screen malfunctions can be reduced by adhering to the following:

- Do not carry laptop by the screen.
- Do not lean on the top of the laptop when it is open or closed.
- Do not stack anything on the top of the laptop.
- Do not place anything in the protective case that will press against the top of the laptop.
- Do not poke the screen, use a stylus, or touch the screen with unnecessary pressure.
- Do not place anything between the keyboard and screen when closing it.
- Do not ‘Bump’ the laptop against lockers, walls, cars, floors or any other hard surface.

- To clean the screen: only use a soft, dry, or anti-static cloth.
- Avoid extreme temperature exposure. Do not leave in a vehicle. Always store at room temperature.

4. Using Your Laptop at School

The laptop will be used in school to access class materials, stored documents, presentations, web material, research, instructional videos, school messages, announcements, calendars, schedules, and other information pertinent for learning. The district is not responsible for any content that is lost due to a student or laptop error.

4.1 Laptops Left at Home

Students are expected to bring laptops to school fully charged every day just as a student would bring his or her textbooks.

4.2 Content

- Inappropriate media or content is not allowed on the laptops.
- All backgrounds and titles must be appropriate, in good taste, and abide by school rules and regulations.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug(s), and gang related symbols or pictures will result in disciplinary actions.
- Recording of any class session or other students is not allowed unless given prior consent by the instructor. Posting of any recordings, audio or video, to the internet is prohibited for students and should only be done with administrator permission.

4.3 Sound

Sound must be muted at all times unless permission is obtained from the instructor to play sound for instructional purposes or activities. Ear buds can be used with permission from the instructor. Ear buds are not provided by the district.

5. Software on Laptops

5.1 Original Software

Lathrop R-II School District will install all software for the laptops prior to distribution. Students or Parents are not authorized to install software on the laptop. The laptops will have Windows 10 Professional and Microsoft Office 2013 installed on them.

5.2 Inspection

Lathrop School District reserves the right to inspect any district owned device to insure that the device is being properly maintained in accordance with district requirements. Students will be selected at random for inspection or upon reasonable suspicion. When selected, the student must provide his or her laptop for inspection. The district may, without notice or consent, log, supervise, access, monitor, and record

use of student laptop at any time for any reason related to the operation of the district. By using the laptop, students and parents agree to such access, monitoring and recording of his or her use.

5.3 Procedures for Re-loading Software

If technical difficulties occur, illegal software is discovered, or inappropriate materials are found, the laptop will be re-imaged to new conditions to correct the issue. The district does not accept responsibility for the loss of any data or other content that may be deleted due to re-imaging. **Students are responsible for ensuring that the material they wish to save gets saved to their H drive, google account, or a flash drive.**

6. Rights and Restrictions

6.1 Using the Laptop at Home

Casual personal use while at home is allowed, provided it does not interfere with normal academic operation of the laptop, violate the Lathrop R-II School District 1:1 Handbook, Acceptable Use Policy, or break any laws.

6.2 Filtering

District hardware filters all district-owned computers, iPads, and laptops in accordance with the Children’s Internet Protection Act while on the district network (at school). **Lathrop R-II School District is not responsible for material viewed or downloaded when the laptop is not on the school network, but students are expected to follow all laws, the Lathrop R-II School District 1:1 Handbook, and Acceptable Use Policy at all times while on a district technology device.**

7. Acceptable Use

Students are bound by the Lathrop R-II School District’s Acceptable Use Policy and 1:1 Handbook.

7.1 Online Usage

- **Protect Yourself:** Never reveal identifying information in your screen name, profile or conversations to people you do not know. Information such as name, address, phone number, school name, etc.... should not be openly shared.
- **Protect Yourself:** Remember that anything that is posted can potentially be viewed by anyone.
- **Protect Yourself:** Never arrange a face-to-face meeting with a stranger from the Internet.
- **Protect Yourself:** Remember that there are no “take backs” online. Once information is posted, it is always out there even if you delete it.
- **Protect Yourself:** If something or someone does not seem legitimate then tell your parents or a trusted adult immediately.

7.1 Cyberbullying

Cyberbullying is when one or more students slanders, threatens, harasses, humiliates, embarrasses or otherwise targets another student using digital technology. Cyberbullying is not tolerated at Lathrop R-II School District and will be handled in accordance to district rules and regulations.

8. Lathrop FAQs

Q: May the students use his or her own personal laptop or computing device instead of the Lathrop R-II School District assigned laptop? A: Personal devices cannot access the district network or the district wireless system and are not a suitable substitute for the district laptops.

Q: Will the laptop be compatible with home-based Internet connections? A: The laptop will be compatible with home wireless and wired connections. Internet access can also be accessed by district laptops in school parking lots.

Q: Can these laptops be used by the family as a family device? A: These laptops are not designed to be a family computer and are intended for the sole use of the student it is issued to for school related purposes.

Q: Will students have access to technology support on evenings and weekends? A: District technical support is only offered during school days and times.

9. Repairing or Replacing Your Laptop

9.1 Lathrop R-II School District Laptop Protection Plan

Accidental Damage Protection (optional): As a service to parents, Lathrop R-II School District will provide an optional protection plan designed to cover laptops against accidental damage such as: liquid spills, accidental drops, power surges, vandalism, and natural disasters. This coverage will also provide protection for damage caused by theft or fire. District personnel will assess the laptop damage and arrange for repair or replacement to the laptop if the damage is determined to be within the program guidelines. Cosmetic damage is not covered in this plan.

School District Protection Plan (details): Lathrop R-II School District will provide an optional protection plan that can be purchased for an annual fee of \$30.00. The \$30.00 payment is non-refundable. Payments can be made per semester for \$15.00 per semester. This protection coverage has no deductible for the first occurrence and a \$30.00 deductible or the total cost of repair, whichever is less, for the second occurrence. No coverage is available after the second occurrence and the student will be responsible for all costs. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the laptop is returned to the school district.

If a student/parent chooses to opt out of the plan coverage then the student/parent will assume full liability for any damage or loss of the laptop and will replace/repair the laptop at their own expense at current District pricing guidelines. This is the same responsibility that is currently in place with all district owned instructional materials that are used by students.

Additional Information: In case of theft, vandalism, and other criminal acts, a police report, or in the case of a fire, a fire report must be provided to the Principal's office. Any device that is not returned to the school at the end of the school year, due to a relocation, or a student chooses not to return to school will be reported to the Lathrop Police Department. If a student relocates or chooses not to return to school, they have **four** school days to return the laptop before legal action will be taken.

Intentional Damage: Student/Parents are responsible for full payment of repair/replacement cost due to intentional damage to laptops regardless of the optional plan coverage.

Parent/Guardian Responsibilities:

- Talk to your child(ren) about values and the standards that your child should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.
- Parents are responsible for any monetary charges to any credit card that has been used on the laptop.

School Responsibilities:

- Provide wireless connection at school.
- Provide Internet and email access to students at school.
- Provide Internet blocking of inappropriate materials while on district network.
- Lathrop R-II School District reserves the right to review, monitor, and restrict information stored or transmitted via Lathrop R-II 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 with the Student Acceptable Use Policy.

Students Responsibilities:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to Lathrop R-II School District Student Acceptance Use Policy. This policy is available in the Lathrop R-II School District 1:1 Laptop Handbook.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Lathrop R-II School District protect our computer system/device by contacting a teacher, administrator or technology specialist about any security problems that may occur.
- Monitoring all activity on his or her account.

Student Expectations:

1. I will take care of my assigned laptop and will not leave it unattended in public places.
2. I will know where my laptop is at all times and will not lend it to others.
3. I will not change any settings that are not allowed in the Laptop Handbook.
4. I will not change the computer's name on my laptop.
5. I will not install software on my laptop unless I have permission from an administrator or technology department personnel.
6. I will carry my laptop closed (not by the screen) or in a case.
7. I will keep food and beverages away from my laptop.
8. I will not disassemble any part of my laptop or attempt any repairs.
9. I will use my laptop in ways that are appropriate and educational and will only use it in class with permission.
10. I will not place decorations (such as stickers, markers, etc.) on the laptop itself or on the district provided carrying case.
11. I will not deface the serial number, ID sticker, or any other identification information on the laptop or the district provided carrying case.
12. I will not use the laptop camera or microphone to take photos, videos or audio recordings on campus without the permission of a teacher or administrator.

13. I understand that my laptop is subject to inspection at any time without notice and remains the property of Lathrop R-II School District.
14. I will follow the policies outlined in the Laptop Handbook while at school, as well as outside of the school day.
15. I will file a police report in case of theft, vandalism, and other acts beyond my control. I will file a fire report in case of a fire.
16. I agree to return the District laptop, case and power cords in good working condition if I leave Lathrop R-II School District within four school days or at the end of the school year if I remain within the district the entire academic year.
17. If the laptop is damaged or malfunctions, I agree to take it to the librarian as soon as possible for evaluation so that repairs can be made in an expedient manner. If I damage the laptop, I understand that I/my parents are responsible for the expenses of repairing or replacing the device.
18. I agree to store my laptop in a location where it cannot be damaged by cold, heat, or moisture and to only clean the screen with a soft, dry, or anti-static cloth.
19. I agree to save all student work in one of the following places: my student H drive, Google Drive, or a flash drive.

12. Lathrop School District Acceptance Use Policy (Copy)

ACCEPTABLE USE POLICY (AUP) LATHROP SCHOOL DISTRICT

Lathrop School District is pleased to offer students access to a computer network and the Internet. To gain access to the district computers, network and the Internet, all students must obtain parental permission as verified by the signatures below.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. All Internet usage filtered in an attempt to prevent students from accessing harmful and inappropriate materials while at school.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. It is staff members' and parents' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of staff members and parents to monitor students' online activity for appropriate behavior.

What are the rules?

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete irrelevant material, which take up excessive storage space.

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from the instructor or technology staff personnel. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at School.

1. Do not use a computer to harm other people or their work nor to transmit any materials in violation of federal or state regulations.
2. Do not bring any item into the district that will attach to or be used in a district computer or on the district network.
3. Do not damage the computer or the network in any way.
4. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
5. Do not violate copyright laws.
6. Do not view, send, or display offensive messages or pictures.
7. Do not share your password with another person.
8. Do not waste resources such as disk space, paper, ink cartridges, etc.
9. Do not trespass in others' folders, work, or files.
13. Do not share personal information on the internet.
14. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.