

1:1 Laptop Orientation

2016-17 SCHOOL YEAR

Agenda

1. Responsible Use
2. The Device
3. Using Your Computer at School
4. Using Your Computer at Home
5. Software
6. Service and Support
7. Year-End Collection
8. Acceptable Use Agreement

Responsible Use – *Digital Citizenship*

- Talk to your parents about what you plan to do online.
- Things posted online become public and permanent.
- Inappropriate technology use can lead to personal, school, and legal consequences.
- Always talk to an adult when you experience inappropriate behavior online.



Responsible Use – *Laptop Care*

General Precautions:

- Food and drink should be kept away from the computer at all times.
- District and Manufacturer identification labels should not be removed from the computer.
- Do not deface or mark your computer in any way. Stickers, labels, writing, drawing, or other decorations are not permitted on the computer.
- Do not expose your laptop to extreme temperatures for extended time, such as leaving it in the car on a hot summer day or cold winter day.
- You should be the only user of your laptop. Parents/guardians may use the computer to monitor their child's classwork or use.

Responsible Use – *Laptop Care*

Carrying Your Computer:

- Your computer should always be transported in a carrying case. You may personalize the District-provided case. If you choose to use a different case, it must fully cover the laptop and offer padded protection.
- Conserve battery life by putting your computer in sleep mode or turning it off before putting it into the case.
- Do not carry anything other than the computer in the case to avoid placing too much pressure and weight on the screen. Liquid should never be carried in the same case as the computer.

Responsible Use – *Laptop Care*

Screen Care:

- Do not touch the screen with pencils, pens, or other sharp objects.
- Be careful not to close the lid with anything resting on the keyboard, such as a pencil.
- Pressure on top of the closed laptop can crack the screen. Books or heavy objects should not be stacked on top of the computer.
- The computer should not be picked up or carried by the screen or with the screen open.
- The screen can be cleaned with a soft, dry anti-static, or micro-fiber cloth. Liquid should not be used to clean the screen.

Responsible Use – *Laptop Care*

Security:

- Your computer should not be left unattended, including in the cafeteria, courtyard, bus, locker room, gym, library, and hallway. Your computer should always be secured in your locker if it is not with you.
- Incidents of theft or loss should be reported to your grade-level administrator immediately.

Responsible Use - *Hardware*

Hardware:

- Under no circumstances should you or anyone other than a District technician attempt to repair or reconfigure your laptop. No attempt should be made to open or alter the internal components of the computer.
- Installation of internal hardware is prohibited.

The Device



Dell Latitude 3150 Laptop:

- Windows 7
- 128GB Solid State Drive
- 4GB RAM
- Intel Celeron Processor
- All-Day Battery Life

Using Your Computer At School

Power:

- Computers should be brought to school fully charged each day

Screensavers and Background Images:

- Screensavers and background images must not be offensive nor violate the Network Acceptable Use Agreement or Code of Conduct

Sound:

- Unless authorized by a teacher, computer audio should be on mute at all times during the school day.
- Headphones/earbuds may be used (with teacher permission if during class time)

Using Your Computer At School

Camera:

- Use of the laptop's camera to capture videos, photos, or audio during the school day will subject the student to disciplinary action, unless the use is approved by a teacher or an administrator.
- The District cannot and will not access the built-in camera for monitoring purposes. If you are uncomfortable with the camera, you may cover the lens with a piece of paper. Please do not apply tape directly to the lens, as doing so will cause damage to the lens.

Using Your Computer At School

After School Activities:

- Do not bring your computer to after school activities, such as athletic practice, unless it will be in your possession at all times.
- Computers are not permitted on overnight trips or field trips without the approval of a teacher, administrator, and/or parent/guardian.

Managing Your Files and Saving Your Work:

- You are encouraged to use your District-provided Microsoft OneDrive account for file storage. This will ensure that you are able to access your files anywhere with an internet connection.
- Any files saved directly to the computer, such as on your desktop, could be lost if your hard drive fails or if certain maintenance is required on the computer.

Using Your Computer At School

Privacy:

- From Regulation 6190 (“Internet and Computer Network Safety and Use”):
 - *Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communication to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure.*

Using Your Computer At Home

Internet Access:

- You will be able to connect your laptop to a home wireless network if you have one and you have parent permission. The District will not be able to provide any connection support pertaining to your home wireless network.
- For families who do not have Internet access at home, you may consider using free WiFi sources, such as libraries and some restaurants. Some internet service providers have low-cost internet options for eligible families, such as Comcast's Internet Essentials Program. Additional support is available for families who qualify for the National School Lunch Program (contact your child's guidance counselor for more information).

Using Your Computer At Home

Internet Filtering:

- Your computer will be filtered at home and at school in the same way that all District student computers are filtered. In other words, if a site is blocked on a desktop computer in the library, it will also be blocked on your laptop, regardless of whether you are in school or not.
- In addition to the District web filter, parents/guardians are encouraged to consider setting additional restrictions on their home internet connection. Parents/guardians are also encouraged to supervise their child's use of the internet to ensure safe and appropriate internet use.

Software

District Software

- The hard disk drive of your computer may not be altered or copied
- The software installed by the District must remain on the computer at all times
- Copyrighted software installed by the District may not be copied

Additional Software

- Students may not save, install, or run any unapproved software or plugins on the computer. Printers, other than those on the District network, may not be installed. Any personal software found to be on the computer upon collection at the end of the year will be deleted.

Software

Virus and Spyware Protection

- Your computer will have a virus protection program installed.
- Students may not tamper with, alter, modify, or delete the installed virus protection program.

Service and Support – Where to Go

- Computers in need of repair should be brought to the designated area in the library.
- A loaner computer will be provided while your computer is being repaired. There is no fee for a loaner computer, and loaners will be distributed on an as-available basis. A loaner computer may not be provided if the damage is deemed to be the result of negligence or intentional damage.
- Data saved locally to the computer may be lost during the repair process. It is important that your data be saved on your District-provided OneDrive account so your data is not lost.

Service and Support – Warranty and ADP

- The extended warranty and Accidental Damage Protection covers hardware repairs due to defective parts and repairs or replacement due to damage that may occur in the course of normal use.
- There is no deductible for the first Accidental Damage Protection claim each year. Subsequent claims in the same school year will have the following deductibles:
 - Incident #1: No deductible
 - Incident #2 within the same school year: \$100 or the repair cost, whichever is less
 - Incident #3 within the same school year: \$150 or the repair cost, whichever is less
 - Incident #4 within the same school year: \$200 or the repair cost, whichever is less

Service and Support – Warranty and ADP

- Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism).
- If the damage is deemed to be the result of negligence or intentional damage, the student and parent/guardian will be asked to reimburse the District as follows:
 - If the damage is not repairable: full cost of the device (\$385, prorated)
 - First incident: \$100 or the repair cost, whichever is less
 - Second incident: \$150 or the repair cost, whichever is less
 - Third incident: \$200 or the repair cost, whichever is less

Service and Support – Theft/Loss

- Students are responsible for the cost of the laptop (\$385, prorated) or power cord/charger (\$48) if they are lost, stolen, or not returned at the end of the school year.

Year-End Collection

- In order to clean, maintain, and make necessary repairs, all laptops will be collected at the end of the school year.
- Computers may be restored to their original state (or “reimaged”) during summer maintenance. Data saved locally to the computer may be lost during this process. It is important that your data be saved on your District-provided OneDrive account so your data is not lost.
- Computers that are not returned within one week of the last student day, or which otherwise are not reported as lost, will be considered stolen and the District reserves the right to report these circumstances to the authorities.
- Students will receive the same laptop back at the beginning of the school year, unless a replacement is required.

Acceptable Use Agreement

Tredyffrin/Easttown School District

High School Student Network Acceptable Use Agreement

The T/E educational network and information technology resources are provided for educational purposes that advance critical thinking, construct knowledge, and facilitate communication and collaboration in a connected world. Access to the T/E educational network is a privilege and entails safe, legal, and responsible use. When using a personal or District-provided electronic communication device during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Users agree to be bound by the terms and conditions contained below, as well as the guidelines contained in Board Policy and Administrative Regulation 6190 (Internet and Computer Network Safety and Use). Users may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms, or other areas where individuals would have a similar expectation of privacy.

Acceptable Use Agreement

To respect and protect the privacy and safety of others and themselves, users must:

1. Use only assigned network accounts or approved network folders.
2. Keep passwords private and secure, and refrain from distributing private identifying information.
3. Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.

Acceptable Use Agreement

To respect our T/E educational community, users must:

1. Communicate in ways that are respectful, safe, and appropriate.
2. Report threatening or discomfoting materials to a teacher or administrator.
3. Refrain from buying, selling, advertising, or otherwise conducting business.
4. Access, transmit, or create only educationally-appropriate materials, avoiding materials of a violent, sexual, obscene, illegal, discriminatory, defamatory, or otherwise inappropriate nature, regardless of whether the content is blocked by District filtering programs.

Acceptable Use Agreement

To respect and protect the intellectual property of others, users must:

1. Cite sources and give credit when using another person's work.
2. Follow copyright laws by not copying, downloading, installing, or distributing illegal copies of copyrighted materials such as games, images, music, or video.

Acceptable Use Agreement

To respect and protect the integrity, availability, and security of all technology resources, users must:

1. Observe all T/E educational network Internet filters, and not use anonymous proxies or other technologies to bypass District filtering programs.
2. Not destroy or damage files, folders, software, network servers, equipment, or other resources.
3. Refrain from accessing, streaming, downloading, installing, and storing unauthorized files such as games, audio, or video files.

Acceptable Use Agreement

Additional Guidelines for Students Using Personal Electronic Devices:

1. Users are responsible for all damage, loss, misuse, or theft of their personal device.
2. Users are responsible for charging and troubleshooting their personal device.
3. Users are not expected to share their personal device.

Acceptable Use Agreement

Consequences for Non-Compliance:

Failure to comply with the T/E School District High School Student Network Acceptable Use Agreement may result in the loss of a user's privileges to use District-provided and/or personal electronic resources, disciplinary action up to and including suspension or expulsion from school, depending upon the severity of the offense, and/or referral to the appropriate law enforcement agency where appropriate.

Acceptable Use Agreement

Supervision and Monitoring:

As stated in Regulation 6190, “Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure.”

The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and use. Classroom teachers will determine what constitutes appropriate use of electronic devices within their classroom. However, electronic devices may be used when and as required pursuant to a student’s Individual Education Program or Section 504 Service Agreement.

Electronic devices may be used at any time to respond to or report emergency situations.

Next Steps: Receiving Your Laptop

Station 1: Lobby

1. Acceptable Use Agreement – signed by student
2. Agreement for Laptop Use – signed by student and parent/guardian
3. Family Cost Sharing Fee (if not paid in advance)

Station 2: Cafeteria

1. Acknowledgement of Receipt of District Laptop
2. Change Network Password