Mahwah High School

1:1 Instructional Technology Handbook
2021-2022

Revised 06/11/2021

Overview: Learning Outcomes for 1:1 Initiative

The Mahwah Township Public School District believes that use of education technology and access to information are an integral part of the educational program for all students. The goal of the district's 1:1 laptop program is to develop college and career readiness, as well as to prepare students for their future in a digital society. To support this goal, our learning environment will:

- Engage students in blended learning experiences by developing learning competencies, such as thinking critically; using knowledge and information to solve complex problems; and communicating effectively through personalized learning experiences.

- Allow local and global community collaboration among peers and experts through digital communication, online communities, social media, and shared workspaces.

- Utilize 21st Century skills to provide authentic, real-world experiences that allow students to interact responsibly in a digital society.

- Provide opportunities where technology may assist in breaking down cultural and socioeconomic barriers, thereby providing equity for all students.

- Provide students with sophisticated challenges and opportunities for global learning in the digital age while achieving the National Education Technology Standards for Students (NETS). (https://www.iste.org/standards/for-students)

    - Creativity and Innovation

    - Communication and Collaboration

    - Research and Information Fluency

    - Critical Thinking, Problem Solving, and Decision Making

    - Digital Citizenship

    - Technology Operations and Concepts

- Give students the opportunity and flexibility to extend their learning environment to all aspects of time and location as appropriate.

With the great learning opportunities that this program provides comes a responsibility for the District, parent/guardian, and student to ensure a safe and productive experience.

This handbook will inform parents/guardians and students of procedures and guidelines for Mahwah High School's 1:1 laptop program. As the District moves forward with the 1:1 laptop program, this document may change. A reasonable effort will be made to notify parents/guardians and the students that changes have taken place with regards to this handbook, and it is the expectation that the procedures and guidelines set forth in future revisions will be adhered to by district students and parents/guardians.

Related District Policies and Regulations

All board-approved district policies are posted at https://www.mahwah.k12.nj.us/

Policy 2360	Use of Technology
Policy 2361	Acceptable Use of Computer Network/Computers and Resources
Regulation 2361	Acceptable Use of Computer Network/Computers and Resources
Policy 5516	Electronic Communication and Recording Devices
Regulation 5516	Electronic Communication and Recording Devices
Policy 7523	School-District-Provided Technology Devices to Students
Policy 8311	Managing Electronic Mail

Parent/Guardian Responsibilities

The Mahwah Township Public School District makes every effort to equip students with the necessary tools, information, and services to ensure safe use of laptops in the home. In order for a student to receive a laptop to take home, the parent/guardian must:

- Review the 1:1 Instructional Technology Handbook
- Complete the required questions and read the documents located on the Realtime Parent Portal
- Process the $60 annual Laptop Usage Insurance Program payment online through https://payschoolscentral.com/

Insurance Program

The District's insurance program covers minor laptop repairs and provides a one-time replacement if a laptop is stolen or accidentally damaged beyond repair. The insurance does not cover laptops intentionally damaged or situations where it is determined a student was negligent. Power cords and/or other accessories are not covered under warranty or the district's insurance.

Replacement cost for the accessories are as follows:

- Missing/Damaged/exposed wires causing electrical hazard Charger: $28

- Missing/Damaged Case: $18

Liability

It is important that the parent/guardian and student ensure the return of the laptop and all provided accessories (cases, power cords, etc.) at the end of each school year or before withdrawal from school. The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged or marked
- Lost because of negligence
- Stolen, but not reported to the school and/police immediately. A formal Theft/Loss Report must be filed with the high school within 24 hours and an official police report filed within 48 hours of the incident.

Student Use at Home – Engaging Families

Bringing a laptop device into the home provides the student with educational opportunities that extend beyond the classroom walls. It is suggested that the parent/guardian be mindful of their child's use of the laptop at home and away from school and encourage using the technological tool for his/her learning and productivity. Suggested guidelines for home use include:

- Developing a set of rules/expectations for laptop use at home, including the use of the laptop in common areas of the home.
- Only allowing laptop use in common areas of the home where student use can easily be monitored.
- Demonstrating a genuine interest in what your student is doing with his/her laptop. Ask questions often about the work he/she is doing.
- Supporting students in making the shift from seeing the laptop as an entertainment device to one that can be used productively in the learning process.
- Investigating and applying parental controls available through your Internet service provider and/or wireless router.

Laptop Rules & Guidelines

The rules and guidelines are provided here so that students and their parents/guardians are aware of the responsibilities of all parties involved when the students accept a district-owned computer. The following is summarized from the District's Acceptable Use of Computer Network/Computers and Resources Policy and Regulation (2361). All rules and guidelines are in effect before, during, and after school hours, and wherever the laptop is being used (on or off school campus). **Violations of these rules and guidelines will result in disciplinary action.**

Do:

- Use district network/computers for educational purposes.
- Use network/computers appropriately & keep equipment (laptop, power cord, etc.) in good condition.
- Use good judgement in handling and using the laptop.

Do not:

- Use network/computers for illegal or inappropriate activities, such as bullying, harassing, inappropriate content, or plagiarism.

- Use network/computers in a manner that is disruptive to other users, services, or equipment, such as disseminating spam/viruses, transferring large amounts of data across the network, or attempting to hack into online systems.
- Use network/computers for commercial purposes or personal gains.

Acceptable Use & Procedures

General Guidelines

All technology use must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Inappropriate Content

Inappropriate content includes, but is not limited to, explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying, intimidation, or harassment
- Discriminatory or prejudicial behavior
- Gambling
- Pornographic material

Security Reminders

- Do not share username or password information with anyone except a parent/guardian
- Do not develop programs or implement methods that harass others, hack systems, bring in viruses, or change others' files
- Follow Internet safety guidelines

Expectation of Use

Laptops are intended for use at school each day. It is expected that students:

- Bring their laptops to school every day
- Charge their laptops each night
- Follow each teacher's rules and expectations regarding laptop use in the classroom
- Will not receive a loaner laptop if the laptop is left at home or is not fully charged
- May be required to complete assignments using alternative methods as determined by the teacher if they forgot their laptops or have an uncharged battery.

Activities Requiring Teacher Permission

There are times when teachers will give students permission to perform various tasks using their laptops. This includes:

- Instant-messaging
- Using headphones in class

- Listening to music and watching videos
- Playing games

Impero Education Pro

Mahwah Township Public Schools has utilized the Impero platform for several years to support student safety, classroom management, network administration, and web filtering. In February 2021, the platform was updated to the newest version called Impero Education Pro.

Impero Education Pro provides real-time visibility of every student's screen, along with access to instructional and monitoring tools. Furthermore, it provides teachers the visibility of what their students are accessing, viewing, or creating online. Impero supports digital learning across school-owned devices by managing access to content and enabling/disabling settings, as per the district's requirements and acceptable use policies. This program is only accessible to teachers during the school day.

During the **instructional school day**, Impero allows teachers to:
- Take control of a student screen to help students navigate better when having issues
- Enables teachers to push out websites so everyone is on the same page
- Lock screens during times that instruction is dependent on voice instructions or discussion only
- Monitor students working during class
- Identify those students that may be distracted to help guide their focus back on the instructional materials

The District's Acceptable Use Policy 2361 each family signs off on states, "School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with the federal and state laws that regulate Internet safety." There are several tools that are used by the district; Impero Education Pro is one of those tools.

Student Expectations:
- Students will only access school appropriate resources and are expected to comply with all rules outlined in the Acceptable Use Policy
- Students will adhere to teacher directives when using their laptop
- Students will not interfere or tamper with any district installed applications or extensions
- Students will not use a proxy server or any other means to bypass content filtering

Failure to meet these expectations may result in disciplinary action as deemed appropriate by district administrators.

If you have any questions, please contact me via email at rdavis@mahwah.k12.nj.us.

Laptop Use and Care

Classroom Routines

Follow all directions given by the teacher:

- Center the laptop on the desk or table
- Keep sound muted unless otherwise instructed
- Close the screen of the laptop before standing up, moving, or transporting the laptop from one spot to another
- Take care not to close the laptop on papers or other objects
- Never leave the laptop unattended
- Password protect the laptop
- Keep open liquids off the desk or table where the laptop is located.

Saving Data/Workflow

Each student will have access to cloud storage through his/her school-provided email address. It is the expectation that each student:

- Will use cloud storage to save school-related files
- Is responsible for backing up his/her data to a storage device (storage device includes flash drive, hard drive) or to cloud storage)
- Understands that all district rules and guidelines apply to any storage device attached to a school-provided laptop
- Understands that the school-provided laptop is the property of the Mahwah Township Public Schools and should not contain personal files

Energy Savings

Fully charged laptops have a battery life of over (8) eight hours when searching the web. The following will help save battery life over the course of the day:

- Turn off the keyboard backlight
- Dim the screen brightness
- Turn Bluetooth off, unless using a Bluetooth mouse
- Quit applications that are not in use

Lockers

Laptops are to:

- Be stored in a **locked** locker when not in use
- Be stored on side standing up
- Never be left in an open locker or a locker set to open without entering the combination

Hallways/Common Areas

- Never leave the laptop unattended or unsecured for any reason.
- Keep the laptop in its case at all times to prevent bumping and accidental damage
- Zip the case completely before carrying the laptop
- Do not store additional materials or supplies in the laptop case
- Slide the case in a backpack or carry by the handle when walking through the hallways

Software

The Mahwah Township Public Schools understands that there may be instances when additional software may be used to enhance the educational process. With that stated, it is understood that:

- District-provided software will not be altered in any way
- Students will not install unauthorized software on the district-provided laptop

Home Use

Ensure care of the laptop and its use at all times:

- Use the laptop in a common room in the home
- Parents/Guardians – ask to see what your child(ren) is (are) working on with his/her district-provided laptop
- Store the laptop on a table or desk – Never on the floor!
- Protect the laptop from extreme hot or cold temperatures, food and drinks, small children, and pets

Traveling

Take the following precautions when travelling with the laptop to help ensure that it is not lost, stolen, or damaged:

- Do not leave the laptop in a vehicle
- Use a backpack or carry the case by the handle/shoulder strap when transporting the laptop
- If threatened for the laptop, give it up and report the theft to school administration and the police immediately
- Reported stolen laptops will be tracked and retrieved in cooperation with the local police department
- Laptops are not allowed on school-sponsored field trips unless approved by the sponsoring teacher

Personalization

The laptop and respective accessories are the property of the Mahwah High School Township District. Students are **prohibited** from:

- Removing district identification tags or barcodes
- Placing stickers or otherwise marking the laptop or accessories in any way

Cleaning

- Use the laptop with clean hands.
- Do not insert foreign objects (ex. paperclips, pencils, pens, etc.) into laptop
- Use a dry, microfiber soft cloth to clean monitor

School Email

Purpose

All district students are issued an email address. A school-provided email address allows students to safely and effectively communicate and collaborate with teachers and classmates. The effective use of email helps to develop writing skills, reinforces 21st century skills and digital citizenship, and gives the students an email address that can be used to enroll in educational web services that contribute to their learning.

General Guidelines

Email should only be used for appropriate purposes. The following guidelines are to be followed for using the school-provided email:

- Students need to use their district provided email for all school-related correspondence
- Email transmissions may be monitored by staff at any time to ensure appropriate use
- All email and its contents are property of the District
- Email should only be used by the authorized owner of the account
- Students must protect their passwords

Unacceptable Uses

Unacceptable use examples include:

- Non-education related forwards (i.e. jokes, chain letters, pictures, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyberbullying, hate mail, or discriminatory remarks
- Email for individual profit or gain, advertisement, or political activities

Web Cams

Purpose

Each student laptop is equipped with a web cam. This feature of the laptop offers students an opportunity to experience a 21st century tool and to develop 21st century communication skills.

Examples of Use

Web cams are to be used for educational purposes only and under the direction of a teacher. Students are not permitted to record video of other students or teachers without express permission of the teacher.

Acceptable use examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement

Safety

Please refer to the Parent/Guardian Responsibility and Digital Citizenship sections of this handbook for suggestions on monitoring student use of technology outside of school.

Listening to and/or Watching Media

Listening to and/or watching media on your laptop is allowed during school hours only with the permission from the teacher. It is expected that students will use personal headphones when listening to and/or watching media on their laptops.

1:1 Remote eLearning/Video Conferencing- As we move into Virtual eLearning Days, you will be invited to participate in online virtual settings for educational purposes through the use of video/audio conferencing. While you have signed our district Acceptable Use Policy, detailing the appropriate use/behavior while working with technology, it is important to share information about our new virtual eLearning experience. During online virtual settings, you may be visible/audible to other participants (students and Mahwah staff) in the conference session using available technology. Expectations during virtual learning environments for students can be found at Basic Etiquette for Online Video Learning. Further, we expect that

the content/videos that will be used in these eLearning experiences will not be copied, altered, or redistributed by anyone. It is our hope that you will follow the expectations listed in order to ensure a successful and productive learning experience. Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken.

Basic Etiquette for Online Video Learning

- All students are required to show up at the scheduled time
- Find a quiet place with the least distractions (siblings, pets, parents,television)
- Be respectful when speaking and writing
- Dress appropriately - remember your classmates and teachers can see you
- Stay on mute until you would like to contribute, need to speak or ask a question
- Refrain from chewing gum, eating or drinking in front of the camera
- Video must be on in order to be considered present for attendance
- Maintain eye-contact
- Limit movement to avoid causing a distraction to others
- Do not share screenshots of Zoom meetings where student or teacher images are displayed
- Chat should only be used to discuss or ask questions pertaining to the lesson.
- Do not copy, alter, or redistribute conferencing videos.

REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!

Games

Gaming is not allowed during school hours unless you have been given permission by a teacher. All games must align with the District's instructional programs.

Instant Messaging

Instant messaging on the laptop is not allowed during school hours without permission from the classroom teacher. Permission will be given only for instant messaging that is useful in completing a school assignment. All communication must be related to the school assignment and have educational purposes.

Printing

Purpose

The District encourages students and teachers to conserve paper and limit the amount of printing as much as possible. It is also understood that some assignments will need to be submitted via hardcopy (paper) to the teachers. It is the responsibility of the student to plan for and come to class prepared with the required format for submitted work.

Printing at school

Students can use the student copy machines in the media center throughout the course of the day but **not** during instructional time. Students will need their student IDs to print.

Printing at home

Students are allowed to connect to printers at home. Printer drivers have been installed on the laptops for the most common and popular printers. Students can connect to home printers, install home printer drivers, and print documents.

Desktop Backgrounds & Screen-savers

District laptops are imaged with a desktop background and screen saver. Disciplinary action will be taken in the event desktop backgrounds and screensavers are altered.

Copyright & Plagiarism

Considerations

Students are expected to follow copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law* (Title 17, USC).

You must give credit when using:

- Quoted or summarized text (including email and web information)
- Graphics
- Art
- Photographs
- Movies
- Music
- Software

Violations

Violating these rules and guidelines will result in disciplinary action.

Troubleshooting & Loaners

General Procedure

When students experience trouble with their laptops, they should follow the steps outlined below:

1. Student should attempt to resolve the issue by:
    - Restarting the laptop as the first step in troubleshooting
    - Asking a classmate for help
    - Asking a teacher for assistance
2. Students are reminded to not waste too much time troubleshooting so they do not miss too much class time
3. Under no circumstance are students to attempt to open or tamper with the internal components of the laptop. Doing so will render the warranty void and will result in the parent/guardian/student paying for the replacement cost of the laptop and/or accessory.
4. If the issue is not resolved, the student should send an email to the district technology support team.
5. The student should back up any work saved on his/her laptop to the cloud prior to delivering the laptop for service in the Technology Office located in the Media Center, Room 226C during lunch.
6. If necessary, the student will receive a loaner laptop.
7. When the student's original laptop is ready to be picked up, the student will be notified.
8. Student returns loaner in exchange for original laptop.

Loaner laptops will not be provided to students who leave their laptops at home or arrive at school with an uncharged laptop.

Network Access & Filtering

- All Internet traffic for the students' laptops will be filtered to block inappropriate or objectionable material. Internet traffic at school is filtered through the district's internet firewall. All Internet traffic when the student is away from school will be filtered using an off-site filtering service.
- It is the responsibility of the student and parent/guardian to follow guidelines for appropriate use of the laptop and the access that it provides to the Internet, as outlined in the Acceptable Use Policy.
- Students are to use their District provided email address and password, which will be distributed at the beginning of the school year.
- Attempting to disable or bypass district Internet content filters and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.
- Student use of the Internet may be monitored at school. Although there is a remote filtering service in place, it is suggested that the parent/guardian monitor laptop use (including the Internet) at home.
- Students are allowed to connect to Wi-Fi networks at home and other public locations. All Internet traffic at these locations will be filtered using the District's off-site filtering service.
- Personal laptops/tablets will not be given access to the network. Cell phones will still have the ability to access the District's wireless network.

Use proper etiquette when using the Internet:

- Never reveal personal information about yourself or anyone else.
- Do not publish student pictures or names on any website.
- If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately.

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 Mahwah Township Public Schools 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.

Web Cams

The district shall not use any of the capabilities of web cams in a manner that would violate the privacy rights of the student or any individual residing with the student.

Monitoring

Building and district administrators may search computers for inappropriate material if they have reasonable suspicion of its existence. Technology staff will have the ability to remotely control computers and monitor all network traffic to troubleshoot issues. While students are off school campus, parental monitoring is highly recommended.

Restrictions

Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions, either on campus or off, will be seen as a violation of the Acceptable Use Policy/Regulations agreement and appropriate discipline will be given.

Online Accounts and Passwords

Students may be asked to create online user accounts for web services that can have educational applications. Teachers are responsible for supervising the use of these accounts during instructional time.

Do:

• Keep passwords safe and confidential

• Change passwords as required by the online service

• Logout of programs / web services before quitting an application or shutting the laptop

Do not:

• Share your password with any other person

• Use someone else's account or password

• Develop programs to harass, intimidate, or bully others, hack, introduce viruses, etc.

• Change other students' files or desktop

User Data

All files stored on the District's laptop or network are the property of the District and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the administration.

Damaged, Lost, and Stolen Equipment

Repairs

Unexpected problems may occur with the laptops that are not the fault of the user. The district Director of Technology and the buildings' technology staff will assist students with resolving these issues.

Loaner Laptops

Temporary replacement laptops (loaners) are available so learning is not disrupted by the repair process. Students are responsible for the care of the loaner laptop while it is issued to them. The same rules and guidelines apply to loaner laptops. Students are required to make frequent data backups and are expected to store their work in the cloud in the event they need to be issued a loaner.

Accident vs. Negligence

Accidents happen. There is a difference, however, between an accident and negligence. All reports of laptop damage will be investigated by the school. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent/guardian may be responsible for the cost of repair or replacement.

Reporting

Students are responsible for the laptop and all accessories they have been issued. Laptops in need of repair must be reported to the Technology Office as soon as possible (same day or next day they are in school). Failure to report damage may result in disciplinary action and/or repair fees.

Lost Equipment

The student or parent/guardian must report lost equipment to the school immediately. Students and their parents/guardians may be financially responsible for damaged or lost equipment.

Stolen Equipment

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian. If there is not clear evidence of theft or the equipment has been lost due to student negligence, the student and parent/guardian will be responsible for the cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in the student and parent/guardian being responsible for the cost of replacing the item(s).

Laptops are covered by the District's laptop insurance program. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

Digital Citizenship

The District will use Common Sense Media to provide students, parents, and teachers with information and resources about digital literacy and citizenship. Parents/Guardians and students can create accounts with Common Sense Media and review the resources together to be informed about Internet safety and the responsibilities of living in a digital world.

Resources can be found at www.commonsense.org/education/digital-citizenship

Violations of Acceptable Use

The discipline policies encompass the 1:1 laptop environment. The use of District network/computers is a privilege, not a right, and inappropriate use includes assisting, observing, or joining any unauthorized activity using the District network and/or computers. The staff may confiscate a laptop from a student and/or restrict a student from accessing the network at any time without notice if the user is engaged in any unauthorized activity. An individual search of the laptop and other stored student files may be conducted by the administration.

Violations will be handled as outlined in Mahwah Board of Education Policy/Regulation 2361.

Technical Support

What should students do if they experience a technical issue?

- 1st: Attempt to troubleshoot on their own-restart the computer, ask a friend for help, alert your teacher, or see the media specialist in the Media Learning Commons.

- 2nd: Complete a 1:1 HS Student Help Desk Form   http://www.mahwah.k12.nj.us/121-techsupport

- 3rd: After completing the form, bring the laptop to Media Center room 226C during unit lunch (10:40-11:20) or after school (2:20 p.m.- 3:00 p.m.). A loaner will be provided to them during the repair process, however, it will not have touchscreen capabilities.

- 4th: Check their school email on a regular basis until they receive notification that their laptop is ready to be picked up. Repairs may take up to 5 school days, not including weekends and holidays, to complete.

- 5th: Pick up their repaired laptop and return the loaner laptop.

A technician is available during unit lunch (10:40-11:20) or after school (2:20 p.m.- 3:00 p.m.) for students if they have questions.

Students may email general questions to mahwahtech@mahwah.k12.nj.us

Resources

The following documents were used in the creation of this handbook:

- Pascack Hills/Valley Technology Handbook
- Ramapo Indian Hills Technology Handbook

Frequently Asked Questions

Why did we choose the Elite Book X360 3G?

The Elite Book x360 3G was chosen with classroom instruction and student productivity in mind. Key features of the Elite Book include a touch screen allowing students to draw and annotate, long battery life to ensure usability throughout the school day, lightweight and compact for ease of travel, and the ability to flip into a tablet mode for versatility.

Why not BYOD (Bring Your Own Device)?

- If we are to change the way we teach and learn in the classrooms, we need to have a uniform platform.

- With a BYOD implementation, it would be difficult for us to mandate our students to bring in their devices.

- We would also encounter difficulties in monitoring what the students are allowed to do on their devices and what applications they can have on them.

- From a support stand point, it would be problematic for our technical staff to address network, hardware, or software issues on the various operating systems and devices.

Can I bring my own personal computer to school to use in class instead of using the district provided laptop?

No, students must use district laptop computers so they can access all the approved programs in our curriculum. Students will only have Internet access on school issued laptop computers. We would also encounter difficulties in monitoring what the students are allowed to do on their devices and what applications they can have on them. From a support stand point, it would be problematic for our technical staff to address network, hardware, or software issues on the various operating systems and devices.

Am I required to take the computer?

Yes, the district has approved the use of this device as part of the required curriculum and instructional program

What happens if a student forgets his/her laptop? Will loaners be available to those students?

With the 1:1 Learning Initiative, students are expected to bring in their laptops every day. This is outlined in the Student Laptop Agreement. No loaner laptops will be provided if a student forgets the device.

What happens if there are technical issues with the student laptops?

All maintenance and repair will be handled through the school. Depending on the required repair and the condition of the laptop, a loaner laptop may be provided. Complete a 1:1 HS Student Help Desk Form **http://www.mahwah.k12.nj.us/121-techsupport** After completing the form, bring the laptop to Media Center room 226C during unit lunch (10:40-11:20) or after school (2:20 p.m.- 3:00 p.m.). A loaner will be provided to them during the repair process, however, it will not have touchscreen capabilities.

What happens if the student forgets to charge his/her laptop?

Per the Parent/Student Laptop Agreement, students will be responsible for making sure that their laptops are fully charged for school. However, there will be designated charging areas where students can charge their laptops before school, during lunch, and after school. Laptops should not be left unattended at the charging station. Loaner laptops will not be provided to students who arrive at school with an uncharged laptop.

What happens if the student loses his/her charger or case?

The cost for replacing the charger will be billed to the student and recorded in Realtime as a financial obligation/fine.

Is insurance mandatory?

Yes. A yearly insurance premium must be paid before the laptop is issued to the student.

How much is the yearly insurance premium?

The annual insurance premium will be $60.00 per year. Note: Students who applied and are on the approved free and reduced lunch program will have their insurance paid for by the district.

What will the insurance premium cover?

The District's insurance program covers minor laptop repairs and provides a one-time replacement if a laptop is stolen or accidentally damaged beyond repair. The insurance does not cover laptops intentionally damaged or situations where it is determined a student was negligent. Power supply and/or other accessories are not covered under the warranty or the District's insurance.

Can a family use its own home insurance instead?

The insurance provided by the district is mandatory.

What if the family cannot afford the insurance premium?

Accommodations will be made in case of financial hardship for students who qualify for free or reduced meals.

How is the insurance premium paid?

The payment process will be handled through the **https://payschoolscentral.com/** portal. The same service is used for all school fees and lunch accounts.

What happens if the laptop is stolen?

A student/parent/guardian must report the incident immediately so that the District may initiate the recovery process. A formal Theft/Loss Report must be filed with the high school within 24 hours and an official police report filed within 48 hours of the incident.

Will the student be allowed to download applications on his/her laptops?

Students will not be allowed to download applications on their laptops.

Will the student have access to the built-in camera?

Yes. Students will have access to the built-in camera. However, the District Acceptable Use Policy (AUP) will be strictly enforced.

Will the student have full Internet access at home?

No. Student laptops will be filtered based on the CIPA (Children's Internet Protection Act) guidelines. However, there may be some additional restrictions when the students use their laptops on district property vs. when they are home.

Does the parent need to sign off on the Student Laptop Agreement Form?

Yes. Student and parent/guardian must sign the online Student Laptop Agreement Form found on Realtime. There are specifics on the acceptable use, insurance coverage, accidental damage protection, theft/loss coverage, and the possible incurred charges that the family must be aware of to participate in this program.

Will we go over the new Student Laptop Agreement form in detail in the upcoming Parent/Student Family Training?

Yes.

Will the students' documents/files be saved when they turn in their laptops for repair?

In certain cases, laptops will need to be re-imaged to resolve a major issue. This process will delete all downloaded documents and files. To avoid losing these documents, students should always save all files to cloud storage.

Can I keep the laptop over the summer?

Unfortunately, no. All district-owned laptops and associated equipment from the previous school year must be returned by the end of each school year or before the student withdraws from the district.