

# Hamburg Area School District



## 1:1 Laptop Program Handbook

## INTRODUCTION

### ***Program Information***

The 1:1 program at the Hamburg Area High School provides all students in grades 9-12 the opportunity to receive a laptop for use both in and outside of school.

### ***Purpose of Program***

We believe that a 1:1 laptop program will provide equal opportunity, continue the efforts of the Classrooms for the Future program, and help students develop the skills necessary for the 21st century. Today's students need to learn to work collaboratively, think critically, and use 21st century technologies to be productive and efficient.

### ***Program Mission***

The mission of the Hamburg Area School District 1:1 laptop initiative is to provide equitable learning opportunities beyond the school day for all students. To accomplish this mission, the District procures laptops for students in grades 9 -12 for their use while at school or elsewhere.

### ***Program Goals***

The 1:1 program provides an additional tool for students and teachers to enhance and improve teaching and learning. We recognize that technology is a great tool to increase learning and we continuously look for ways to use this tool to help our students. Our goals to increase the use of technology in the classroom include:

1. Expand the use of cloud storage
2. Increase the use of electronic notebooks
3. Implement Turn It In Software
4. Expand the use of electronic grading and submission of assignments
5. Investigate laptop options
6. Evaluate and adjust (if necessary) current system used for student insurance

## INSURANCE OPTIONS

### ***Participation in Program***

The laptops are the property of the Hamburg Area School District and so each student receiving a laptop assumes responsibility for the proper use and care of the laptop just as any other District property issued to the student. In order for a laptop to be removed from school property, accidental damage insurance must be purchased through the district. The yearly cost is \$50 per student with a \$25 deductible should the laptop be damaged. Students participating in the free/reduced lunch program receive a discounted insurance rate of \$25.

To ensure this standard of care, the District adopted the following options:

**Option 1** requires the student to purchase laptop insurance through the district for \$50 (\$25 for free/reduced lunch participants). Students who select option 1 may take the laptop home.

**Option 2** does not require an insurance plan; however, the laptop may not leave school grounds. Students are required to return the laptop to a designated location at the end of each day.

All students who complete the laptop agreement form will be issued a laptop. Students who do not complete the form will not be issued a laptop.

**Payments can be submitted on our website via credit card or by a check/money order payable to the Hamburg Area School District—no cash.**

The laptop agreement form is available on the High School website under the 1:1 program section.

## EQUIPMENT

### ***Equipment Provided***

Each student receives a Lenovo ultraportable laptop. This device is smaller and much lighter than a full-size laptop but has a bigger screen than a mini and a full-size keyboard. The laptops have built-in speakers, a microphone, webcam, track point, touchpad, and come with Windows 7 and Microsoft Office 2013. Students are also given a bag to carry the laptop and a cord for charging. The laptop is not equipped with any software that allows the district to remotely access the webcam.

### ***Handling and Care***

The laptop is to be carried in the school-provided bag at all times. Students may not purchase their own bag. Students should make sure his/her first and last name are clearly written on the outside of the bag in bright, easy-to-read letters. Personalization of the laptop bag is allowed but may not damage the bag in any way or contain material/content that is inappropriate for school.

The technology department will place an identification label on the front of the laptop. This is to only be removed by the technology department. No other serial number or laptop identification tags should be removed. Personal stickers and/or decorations are not allowed to be placed on the laptop. Items that are placed on the laptop may result in disciplinary action and/or charges to clean or repair the laptop.

Personal headphones may be connected to the laptop. However, headphones are to be used at the discretion of the classroom teacher or study hall monitor.

Laptops should never be left in an unsecure area such as the locker room or cafeteria. Do not leave your laptop unattended. Secure it in your locker.

## **RESPONSIBILITIES**

### ***Parent Responsibilities***

Students and parents should discuss the responsibility that comes with having a laptop. We will set expectations for use and care at school. It is suggested that parents also set expectations and guidelines for using the laptop at home. Each family has the option to keep the laptop at school or take it home.

### ***Student Responsibilities***

Students are issued the laptop and are expected to abide by all rules and insure that the laptop remains in good condition and working order. The following items are the responsibility of the student. Students:

- Will receive a laptop to use as an educational tool and it should only be used in that capacity.
- Must attend or have attended a designated training program. This training session will be provided during the first month of school. Students who enroll after all introductory training sessions have been provided will receive training from the technology department when the laptop is issued.
- Are responsible for the care of the laptop issued to them whether in or out of school.
- Are responsible for ensuring the laptop is charged and ready for use every day. There is limited access to a power source in classrooms. The library is equipped with laptop charging areas.
- Are responsible for bringing the assigned laptop to school each day. A computer that is left at home will be treated the same as if textbooks or homework were left at home.

- Are given a power cord and laptop bag and must carry the laptop in the school issued bag. If the power cord or bag is lost or stolen, the student will be charged for a new one.
- Will lose laptop privileges if the student is responsible for any vandalism, hacking, or any actions that disable or damage the laptop in any way.
- Will only use software that is permitted and installed by the school district.
- Acknowledge there is no expectation of privacy with files stored on the computers or with websites visited with the laptops. The school district has the right to monitor laptops and/or block access to applications and websites.
- Will NOT loan/borrow laptops to/from other students and will NOT share usernames and passwords.
- Should shut down the laptop every day. Closing the lid or choosing "sleep" does not completely power off the laptop. It is important to shut down and reboot each day to receive network updates and improve laptop performance.

### ***Discipline***

Inappropriate use or care of the laptop will result in progressive disciplinary action as outlined in the student handbook.

Multiple infractions will lead to restricted access, disciplinary action, or revocation of laptop as deemed necessary by the administration.

### ***Acceptable Use Policy***

Students are required to abide by Policy 815—Acceptable Use of Digital Technology at all times. The complete policy is available on the district website under the school board policy section. The following are guidelines for students established by policy 815:

Students

1. Digital technology may be used only for legitimate educational purposes.
2. Digital technology is being provided or made available to students solely as part of the educational program, for the purpose of teaching students how to use and employ digital technology, and to further the teaching of the district's curriculum and educational programs. The district is not, through digital technology that is being made available by the district to students, creating a public forum, an open public forum or a limited public forum.
3. Digital technology may not be used by students for speech or expressive conduct:
  - a. That materially and substantially interferes with the education process.
  - b. That threatens immediate harm to the welfare of the school community, or to any individual.

- c. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile.
  - d. That encourages unlawful activity.
  - e. That interferes with another individual's rights.
  - f. That constitutes liable, slander or defamation.
  - g. That is sexually, racially or ethnically related, that is offensive, threatening or an affront to the sensibilities of others, and that is unlawful under the standards of the anti-discrimination laws of the United States.
4. All expressive conduct or material; whether verbal, written, or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the district's digital technology, is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by students shall be: age-appropriate; consistent with the rules of grammar, spelling, sentence structure and format being taught by the district; and consistent with the abilities of the student.
5. No program, software, application or patch may be installed or placed in any district computer that is not licensed to and in the name of the district or that is not authorized in writing to be installed or placed in any district computer.

## **DAMAGE AND WARRANTY INFORMATION**

### ***Damages***

The Hamburg Area School District is offering an option to parents to reduce the repair or replacement cost when damage or theft occurs. This plan will cover any accidental damage or theft that occurs to the laptop up to the total value of the laptop but does not cover the laptop bag, battery, or power cord. **Payments can be submitted on our website via credit card or by a check/money order payable to the Hamburg Area School District—no cash.**

### ***Reporting Procedure***

Damage must be reported immediately to the technology department. A police report may be filed if damage is determined to be vandalism or non-accidental.

### ***Warranty Information***

All laptops are covered by the manufacturer's warranty for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined to be accidental, the result of negligent use or treatment; nor does it cover outright loss of the laptop, power cord, or batteries through inattention or negligence.

## ***Negligence***

Warranty coverage and damage insurance do not cover damages that are determined to be caused by negligent use or treatment, nor do they cover the power cord, battery, or laptop bag. **When the administration determines that damage was caused by negligent actions, the student or parent/guardian will be responsible for all costs.**

## ***Theft***

If a laptop is believed to have been stolen, the student and parent are required to file a police report with the local authorities.

## ***Damage Payments***

In the case of accidental damage, a temporary replacement laptop will be issued to the student upon payment of the \$25 deductible.

In the case of intentional damage, the repaired laptop will not be returned to the student until the total repair cost payment is received. To receive a temporary replacement laptop, a \$200 down payment is required. In the event the total repair cost is less than \$200, the balance will be returned.

Until payment is received and the laptop is issued, it is the student's responsibility to find other means to complete assignments requiring a computer. Not having a District laptop is not an acceptable excuse for missing required assignments. In the case where the lack of funds is the reason for non-payment, alternative methods of paying the amount owed will be developed as needed.

Payments for all damage amounts must be made by check or money order payable to the Hamburg Area School District. Cash will not be accepted.

## **LAPTOP USAGE**

### ***Note Taking***

Keeping notes in an electronic format is encouraged and supported as part of the 1:1 program. There are a variety of methods that can be used to maintain notes (MS Word, Google Docs, OneNote, Evernote, etc).

### ***Google Account***

Every student is issued an account through Google Apps for Education. This login provides access to email, documents, and other Google apps. This account is to be used strictly for school-related purposes. Students should not have any expectation of privacy in regards to the school-provided email. Students will have their account suspended for inappropriate use.

Student email accounts will have the format of [firstname.lastname@hak12.org](mailto:firstname.lastname@hak12.org). A unique password will be issued to each student.

### ***File Saving***

Students should practice good file management and backup all important files. It is NOT recommended that students store documents on the laptop as the only means of storage. All students will have a personal network drive (h) as well as a Google Drive folder to use for storing files.

Students are encouraged to keep class documents organized in folders and routinely delete files that are no longer needed.

### ***Printing***

Access to printers throughout the High School will be made available. It is expected that students and teachers utilize electronic methods of distribution of materials and collection of assignments whenever necessary. Printing will be done only on an as-needed basis.

### ***Collection***

Prior to the end of the school year, all students will return the laptop, bag, and power cord at the time and location designated by the technology department. Laptops will be cleaned and inspected over the summer. All efforts will be made for students to receive the same laptop for the next school year.