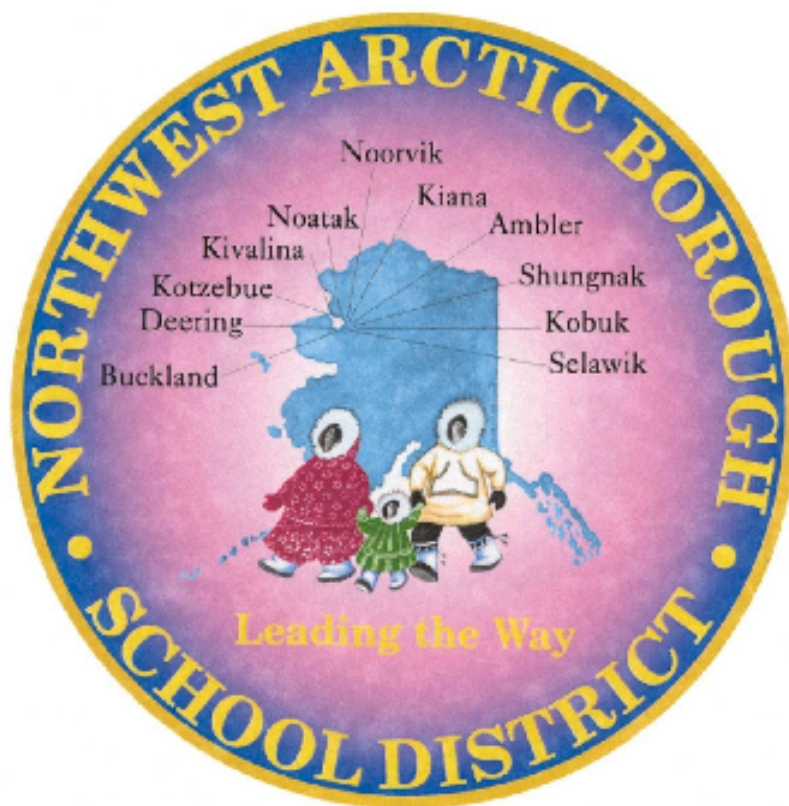

NWABSD

1:1 Laptop Initiative



Parent & Student Handbook
2011-2012

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Parent & Student Handbook

Northwest Arctic Borough School District is proud to enter into the third year of the 1:1 Laptop Initiative. This project lends a school owned laptop computer to every student in 9th-12th grade for school and home usage to expand and extend the educational process and to carry out and support the curriculum set forth by the school board. The impact on teach and learning has been enormous. This initiative has provided student with access to up-to-date information while simultaneously increasing their technology skills and workforce readiness.

In order to ensure success for our students, we want to be sure they understand that along with this great privilege comes great responsibilities. Since each student and family is responsible for the proper care of this equipment we are providing each family with a handbook which details how to keep their MacBooks in optimal condition.

This handbook is based on Northwest Arctic Borough School District policies. Student and families are responsible for upholding district policies and procedures governing the use of school equipment. No modifications to any software, hardware or any of the equipment or services is permitted without prior permission from a designated Northwest Arctic Borough School District representative.

Student Expectations

Student Expectations

NWABSD is providing a student access to its laptops, networks, and internet service for education purposes and research consistent with the curriculum and instructional goals of the district and expect the students to:

- Follow all district policies and procedures governing the use of school equipment
- Come to school with laptop batteries fully charged.
 - Charge laptops overnight or for a period of at least five hours
 - A dead battery is **not** an excuse for late or missing work unless due to maintenance issues
- Back up all documents, files, multimedia projects to your digital lockers in Goggle
- Use laptops for educational-related purposes only
 - School laptops are not to be loaned or leases to anyone else.
- Use laptop in a common family location when at home
- Understand that the same rules and expectations that apply to non-technology related conduct and communication, also govern student use of computers.
- Help conserve resources by submitting documents electronically when possible, using print preview and obtain a teachers permission before printing
- Software, hardware, additional plugins are not to be loaded on these laptops.
 - Student are responsible for damages caused by any attempts to do so,
 - Make arrangements for tech department staff to properly install any necessary print drivers or internet provider software.

Student Expectations

Student Expectations

- Properly store, care for and maintain laptops and associated equipment as outlines in “Laptop Handling and Care Instructions” (see Appendix B)
 - The laptop comes with a protective carrying case for ease in carrying. Use this whenever carrying the laptop, when moving within the building, between classes, as well as outside of the building.
 - To ensure safety and reduce the possibility of damage, the laptop is to remain in its case at all times
 - Keep laptop and computer base clear of any stickers, decorations, or other personal markings
- Understand that intentional mishandling can result in loss of laptop use, disciplinary consequences and/or deductible insurance costs for any needed repair or replacement,
- Notify appropriate building personnel, fill out appropriate forms (Appendix D) and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it prepared and returned quickly!
 - Damage reported as accidental will be relayed to school administration who will review this information and report their findings to the student and parents.
- Make no changes or alterations to the configuration of these laptops, other than personal internet setting changes, when necessary.
 - Changes to the base configuration can result in errors, which can be difficult and costly to repair, charges will be assigned to the student for Technology time
 - Students will be held responsible if any alterations made and this will result in appropriate disciplinary action

The building principal shall have final authority to decide appropriate consequences if students are found to be responsible for any unacceptable activity.

Parent Expectations

Parent Expectations

For student to experience all of the success and benefits that this program can offer, the district encourages parents to:

- Share in their son's or daughter excitement about this great opportunity and learn along with them as they use this instructional tool to enhance learning, and prepare for their future in the 21st Century.
- Remind their son or daughter to charge the computer every single evening and bring it to school everyday.
- Monitor inappropriate Internet use and adherence to Internet guidelines by the student when using their laptop (Appendix C)
 - While NWABSD will provide some internet security via a proxy server, (meaning some sites will be blocked), during home use the NWABSD is not able to monitor appropriate student Internet use. Parents should ensure that their child adheres to Internet guidelines established at home and at school. (see Appendix E)
- Over see that students do not load software, hardware or plug-ins.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen (Appendix D) and report it no later than the next school day.
- Sign and follow the Parent/Student Laptop Agreement
 - Reimburse the School District for any damages or loss (including theft) of the computer equipment, to the limits of the deductible, if such damage or loss is found to be due to negligence or misuse on the part of the student. The policy on deductible amount is described in detail on (Appendix C)
- Ensure that only the student and family members will use the computer for school related purposes.
- Return the equipment at the end of the school year or upon leaving the district.

Safety * Copyright * Use

Be Safe...Have Fun...Learn!

Remember:

- Keep personal information about yourself or others off of the Internet.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- The laptop is for your own use only...this is one situation you should not share!
- Notify a teacher immediately if you suspect problems with your laptop, including breach of security.
- Follow all rules so you won't lose privileges and/or have to go through disciplinary actions.
- To prevent loss, damage to your laptop NEVER leave it unattended.
- Keep you closed laptop in its bag when traveling between classes

Copyright Laws

- Respect the rights of copyright owners
- If you have any questions concerning what is considered legal, please speak to your teacher or administrator.

Prohibited Use & Consequences

- The user is responsible for his/her actions and activities involving School District computers, networks, and internet services and for his/her files, passwords and accounts. See (Appendix C) for details on acceptable use.
- Consequences for non-compliance with the policies and procedures laid out in this document will be aligned to the consequences in the School Student Handbook for similar situations. This includes disciplinary actions and financial responsibilities.
- The building principal shall have final authority to decide appropriate consequences regarding non-compliance.

Privacy & Repair

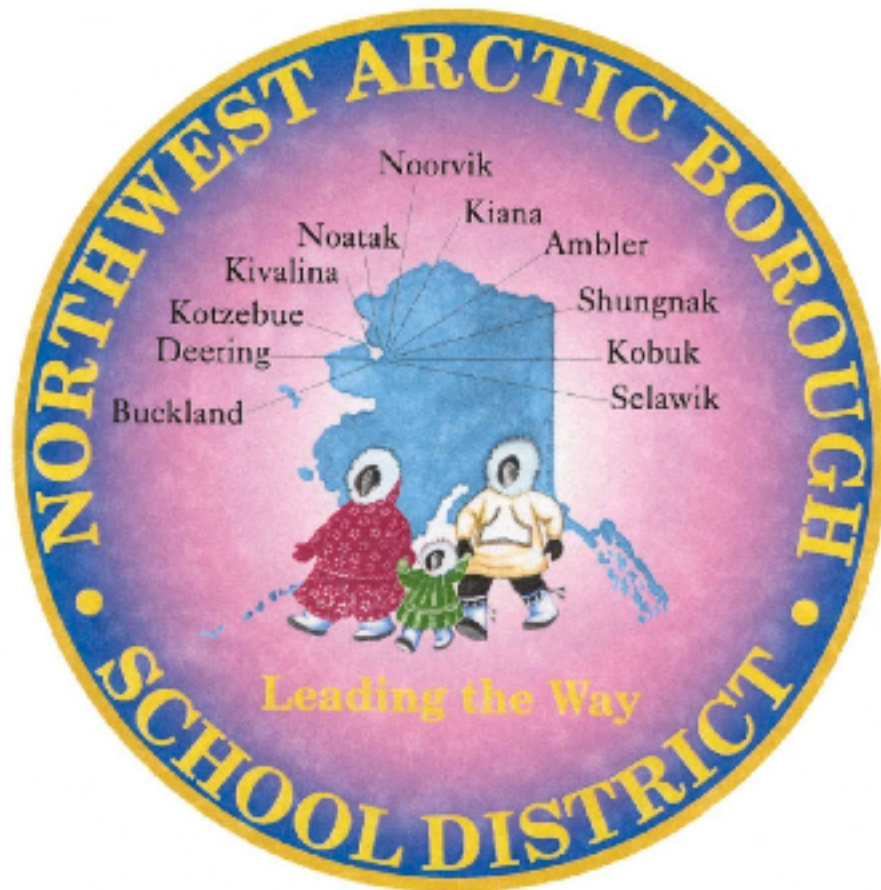
Expectation of Privacy

- There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the district computers and/or network.
- Teachers and/or district school administration may conduct an individual search of a student's computer files, music, video, email or other related items.
- The district will cooperate with local, state, and federal officials in any investigation related to suspected illegal activities conducted through the district computer system.

Repair, Replacement Requests & Support

- In the event that your laptop requires replacement, or is lost or stolen, the parents and student are to fill out the attached Incident Report (Appendix D) and are to turn it into the main office right away. The main office will then notify the Technology Director.
- Every effort will be made to repair or replace it in a timely fashion. If available, a replacement will be supplied to the student until the laptop is return.
- **Technical support is only available during school hours**
- For simple problems, issues or questions, contact your building sysop for assistance. They will then determine the proper course of action given the situation.

NWABSD Appendix A-E



Appendix A

PROPER CARE & FEEDING OF YOUR LAPTOP

General Handling and Care

- Mishandling your laptop could result in you being responsible for up to the total cost of the computer
- The laptop is fun to use, but it is not a toy.
- The laptop belongs to NWABSD. It is on loan to you to use as a tool for learning
- The laptop comes with a protective bag to protect the computer and make it easy to carry. The protective bag should always be used when carrying the laptop.
- Protect the computer from the weather.
- Protect it from heat and cold.
- **Do not eat or drink while you are using the computer.**
- Close the computer carefully—from the center of the cover—**do not slam shut!**
- Use the laptop on a flat hard stable surface...if it falls it may break.
- Do not insert things into openings (ports) or CD slot of the laptop.
- Be patient. Sometimes computers require time to do their job.
- If/ when you take the laptop home for assignments, be sure it is recharged for the next school day.
- For your own health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
- You **MAYNOT** mark the computer in any way with markers, stickers, etc (School assigned stickers and name tags must remain intact).
- Do not pack items in the carrying case than the laptop and cord.

Cleaning

- Wipe the surfaces lightly with a clean cloth.
- Do not use water or other cleaning solutions on your laptop.
- To keep the screen clean do not touch it with your fingers.

Cables

- Be careful not to jerk the laptop around when cables are attached
- Don't yank the power cord out of the wall or off the computer by the cable.

Other Problems with the Laptop

If you have problems with your computer, ask a teacher or technology specialist for help.

Appendix B

STUDENT COMPUTER AND INTERNET USE PROCEDURES

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to stat all required or prohibited activities by user. Failure to comply with the Student Computer and Internet User Procedures may result in loss of computer and Internet privileges and/or legal and disciplinary action.

A. Computer Use is a Privilege, Not a Right

Student use of the School District's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation or privileges, disciplinary action and or legal action, as well as financial liability. The building principal shall have final authority to decide whether a student's privileges will be suspended or revoked.

B. Acceptable Use

Student access to the School District's computer, networks and Internet services are provided for educational purposes and research consistent with the School District's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervision staff member when accessing the School District's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school district computers, networks, and Internet services for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited included, but are not limited to the following:

1. Inappropriate Materials-Accessing or attempting to access inappropriate materials, submitting, posting,, publishing, forwarding, download, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities- Using the school districts's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
3. Violating Copyrights-Copying or download copyrighted material without the owner's permission;
4. Plagiarism-Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and Web site must be identified;
5. Copying Downloading, Installing or Modifying Software-Copying, download, installing, or modifying software without the express authorization of the system administrator;
6. Non-School Related Uses-Using the school district's computer; network and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of passwords/Unauthorized Access-Use of other users' passwords without permission;
8. Malicious Use/Vandalism-Any malicious use, disruption or harm to the School District's computers, networks and Internet services, including but not limited to, hacking activities and creating.uploading computer viruses;
9. Unauthorized Access to Chat Rooms/News Groups-Accessing chat rooms or news groups without specific authorization from the supervising teacher.

10. Cyber Bullying-Includes but it not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member or person/s by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, digital pictures or images or website postings (including blogs)

D. No Expectation of Privacy

The School District retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the School District. The School District reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files. When using school communications, the identity of the user must be apparent.

E. Compensation for Losses, Cost and/or Damages

The student and parent/guardian are responsible for paying the School District for its uninsured losses due to the loss or damage of the computer equipment according to the following schedule:

- First Breakage: Student pays \$100.00 money due before laptop is returned to the student.
- Second Breakage: Student pays \$200.00 student, parent and principal will determine a performance contract.
- Third Breakage: Student pays \$300.00 student will not be allowed to take the computer out of the school for the remainder of the year.
- Lost or Stolen Laptop: Full replacement cost (approximately \$1,200.00)
- Lost or Stolen Laptop Case: Full replacement cost (approximately \$40.00)

F. School District Assumes Not Responsibility for Unauthorized Charges, Costs, or Illegal Use

The School District assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Appendix C



NWABSD Laptop Incident Report (IR)
Fill out this form completely, attach it to the laptop, email Robin and Mary, then ship the laptop to Kotzebue pre-paid.

Student's name: _____ Date: _____

Laptop Asset Tag #: _____ School: _____

Describe the issue: _____

Cause of the issue (please circle): Student (should be a fee) Normal wear/tear Pre-existing

Replacement Laptop Asset Tag #: _____

Email Robin and Mary before sending the laptop:
mnauska@nwarctic.org, rgage@nwarctic.org

Ship laptop to:
**Laptop Repair/Tech Dept
NW Arctic School District
744 3rd Ave
Kotzebue, AK 99752
907-442-3472**



NWABSD Laptop Incident Report (IR)
Fill out this form completely, attach it to the laptop, email Robin and Mary, then ship the laptop to Kotzebue pre-paid.

Student's name: _____ Date: _____

Laptop Asset Tag #: _____ School: _____

Cause of the issue (please circle): Student (should be a fee) Normal wear/tear Pre-existing

Issue caused by pre-existing condition? _____

Replacement Laptop Asset Tag #: _____

Email Robin and Mary before sending the laptop:
mnauska@nwarctic.org, rgage@nwarctic.org

Ship laptop to:
**Laptop Repair/Tech Dept
NW Arctic School District
744 3rd Ave
Kotzebue, AK 99752
907-442-3472**

APPENDIX D
WHAT EVERY PARENT NEEDS TO KNOW ABOUT INTERNET SAFETY

Northwest Arctic Borough School District takes seriously its responsibility to prepare all student with 21st century tools and skills. Like any education endeavor, parents and schools must work in partnership to assure students understand responsible and safe use of these tools. Student Internet use should be monitored at home as well as school.

1. Discuss Internet use with your children and clarify what they should and should not do online.

- a. Make your expectations about Internet use clear to your children.
- b. Advise your children never to reveal their name, address, phone number, or school name online without your permission.
- c. Advise your children never to upload or send pictures to people they don't know or for public viewing on the Internet
- d. Advise your children not to respond to "get rich quick" or "too good to be true" schemes and ads
- e. Periodically monitor your children's use of the computer.

2. Encourage your children to share their knowledge of the Internet and online learning experiences with you and to come to you with any concerns.

- a. Ask your children to show you their favorite websites.
- b. Ask your children to tell you about the exciting learning they have experience online as part of their classwork
- c. Encourage your children to come to you if they feel uncomfortable about information they see online or in email
- d. If someone sends a message or image to your child that is inappropriate, report it to your principal.

3. If your children use email at home, review email safety tips with them.

- a. Advise your children only to send email to people they know.
- b. Encourage children to protect their email identity by using cautions when completing online forms.
- c. Advise children to never respond to email, or online messages that are hostile, or inappropriate.
- d. Advise children not to respond to junk email, a response often causes more SPAM
- e. The Federal Trade Commission monitors SPAM. To report SPAM that you receive, you can forward the messages to uce@ftc.gov. For more information on preventing SPAM or to fill out a complaint you can go to the website: www.ftc.gov/spam

As in any environment, remind your children that when they are in "cyberspace" their personal safety is of utmost importance. Just as they would not get into a care with a stranger, warn children never to agree to "get together" with someone they meet online.

BOTTOM LINE TIPS:

- Set reasonable rules and guidelines for your children's computer use
- Communicate your Internet use expectation with your child.
- Monitor your children's use of the Internet and periodically check their Internet history
- Remind your children no to loan their laptops to others

Appendix F

Northwest Arctic Borough School District Parent/Guardian and Student Laptop Contract

Northwest Arctic Borough School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations when using our computer system:

Each laptop is assigned to one student only. Do NOT allow others to use your computer.

Only one account assigned by NWABSD is to be used on your computer. Students will not create or use additional accounts on their laptops.

The school's Internet connection should be used for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by NWABSD faculty.

Only games directly related to school assignments or activities can be played during class time. For example, chess would be appropriate if related to the activities of a Chess Club.

During non-class time, on campus and off, students will use their laptop and Internet access in a responsible, appropriate, and legal manner.

Instant messaging, e-mail, or any other computer communication should be used only for appropriate and responsible communication among students, faculty, and the outside world. Rude, profane, abusive, threatening, or otherwise inappropriate language is not permitted and will result in confiscation of your computer.

Blocked websites such as Facebook, MySpace, and other blocked websites may not be accessed from the school district Internet at anytime.

Any account which bypasses management or security may result in the immediate loss of the laptop. This includes the use of any website which allows users to bypass web/internet, proxy, or other restrictions.

Students may access only those files that belong to them or that they have been given permission to use. Without explicit authorization, students may not touch or use another person's laptop. Using your login to access another laptop is strictly prohibited.

Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials is prohibited. This activity is illegal and may result in the loss of the laptop for everyone involved. Music stored on individual laptops will be assumed by the district to be owned by the student. Should the district officials learn otherwise, the student will be responsible for any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.
When in doubt, ask first.

Laptops and related equipment belong to and are distributed by the school.

Fees for damage or loss are the responsibility of the student and parent/guardian even if caused by another person. Unpaid fees will be posted on the student's transcript and will prevent distribution of the student's diploma or official records. Unpaid fees could be subject to small claims court or garnishment of the student's PFD.

The computers are an expensive instructional tool, and, therefore, must be insured before they go home; NWABSD has encumbered the cost of insurance for the current year with the following stipulations:

First Breakage: Student pays \$100 - money due before the laptop is returned to the student,

Second Breakage: Student pays \$200 - student, parent and principal will determine a performance contract.

Third Breakage: Student pays \$300 - student will not be allowed to take the computer out of the school for the remainder of the year.

Loss or Stolen Laptop: Full replacement cost (approximately \$1,200).

Removal of any NWABSD assigned stickers: \$25.00 for the first occurrence, \$50.00 for the second occurrence, \$100 for additional occurrences.

Laptop cases and laptops are to remain free of drawings, markings, scratches or student applied stickers. Any abuse, markings, stickers, or adhesive residue found on these items will result in fines being issued to cover repairs necessary to return these items to like-new condition.

Any damage to laptops or accessories caused by malice, assault, vandalism, or similar actions will result in a police report and possible criminal charges being filed.

Any loss of a laptop (fire, theft, misplaces, etc.) will require a police/trooper report and investigation. Prosecution will be pursued for any fraud or other criminal activity. Report forms are available at the principal's office.

Students are required to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.

Students are expected to monitor their battery power. It is suggested students charge their machine when the battery capacity drops below 20%. (Full charging will take at least 45 minutes.)

Computers can be severely damaged by exposure to extreme cold. Keep your computer well insulated while traveling. In the event of exposure to the cold, let it sit at room temperature for at least 30 minutes before turning it on.

Students who are not passing all classes may risk losing certain laptop privileges. The principal or designee will review each situation on a case-by-case basis and determine appropriate restrictions.

Access to Northwest Arctic Borough School District computer systems is a privilege not a right. Violating the letter or spirit of the above regulations may be cause for denial of student access to Northwest Arctic Borough School District computer systems, and/or may result in more serious disciplinary action(s). The Northwest Arctic Borough School District retains the authority to amend this contract as needed. This contract does not preclude further restrictions

that are not specifically stated **Parent/Guardian Responsibilities**

The student will be issued a laptop computer to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of the student's computer:

I will monitor the student's use of the laptop at home.

I recognize it is my role to ensure that the use of school equipment outside of school occurs in a responsible, appropriate, and legal manner.

I will not attempt to clean or repair the laptop.

I will immediately report to the school principal any problems with the laptop.

I will not use, load or delete any software from the laptop.

I recognize that the laptop is issued for exclusive student use.

I am responsible for my child's damage, lost or stolen fees associated with the laptop. They will be posted on the transcript and will prevent the issuance my child's diploma if not paid. Additionally, non-payment could result in a small claims court or a garnishment of my PFD.

I understand that the laptop must be returned in the same condition as when it was issued.

I understand that if the laptop is lost or stolen that I, and my child, are responsible for its replacement costs and fees will be posted.

I have read this agreement and understand my child's responsibilities in the use of the laptop, computer network and Internet. My child has permission to receive this equipment.

I have read this agreement and understand my child's responsibilities in the use of the laptop, computer network and Internet.

I have received a copy of the Parent & Student Handbook _____ Yes _____ No

Signed _____ Date _____
Parent/Guardian

Please indicate if you do or do not give your permission for your child to take their laptop home by selecting one of the two choices below and then sign and date.

Choose Only One:

I DO _____ **I DO NOT** _____

give my child, _____, permission to take the laptop computer home.
(Child's name)

Signed _____
Parent/Guardian

Printed Name _____ Date _____
Parent/Guardian

Student Responsibilities

My laptop is an important learning tool and is for educational purposes. In order to use the laptop and earn the privilege to remove it from school:

I will treat the laptop with care by not exposing it to the cold, dropping it, getting it wet, leaving it outdoors, leaving it in a vehicle, leaving it unattended, or using it with food or drink nearby.

I understand that I, or my parent/guardian, will be responsible for all damage, lost or stolen fees associated with the laptop. Fees will be posted on my transcript and prevent the issuance of my diploma if they are not paid. Non-payment could result in a small claims court or a garnishment of my PFD.

I will not loan the laptop to my friends, siblings, or parent/guardians; it will stay in my possession at all times.

I will not load software from any source or the Internet onto the laptop unless authorized by school staff.

I will not remove programs or files from the laptop.

I will follow the Northwest Arctic Borough School District Acceptable Use Policy when using the Internet.

I am aware that providing personal information when using the Internet can be dangerous.

I will not attempt to clean or repair the laptop.

I understand that the condition of my laptop is my responsibility regardless of who used it. I understand that if my laptop is lost or stolen that I, or my parent/guardian will be responsible for its replacement cost and that fees will be posted.

I will not remove any stickers or other identifying tags that have been put on the laptop by NWABSD. I understand if any identifying tags or marks are removed by anyone, I will be subject to fines and/or loss of use of the laptop.

I understand that my parent/guardian

DOES _____ give me permission to take the laptop computer home.

DOES NOT _____ give me permission to take the laptop computer home.

I understand all the rules for caring for the laptop apply to me when I use it in school, including for homework club and other after school activities, and when I use the laptop away from school, including home use.

Signed _____
Student Signature

Printed Name _____

Date _____