
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

1:1 Laptop Initiative



Parent & Student Laptop Handbook

Table of Contents

Parent & Student Laptop Handbook	3
Student Expectations - Use of Laptops	4
Parent Expectations	6
Safety & Copyright Use	7
Privacy & Repair	8
NWABSD Appendix A-D	9

Parent & Student Laptop Handbook

Northwest Arctic Borough School District is proud to have an established 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 teaching 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 laptop handbook which details how to keep their laptop 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 are permitted without prior permission from a designated Northwest Arctic Borough School District representative

Student Expectations – Use of Laptops

NWABSD is providing 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 battery fully charged.
- Charge laptop overnight or for a period of at least five hours.
 - A dead battery is not an excuse for late or missing work unless there are maintenance issues.
- Back up all documents, files, multimedia projects.
- Use laptops for educational-related purposes.
- School laptops are not to be loaned or leased to anyone else.
- Use the 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.
 - Use print preview and obtain teacher permission before printing.
- Software/hardware/additional plugins are not to be installed on these laptops.
 - The student is responsible for damages caused by any attempts to do so.
- Properly store, care for and maintain laptops and associated equipment as outlined 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, and outside of buildings.
- 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 marking.
- 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 including the site SYSOP and Principal if there are any problems with the laptop, including a breach of security. This will help get it repaired 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.

Student Expectations – Use of Laptops

(Continued)

- Make no changes or alterations to the configuration of these laptops, other than personal setting changes such as scroll direction, desktop pictures, and screensavers when necessary.
- Changes to the base configuration can result in errors, which can be difficult and costly to repair.
 - Charges will be assessed to the student for the Technology time used to fix the device.
 - Students will be held responsible if any alterations made.
 - 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

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

- Share in their son or daughter's 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 filtering (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 D).
- Oversee that students do not load software, hardware or plug-ins.
- Notify the site SYSOP and principal in the event that the laptop requires repair or is lost or stolen no later than the next school day.
- Sign and follow the Parent/Student Laptop Contract.
- 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:

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

Copyright Laws:

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

Prohibited Use & Consequences:

1. The user is responsible for his/her actions and activities involving School District:
 - a. Computers
 - b. Networks
 - c. Internet services
 - d. His/her files
 - e. Passwords/Accounts.
2. Consequences for non-compliance with the policies and procedures laid out in this document will be aligned to the consequences in the NWABSD Student Handbook for similar situations. **This includes disciplinary actions and financial responsibilities.**

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 immediately notify the site SYSOP and principal.
 - The main office will then notify the Technology Director.
- Every effort will be made to repair or replace the laptop in a timely fashion. If available, a replacement will be supplied to the student until the laptop is returned.
- 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-D



Appendix A

ROLES

1. The School District will:

- Loan the student a laptop to be used for educational purposes until the student completes the twelfth grade, moves out of the School District, or otherwise ceases to be enrolled as a student in the School District, whichever occurs first. Laptops are available from the dispersal date to designated pick-up date.
- Provide copy of the 1:1 Laptop Parent/Student Laptop Handbook.
- Provide copies of student/parent laptop agreements.
- Provide all necessary repairs and maintenance of the computer equipment.
- Suspend or revoke student's privileges under this agreement if the student violates any provision of this agreement or of the District's acceptable use policies, if the computer equipment is damaged so as to require other than routine repairs or maintenance more than three times while in the student's possession, or if the computer equipment is lost, stolen, or destroyed.

2. The Parent/Guardian and Student are responsible for ensuring:

- That only the student will use the computer.
 - i. Family members of the student are permitted to use the computer for school related purposes.
- That the student will use the computer only for approved educational purposes according to the School District's Student Laptop Contract and District Acceptable Use Policy.
- That the student will bring the computer to school every day with the battery fully charged.
- That the student will take good care of the computer equipment by following the Laptop Handling and Care Instructions (Appendix B).
- That a report is provided to site SYSOP and Principal as soon as possible, but no later than the next school day, whenever the computer equipment is lost, stolen, or damaged or not working properly and to cooperate with the School District in completing and filing necessary paperwork
 - i. Payment to the School District for damage or loss (including theft) of the computer or of breeches of network security.
- The return of computer equipment to the School District
 - i. On designated pick-up dates and/or
 - ii. Immediately if the student moves, or ceases to attend in the School District.
- The surrender of the computer equipment to a teacher, school administrator, or designees for inspection upon demand.
- That they have received and reviewed a copy of the 1:1 Laptop Parent/Student Handbook, Computer Use Agreement, and District Student Handbook.

Appendix B

LAPTOP HANDLING AND CARE INSTRUCTIONS

1. General Handling and Care

- a. Mishandling your laptop could result in you being responsible for up to the total cost of the computer.
- b. The laptop is fun to use, but it is not a toy.
- c. The laptop belongs to NWABSD. It is on loan to you to use as a tool for learning.
- d. The laptop comes with a protective bag to protect the computer and make it easy to carry.
 - i. The protective bag should always be used when carrying the laptop.
 1. **Do not lift or carrying the laptop by the cover/screen.**
 - ii. Do not pack items in the protective bag slot meant for the laptop other than the laptop.
- e. Protect the computer from the weather, heat and cold.
- f. Do not eat or drink while you are using the computer.
- g. Close the computer carefully-from the center of the cover- **do not slam shut!**
- h. Use the laptop on a flat hard stable surface; if it falls, it may break.
- i. Do not insert inappropriate items into openings (ports) or CD slot of the laptop.
- j. Be patient. Sometimes computers require time to do their job.
- k. If/when you take the laptop home for assignments, be sure it is charged for the next school day.
- l. 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.
- m. You **MAY NOT** mark the computer in any way with markers, stickers, etc.
 - i. School assigned stickers and name tags must remain intact.

2. Cleaning

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

3. Cables

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

4. Other Problems with the Laptop

- a. If you have problems with your computer, ask a teacher or your site SYSOP for help.

Appendix C

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 state 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.

1. Computer Use is a Privilege, Not a Right

- a. 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.

2. Acceptable Use

- a. 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.

3. Prohibited Use

- a. 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.
- b. Examples of unacceptable uses that are expressly prohibited included, but are not limited to the following:
 - i. Inappropriate Materials - Accessing or attempting to access inappropriate materials, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
 - ii. Illegal Activities - Using the District's computers, networks and internet services for any illegal activity or to violates other Board policies, procedures and/or school rules;
 - iii. Violating Copyrights (copying or downloading copyrighted material without the owner's permission):
 1. 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;
 2. Copying, downloading, installing, or modifying software without the express authorization of the system administrator;
 - iv. Non-School Related Uses - Using the District's computer; network and internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;

- v. Misuse of Passwords/Unauthorized Access - Use of other users' passwords without permission;
- vi. 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 or uploading computer viruses;
- vii. Unauthorized Access to Chat Rooms/News Groups - Accessing chat rooms or news groups without specific authorization from the supervising teacher.
- viii. Cyber Bullying - Includes but is 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).

4. No Expectation of Privacy

- a. 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.

5. Compensation for Losses, Cost and/or Damages

- a. 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:
 - i. **First Breakage:** Student pays \$100.00 money due before laptop is returned to the student.
 - ii. **Second Breakage:** Student pays \$200.00 student, parent and principal will determine a performance contract.
 - iii. **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.
 - iv. **Lost/Stolen Laptop Charger:** Student pays full replacement value (\$75)
 - v. **Lost or Stolen Laptop:** Full replacement cost (approximately \$1,000.00)
 - vi. **Lost or Stolen Laptop case:** Full replacement cost (approximately \$50.00)

6. The School District Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

- a. 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 D

WHAT EVERY PARENT NEEDS TO KNOW ABOUT INTERNET SAFETY

Northwest Arctic Borough School District takes seriously its responsibility to prepare all students with 21st Century tools and skills. Like any educational 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 at 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 experienced 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 caution 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 that often causes more SPAM.
 - i. The Federal Trade Commission monitors SPAM.
 - ii. 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 car with a stranger, warn children never to agree to "get together" with someone they meet online.