HOLY CROSS CATHOLIC

SCHOOL

1:1 LAPTOP
LEARNING PROGRAM
HANDBOOK

2011-12

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IMPORTANT CONTACT INFORMATION

For general information and questions, please contact:

> Mrs. Mack <jmack@defianceholycross.org>
or office phone 419-784-2021

If the laptop is stolen or damaged, please contact immediately:

> Sr. Lynda Snyder <srlynda@defianceholycross.org>
or office phone 419-784-2021

> Mrs. Moore <cmoore@defianceholycross.org>
or office phone 419-784-2021

GOALS

In the upcoming 2011-2012 school year, Holy Cross Catholic School's 1:1 Laptop Learning Program will offer every sixth grade student an expanded set of new learning opportunities for both collaborative and self-directed learning. Every student will:

- possess an integral learning tool to gain the 21st century skills required to excel and compete globally
- be empowered by and engaged with the curriculum
- increase his/her knowledge and understanding of technology
- become constructors and designers of information and ideas

BENCHMARKS

1. taking 'ownership'
    a. personalizing the desktop/screensaver
    b. creating desktop folders
    c. creating bookmarks
    d. creating username/password file
2. proficient in Internet use
    a. search techniques
    b. computer ethics/copyright
    c. as a tool of information
    d. as a tool of communication
    e. evaluate the accuracy, appropriateness, and bias of resources
3. proficient in WP/PP/SS
    a. formatting
    b. editing
    c. inserting/working with graphics
    d. word replacement
    e. bullets
    f. columns
    g. data merge
    h. citing
    i. tables
    j. tools
    k. sorting
    l. formulas
4. Multi-media
    a. downloading photos and video
    b. Garageband
    c. iMovie
    d. iDVD

LAPTOP GUIDELINES

TERMS OF USE

Terms

Each student will be issued a laptop and accessories for school-related activities. He/she shall comply at all times with the Holy Cross Catholic School Student Technology Acceptable Use Agreement (Attachment II) and the Laptop 1:1 Learning Guidelines. Any failure to comply may terminate his/her rights of possession effective immediately and the Principal may repossess the property. Holy Cross is the legal owner of the laptops and reserves the right to conduct random periodic checks to enforce the 1:1 Guidelines.

Troubleshooting and Repairs

Student laptops requiring repair of any kind must be brought to Tech Lab #33 with the completed Laptop Repair form immediately. Only the Holy Cross Technology personnel will troubleshoot, order needed replacement parts, and repair the laptop. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's laptop is available. To ensure loaners are available for students who need them, students need to immediately pick up their repaired computer upon notification. Failure to do so may result in disciplinary consequences.

Theft and Vandalism

In case of theft, vandalism, and other criminal acts, within 48 hours of the incident, a police report must be filed.

- Students/parents are responsible for paying the deductible for the cost of repair.
- Students/parents are responsible for paying the deductible for the cost of replacement.

Damage or Loss

If the assigned laptop is damaged or lost, the student will need to immediately file a Damage/Loss Report at the Principal's office. After an investigation to determine the circumstances of the damage/loss; the student/parents/guardians may be:

- responsible for paying the cost of repair for damaged laptop/case
- responsible for paying the cost of replacing the laptop/case
  - the cost of replacing the laptop/case is $977.95
  - this is subject to change with current pricing

NOTE: In any case of damage, loss, theft, or vandalism, students will complete a Damage/Loss Report. Once the Principal's office receives the signed Damage/Loss Report, the student may then be issued a loaner.

Repossession

Students must turn in their assigned laptop, accessories, etc. and pay all outstanding fees when requested.

If students do not comply with all terms of the Holy Cross Catholic School Technology Acceptable Use Policy and the 1:1 Laptop Learning Program Guidelines, including the timely return of the property, the school shall be entitled to declare the student in default and arrange to take possession of the property.

Term of Agreement

The student's right to use and possess the property terminates on the last official student day of the current school year, unless he/she is released earlier from Holy Cross Catholic School. If the laptop is not returned the cost of replacing the laptop will be charged.

Appropriation

Any failure to return the property in a timely manner, and/or the continued use of the laptop for non-school purposes without the school's consent, will be considered unlawful possession of Holy Cross Catholic School's property.

COMMUNICATION

Edmodo

Edmodo is a secure, social learning platform for teachers and students. Edmodo will be used to provide students with a secure and easy way to receive classroom materials, homework, classroom notices, share links and ideas. Edmodo will be the source for storing and sharing all forms of digital content – blogs, links, pictures, video, documents, presentations, and more. Students will create an Edmodo account and join a teacher's group. Once all students have joined a group the teacher will close the group so no one outside of the classroom will be able to access the information posted to the site.

Edmodo will offer teachers and students a way to share ideas and learn from each other.

Web 2.0 Tools (i.e. FaceBook, Chat, Blog, etc.)

Students are not to use HCCS laptops to register and/or access social networks.

LAPTOP USE

General Use

- Students are prohibited from altering administrative set laptop configurations or accounts.
- Keep food and drinks away from laptops.
- Clean hands before using laptops.
- Do not use stickers, ink, or any other decorative items on any HCCS assigned equipment, other than the HCCS labels that are in place when the laptop is issued.

Before and After School Use

- Laptop use is limited to school areas with adult supervision and permission.
  - Classrooms
  - Technology Labs
  - There is no network signal available in the Gymnasium.

NOTE: Hallways are off-limits for laptop use.

Screensavers

- Only preinstalled MacBook screensavers may be used.

Sound

- Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.
- When a teacher allows sound, student owned headphones/earbuds are required.

Music, Games or Software Programs

- All media use is exclusively for educational purposes.
- Permission must be obtained from the Holy Cross Technology Coordinator before using any non-school media (i.e. music CDs, DVDs, games, etc.)
- Downloading and installing additional software, drivers, or widgets without school permission is prohibited.

File Management

- Students are responsible for organizing and maintaining their files. The teacher will designate a specific day/time for backing up all files.
- At the end of the school year, all laptops will be collected.

Saving

- Students will be required to save all documents to folders on the Desktop.
- Students should save large files to a backup CD or FlashDrive that is only used with their MacBook.

Deleting Files

- Do not delete any folders or files that you did not create of that you do not recognize.
- Deletion of certain files may result in a computer failure and may interfere with the student's ability to complete class work.
- If you are unsure about a file on your computer, ask the Technology Coordinator before deleting it.

Internet and File Server Access

- Students will have wireless Internet access at school.
- Students are allowed to plug their computers into home Ethernet ports that do not require special configuration.
  - Macs, usually, recognize the Ethernet when it is plugged in.
  - If there is a problem connecting at home, students/parents are not allowed to change/add configurations without first consulting with the Technology Coordinator.
- All computers have a filter installed – this may cause difficulty in accessing the Internet using an ISP other than MetaLINK – a solution to this is being sought.
- Students are required to follow all Copyright Laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the Internet should be properly documented and cited.
- Students should not upload and/or download inappropriate video, audio, or other media to/from the Internet
- Students must not clear their Internet history.

Other Accessible Student Workstations

HCCS has 40 desktop computers in the Technology Labs. Students may use these computers if they do not have their laptop. They will be able to access their Edmodo account on these computers.

PRINTING

- Students will print to Project Central after obtaining permission from a teacher or the Technology Coordinator.
- The printer in Project Central is a black and white printer and is set to draft mode.
- If a home printer is desired, the MacBook has preinstalled print drivers. Downloading additional drivers is not allowed.

CONSEQUENCES

Disciplinary Consequences for Infractions

Consequences for computer violations will be in alignment with Discipline Procedures outlined in the Holy Cross Student/Parent Handbook. An Incident Report will be completed and submitted to the Principal.

Examples of various infractions:

- Violation of printing guidelines, unattended laptop, use of laptop in unsupervised area, not following basic laptop use and care guidelines (i.e. deleted history).
- Accessing sexual/violent/offensive material, illegal use of file sharing.
- Altering the standard HCCS accounts or configurations, downloading inappropriate video, audio, or media of any kind.

Possible consequences include:

- Verbal warning
- Incident report
- Parent contact by staff member
- Detention
- Loss of laptop privileges for a period of time
- Removal from laptop programs

PERSONAL RESPONSIBILITY & PROTECTION

HCCS (Personal Responsibility)

- Students are responsible for their laptop's proper use and maintenance at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning,. Inform school personnel immediately of any problems or concerns.
- Students must bring their laptops fully charged to school daily.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to use a computer in one of the HCCS Technology Labs.

Security

- The HCCS identification labels must remain on the laptop at all times.
- Laptops should never be left unattended.
- During any time the computers are not in use, they must be in the laptop case, in a safe area.
- All laptops are subject to inspection by the Teacher or Technology Coordinator at any time.

Respect Copyright and Fair Use Guidelines and Trademark Laws

- Students will be taught and are expected to respect U.S. copyright laws and fair use guidelines.
- Do not copy any programs to your own disks; this can be a copyright violation and is a federal offense.
- Do not make unauthorized copies of text material, audio, video, or software found on school computers.
- Do not give, lend, or sell copies of software to others without permission.

Loaning or Borrowing Laptops

- Do not allow other students, friends, or relatives (including parents) to use your computer for any reason.
- Do not borrow a laptop from another student.
- Students are not allowed to log-in on another student's laptop

Transporting Laptops

- Laptops must be kept in the HCCS carrying case when moving from class to class and when not in use.
- All students must log-out of their desktop account when not using the laptop.

Passwords, Access and Accounts

- Protect your files on your laptop by keeping your passwords private – do NOT share passwords or usernames with others.
- Unauthorized access to another person's account or computer without his/her consent or knowledge is considered hacking. This is considered a serious infraction and will result in disciplinary consequences.
- Only the Technology Coordinator can set up accounts on the laptops.

Internet Safety

The Internet can provide a wealth of information. Unfortunately, there can be inappropriate or potentially dangerous sites. All HCCS computers have the Bess Internet Filter. If inappropriate sites come through this filter, students should inform the Technology Coordinator immediately.

When students are using the laptop at home, parents are strongly encouraged to monitor and be aware of their child's laptop activities. We suggest engaging your child in conversation about their laptop use. Ask questions, let them teach you!

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: ***What should students do if the laptop is inoperable?***

A: Student laptops requiring repair should be taken to the Technology Coordinator in Technology Lab #33 with a completed Laptop Repair Request.

Q: ***What should students do if their laptop is lost, stolen or damaged?***

A: If a laptop is damaged, lost, or stolen, the student and his/her family may be responsible for the reasonable cost of repair or replacement. Loss or theft of the laptop should be reported to the Principal and Technology Coordinator within 24 hours of the occurrence.

- If lost or suspected stolen while at school: immediately report the loss to a staff member, Technology Coordinator, or Principal.
- If lost or suspected stolen while away from school: Inform the Technology Coordinator or Principal within 24 hours and file a police report.
- If damaged: take the laptop to the Technology Coordinator with the completed Damage/Loss Report form.

Q: ***What "Appropriate Use" guidelines should students follow?***

A: Students should follow the HCCS 1:1 Laptop Learning Program Handbook, the Laptop Agreement and the Holy Cross Technology Acceptable Use Policy.

Q: ***Can students access the Internet from home?***

A: Students are not required to have Internet access at home. However, laptops can connect to wireless networks or via Ethernet. The filter may prevent access with ISPs other than MetaLINK. We are working with MetaLINK to rectify this. Students do not have administrative privileges and are not allowed to change any configurations on the laptop.

Q: ***Can games, music and other software programs be installed, downloaded, or used on the laptops or accessed from external drives?***

A: Students are not allowed to install or download any type of file without permission from the Technology Coordinator.

Q: ***Are students allowed to purchase music from the iTunes music store?***

A: The filter will block access to the iTunes Store.

Q: ***Are students allowed to upload legally acquired music into iTunes?***

A: Only with permission from the Technology Coordinator

Q: ***Can students use the CD-RW feature?***

A: Students may use this feature for assignment purposes and to back up files.

Q: ***Are students able to print from home?***

A: The school does not require students to print from home, however, if the print driver is previously installed they may print from home.

Q: ***Can students download print drivers?***

A: Students are not allowed to download print drivers that are not previously installed on the laptop.

Q: ***Who should parents contact regarding the 1:1 Laptop Learning Program at Holy Cross?***

A: For curriculum questions you may contact Mrs. Jill Mack @419-784-2021 or <jmack@defianceholycross.org>

For technologiy questions you may contact Mrs. Carol Moore @419-784-2021 or <cmoore@defianceholycross.org>

Questions of all concerns may be directed to Sr. Lynda Snyder @419-784-2021 or <srlynda@defianceholycross.org>

Q: ***What daily maintenance routine should students follow?***

A: *Charge the laptop each night and begin each day with a fully charged laptop.

*Have the laptop ready for each class period unless otherwise specified by the teacher.

*Transport the computer in its carrying case at all times.

*Log off your desktop account whenever the laptop is not in use.

* Do not leave the laptop unattended. Keep it with your or in a locked/secured place at all times.

*Avoid exposure of laptop to extreme temperatures. (Do not store in a hot or cold car, etc.)

*Protect your laptop from moisture, dust, and chemicals. Never spray any cleaner in or around the laptop. Do not use a wet cloth to clean the laptop – if any moisture gets under the keyboard the computer will be ruined. If the computer needs cleaned, students should take it to the Technology Coordinator.

*The laptop is your responsibility – do not allow anyone else to use your computer.

*Do not set your laptop on a soft surface, such as a pillow or bed. Always place your computer on a surface that will allow airflow.

Q: ***My laptop has a message box saying updates are available – what should I do?***

A: Updates cannot be installed while the filter is turned on. When you see this message take the laptop to the Technology Coordinator and she will install the updates.

ATTACHMENT I
Laptop Agreement
w/Signature Form

ATTACHMENT II
Acceptable Use Agreement
w/Signature Forms

ATTACHMENT III
Repair Form

ATTACHMENT IV
Incident Report

ATTACHMENT V
Damage/Loss Report