

Perry Local Schools



Student/Parent Laptop Handbook

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District Technology Philosophy

- We believe access to technology is important for everyone in order to enable collaboration and promote student communication and independence.
- We believe technology enhances instruction when it is regularly integrated throughout the learning process.
- We believe technology enhances instruction when skills, tools and products are appropriately aligned with learning goals.
- We believe technology enhances instruction by providing opportunities for timely formative feedback.
- We believe technology enhances research-based instruction and best practices when used intentionally.
- We believe technology should be differentiated for student use through appropriate products that support learning and student choice.
- We believe technology integration requires professional development that includes direct instruction and time to explore products and skills.

Student's Technological Rights and Responsibilities

Technology Obligations

Just as students are required to use classroom textbooks, print materials, lab equipment, and other instructional resources, all students will need the laptops to be successful and prepared participants in our schools. Students may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device based on their individual needs.

As part of the Perry Local School District's One2One initiative, all students and parents must sign a **Student/Parent Laptop Policy & Acceptance Receipt** (Attachment A of this handbook). This agreement verifies that all students/parents have read and understand the **District's Acceptable Use Policy** (Attachment B of this handbook) and has filled out the **Optional Insurance Protection Form** (Attachment C of this handbook).

Student laptop distribution and return

- Laptops will be distributed each fall at scheduled pick-up days and on designated grade level days that will be announced by the building/s.
- Laptops will be labeled in a manner specified by the district. Laptops can be identified in the following ways:
 - Student name and identification number
 - Recorded serial number
- Students and parents must sign and return the **Student/Parent Laptop Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form** before the laptop and case will be issued to the student.
- Laptops must be returned prior to the end of the school year at the direction of the district and the building/s. During the summer the laptops will be updated, cleaned and minor repairs done if needed. Some student may need the use of their device for summer programming. Students will need to obtain permission from the tech department to keep their device past the building turn-in date.

- Laptops, chargers and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the Student/Parent Laptop Handbook, Damage/Loss/Theft /Returns expectations.
- Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Perry Local Schools for any reason must return their laptop on the date of termination. Failure to return the laptop and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Perry Township Police Department.
- New students or students who transfer in will have a device and case issued to them once students and parents sign and return the **Student/Parent Laptop Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form**.

Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss, or theft of a laptop (or any accessories), the student must report the incident to his/her teacher or building principal who will contact the building principal. All reports will be investigated and addressed on a case by case basis and damages will be assessed based on the Student/Parent handbook and Damage/Loss/Theft/Returns policy.
- If a device is stolen, a report of theft must be reported to the building principal and technology department. The student and parent must file a police report with the Perry Township Police Department and a copy of the record must be provided to the school. Perry Local Schools will assist the Perry Police in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided. If the student/parent has chosen to take advantage of the Worth Ave. Group insurance plan, there will be no cost to the student/parent. If the student/parent did not choose the optional insurance, the student/parent will be responsible for the entire cost of the replacement device.
- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner laptop will be issued until all required replacement/repair costs are paid.

Optional Insurance

Perry Local Schools has chosen Worth Ave. Group as the vendor of choice to insure school issued Toshiba C40 laptops given to students. This program is voluntary and allows students/parents to purchase coverage for student devices easily online. The cost for a year of coverage is \$22.00. The insurance covers:

- **Accidental Damage:** Drops, liquid spills and liquid submersion
- **Standard Perils:** Fire, flood, vandalism, natural disasters and power surge
- Theft, burglary and robbery
- Mechanical failure and manufacture defects
- **NOTE:** the insurance does not cover damage or loss of the laptop bag

Each fall there will be one month online window for parents/students to sign up for device insurance at <https://www.worthavegroup.com/gpo/perrylocal>. **The sign up window will open August 1, 2017 and close on August 31, 2017.** See your district/building web page for reminders and links to the insurance page. Students/Parents who do not purchase the optional insurance during the signup window will need to follow the chart below to recover any damage or loss to their assigned device, accessories, and bag.

Cost for repair/damage to devices and accessories

1st Accidental Damage Incident/s		2nd or more Damage Incident/s	
Replacement screen	\$0	Replacement screen	\$130
Replacement keyboard	\$0	Replacement keyboard	\$35
Replacement touchpad	\$0	Replacement touchpad	\$20
Total laptop replacement	\$0	Total laptop replacement	\$385
Replacement bag	\$0	Replacement bag	\$28
Battery	\$0	Battery	\$55
Charger	\$0	Charger	\$25

Intentional Damage	
Replacement screen	\$130
Replacement keyboard	\$35
Replacement touchpad	\$20
Total laptop replacement	\$385
Replacement bag	\$28
Battery	\$55
Charger	\$25

- **Note: the replacement cost of the laptop includes a 4 year manufacturer standard limited warranty.**
- **Prices are subject to change and all damages will be charged to the student/parent at the cost of fixing or replacement at the time of the incident.**

Taking Care of Your Laptop, Accessories and Bag

Students are responsible for the general care of the laptops, accessories and bag issued by the school. Laptops, accessories, and bags that are in need of repair must be reported to their teacher and to Students Working on Advanced Technology (S.W.A.T) at SWAT@perrylocal.org as soon as possible.

General Precautions

- The laptop, accessories and bag are the property of Perry Local Schools. All users must follow the guidelines contained in this manual and the District Acceptable Use of Technology Policy.
- Laptops should not be left in an unsupervised area, unlocked car or unlocked locker. Students should take care to always keep their laptops secured when not in their possession. If a laptop is found in an unsupervised area, it will be taken to the Main Office.
- Students are encouraged to take their laptops home everyday, regardless of whether or not they are needed for homework in order to charge their device.
- Students are responsible for charging their laptops **each** night and bringing them to school fully charged. The laptops have approximately a 10 hour battery life and should not require charging during the school day, therefore charging cables should remain at home.
- Laptops, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or heavy materials on top of the laptop as this could damage the screen or keyboard.
- Keep food and drink away from the laptop at all times.
- Carefully unplug cables and accessories from your laptop. Do not pull cables and accessories by the cord.
- Students are not permitted to share their laptops with others. The school issued device is to be used by the student to whom it is issued.

Carrying the Laptop

- Each laptop will come with a carrying case, which should be used when transporting the laptop between home and school, as well as between classes and in the hallways.
- Laptops should never be carried by the screen or while opened.
- The cases provided by the district provided sufficient padding to protect the laptop from normal wear and tear. Nothing should be placed in the case as that might damage the laptop by putting pressure on the screen.
- The front pocket on the bag is to be used to house all accessories.
- The bag that is given to house your device may have **NO writing or stickers placed on it**. You will receive a name tag that will be inserted in a pocket on the side of the bag.
- Headphones, USB devices, and power supplies should be unplugged when transporting the device to prevent breakage.

Screen Care

- Do not lean on the top of the laptop when closed.
- Do not put books or other heavy objects on top of the laptops when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleaner of any type should be used. If in doubt, check with your teacher or member of the Technology Department.
- The laptop should not be carried by the screen

Using the Laptop at School and Home

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptop to all classes and ensuring that they are fully charged each day unless instructed otherwise by their teachers or building principal.

Laptops Left at Home

- If a student leaves his/her laptop at home, he/she may check out a loaner laptop/case from the library. Keep in mind, the number of loaner laptops is limited and there might not be a laptop available. Students are still responsible for getting all coursework completed as if they had their laptop present.
- Loaner laptops must be returned to the library at the end of each day borrowed. Failure to return the laptop at the end of the day may result in disciplinary action.
- If a student repeatedly (three or more times as determined by any staff member) leaves laptop at home, they may be required to “**check out**” their assigned laptop daily. This means that the student will only be able to utilize the laptop during school hours. The laptop would be checked out at the library each morning and returned at the end of each day. This may be required for up to one marking period. This would constitute “**check out**” period 1. At that time the student/parent will have to meet with a building principal or designee to determine a plan to help that student remember his/her device before the device is reissued for school and home use.
- If the student leaves their device at home after the first “**check out**” period, the student may be required to “**check out**” the laptop for the balance of the school year.

Laptops Undergoing Repair

- Loaner laptops may be issued to students when they leave their laptops for repair in the Technology office. Note that there may be a delay in getting a loaner laptop should the school not have enough to distribute.
- Repaired laptops will not be returned to students until fines for damages have been paid, if applicable.

Charging Your Laptop Battery

- Laptops need to be brought to school each day fully charged. Students need to establish a routine for charging their laptops each evening to prepare for the next day.
- Violations will be treated the same as if students left the laptop at home.
- Charging within a teacher's classroom will be at the sole discretion of that teacher.

Background Photos/Themes/Pictures

- Students are permitted to change the background photos or themes on their laptops as long as it's school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted. Disciplinary action may occur if inappropriate material is found.
- Photos and videos should be stored in your Google Drive and not on the hard drive of the laptop. Google provides unlimited space free of charge in your Google Drive.

Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- Personal music and games should not be stored on the laptop. Any music or games on the device should only be added at the request of a teacher for educational purposes.
- When using a laptop in common areas (library, study hall, auditorium, ect), headphones or earbuds should be used if you need sound. Students will be responsible for supplying their own headphones/earbuds for sanitary reasons.
- Data storage on district laptops should be for district approved apps and downloads only. Data storage on the laptops is limited and should be managed by the students so that the full educational potential of the laptop is available.
- Only district or teacher approved apps can be installed.

Printing

- Students are encouraged to digitally publish and share their work through Google Classroom with their peers and teachers. Students will not have the capability to print every assignment to district printers. Requests to print will be on an individual basis.
- The use of Google Classroom and the ability to view assignments digitally should support a nearly paperless environment.

Webcams

- School use- Webcams are to be for educational purposes only.
- Home use- Webcams may be used at home with the permission and supervision from parents/guardians.
- For general safety, it is recommended that a piece of black electrical tape be placed over the camera when not in use.
- Perry Local Schools does not have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school-issued laptop to their home WIFI network. This connection will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the laptop successfully.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent sees something that isn't being filtered that should be, they are to contact the technology department at: techhelp@perrylocal.org as soon as possible. Perry Local Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

Managing Your Files & Saving Your Work

Saving to your Google account

- Students may save work to their Google Drive accounts (or other cloud based storage medium) via the laptop.
- Storage space will be available on the laptop, but since the device has storage limitations it is vital that storage space be reserved for educational use only. It is also important to note that laptops will NOT be backed up by the district in case of resetting or re-imaging.
- It is the responsibility of the student to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.

Network Connectivity

- The Perry Local School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

Software on the Laptop

Originally Installed Software

- All originally installed software by Perry Local Schools must remain on the laptop in usable condition and easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of laptops may be made to ensure that students have not removed required software.

Software/OS Configuration

- Any attempt to change the configuration of the software or operating system on the laptop will result in an immediate disciplinary action.

Procedure for Re-loading Software

- If technical difficulties occur or inappropriate software is discovered, the laptop may be restored to its original configuration. The school district does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.

Software Upgrades

- Upgraded versions of licensed software/apps may become available from time to time. Students are encouraged to periodically upgrade the apps on the laptops if prompted. Please reboot your laptop regularly so that automatic updates occur.

Handbook Violations

- Individuals violating any of the handbook policies or expectations may be subject to disciplinary action.

Responsibilities and Expectations

Parents and Guardians are asked to:

- Talk to your child about values and standards that your he/she should follow regarding the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Become active participants by asking your child to show you what sites he/she is navigating and/or what apps are being used and how they work. The following resources will assist in promoting conversations between you and your child regarding digital citizenship as it relates to internet safety, conduct and “Netiquette.”
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use

Perry Local Schools will

- Provide internet within school buildings.
- Provide online course material access to its students.
- Provide internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the laptops just as we do the borrowing of a school locker. Similar to the policy surrounding schools lockers, Perry Local School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Perry Local District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students are expected to

- Use computers/devices in a responsible and ethical manner, following the” TRUST” guidelines outlined below:
 - **Think** about privacy before posting; nothing you post online is private.
 - **Recognize** others’ work and ideas and treat them with respect.
 - **Unleash** learning with technology; technology should be an educational tool, not a distraction.
 - **Stand up** to inappropriate use. You know right from wrong; consider that before posting.
 - **Treat** myself and others with respect.

Some ideas, formatting, and wording were used from the following districts with One2One initiatives: Exeter Township Schools, Jefferson Local Schools, Hudson City Schools, Lake Local Schools, Solon City Schools, Tusky Valley Local Schools, and Mayfield City Schools

(Attachment A) Student/Parent Laptop Policy & Acceptance Receipt (2017-2018 School Year)

I/we understand that this laptop and bag is, and at all times remains, the property of Perry Local Schools and is herewith lent to the student for educational purposes only for the academic school year.

I/we understand that the laptop is intended primarily for educational use and that students are not permitted to download any applications that use unnecessary memory and compromise the ability of the laptop to handle educational needs.

I/we understand my/our responsibilities with respect to the care and maintenance of the laptop.

I/we understand the terms and conditions of the optional insurance coverage for the laptop offered to each student/parent. If I/we choose not to obtain the optional insurance, I/we understand that the responsibility for fixes and replacement is mine/ours.

I/we understand that students may take laptops home in the evening for school related use; however ,I/we understand that students must have laptops charged and in school everyday.

I/we understand that students must return laptops at the end of the school year in the condition it was received with the exception of normal wear. I/we understand that the Perry Local School District reserves the right to conduct unannounced inspections of student laptops.

I/we understand that I must report any problem or damage to the laptop top the tech department.

I/we understand that the use of the laptops will be governed by terms and conditions spelled out in the District Acceptable Use Policy and Student/Parent Laptop Handbook.

I/we understand that the technology device provided by Perry Local Schools may record or collect information on the student's activity or the student's use of the technology device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. Reasons for collecting information including, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from local, county, state, or federal law enforcement agency; or, at the request of the student/parent of the student to whom the device was issued.

Individual school laptop computers and accessories must be returned to Perry local Schools at the end of each school year. Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Perry Local Schools for any reason must return their laptop on the date of termination. Failure to return the laptop and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Perry Township Police Department.

I/we agree to the stipulations set forth in the above document as well as the Student/Parent Laptop Handbook.

Please Print Clearly:

Student Name (last,first): _____ Grade: _____ Homeroom # _____

Student Signature: _____ Date: _____

Parent Name (Please print): _____

Parent Signature: _____ Date: _____

A Policy for the Acceptable Use of Technology

Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Acceptable Use Policy (AUP) is established to promote the use of technology in a manner that leads to a safe and worthwhile educational experience for all.

Scope/Definitions (Who, What, Where, When)

This policy and associated rules and regulations refer to all electronic computing, communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District
- Any computing or telecommunication devices owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This policy applies to any online service provided directly or indirectly by the district for student use. Students agree to abide any license agreement established by the third party.

This policy is in effect for any school sponsored activity at any time or any place.

Statement of Procedures Existence and Location

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, the District has defined a set of rules for computer and network use. Students must read and abide by these rules set for the district, buildings and classrooms.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to and use of its technology, technology infrastructure or online services provided to its students, staff or visitors. The District is not responsible for any personal documents stored on district technology nor is it responsible for any harm from the release of confidential information.

Copyright/Ownership

Copyrighted materials may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright and materials must be licensed directly to the district. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

The District reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes information contained in online services provided by the district. All such information shall be and remain the property of the District and users shall

A Policy for the Acceptable Use of Technology

have no expectation of privacy regarding such materials. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

Prohibited Practices

The use of technology for any purpose that violates the student code of conduct, rules and regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to theft, destruction of property and bullying. Students are required to report any occurrence of a prohibited practice to the school building administrators. It is recognized that access to and use of technology is a privilege and not a right. The District reserves the right to withdraw access to its network and to determine what constitutes improper use.

Consequences

Policy violators shall be dealt with following established student discipline guidelines. The district also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guideline stated in this policy, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The district also reserves the right to seek monetary or other damages as a result of any criminal or illegal act.

Signatures/Acknowledgement

Students and residential parent or guardian shall acknowledge the information disclosed in this policy by signing below. This document is in effect until the student leaves the district or a new form is required. For students 18 years and older, the student agrees that they understand and agree to abide this policy. For all other students, the parent agrees that they have explained this policy to their child and that the child agrees to abide by the policy.

Student Name (please print) Last, First, M.I.

Parent Name (please print)

Student Signature

Parent Signature

Date

Date

I am 18 or older

I am under 18

School Building

Home Phone



Insuring Personal Property Since 1971

Application valid for 2017-2018 school year

Worth Ave. Group Insurance Coverage

Perry Local Schools has chosen Worth Ave. Group as the vendor of choice to insure school issued Toshiba C40 given to students and faculty. Insurance with Worth Ave. Group will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit.

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Worth Ave. Group Coverage	✓ = Covered	✗ = Not Covered
Accidental Damage (Drop & Spills)	✓	
Cracked Screen	✓	
Liquid Submersion	✓	
Flood	✓	
Natural Disaster	✓	
Power Surge By Lightning	✓	
Theft	✓	
Manufacture Defect		✗
Mechanical Failure		✗
Standard Wear & Tear		✗
Cosmetic Damage		✗
Unexplained Loss		✗

Coverage Details			
Coverage Amount	Deductible	Term	Price
\$350.00	\$0.00	12 Months	<input type="checkbox"/> \$22.00
		Decline	<input type="checkbox"/>
Student Name _____			
Parent Name _____			
Parent Sign _____			
Date _____			

To purchase please visit:

<https://www.worthavegroup.com/gpo/perrylocal>



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www.worthavegroup.com