



Student Laptop Computer Handbook

2016-2017

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1:1 Laptop Program Information

The focus of the 1:1 Laptop program is to provide technology tools and resources to the 21st Century Learner. Student learning comes alive through innovative use of technology integrated into learning environments across the school, preparing our students for their futures.

Engagement & Interactivity

Student engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction, students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st Century work place.

Learning Anytime, Anywhere

When learning is digitized and made available online, students are able to access classroom content and lectures, collaborate with peers, complete projects, and participate in authentic discussions – all at their finger tips. Learning opportunities expand beyond the brick-and-mortar classroom and open the door to alternative learning environments.

Collaboration, Communication, and Shared Learning

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask questions and answer questions, problem solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning.

The procedures and information within this document apply to all laptops distributed by Math and Science Academy, as well as any other device considered by Administration to come under this documentation. Teachers may set additional requirements for use in their classroom.

Math & Science Academy

Laptop Computer Use Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between Math & Science Academy (“School”), the student receiving the laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (“Computer”) for use while a student at Math & Science Academy, hereby agree as follows:

1. Equipment

1.1 Ownership: The School retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the School’s staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. The School will retain records of serial numbers of provided equipment. Parents and/or Students are encouraged to purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the School has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if a Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data: **The Student is solely responsible for any non-School installed software and for any data stored on the Computer.** It is the sole responsibility of the Student to backup such data as necessary. The School reserves the right to add, remove, or block any software on the laptop at any time.

2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student is responsible for maintaining the Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged beyond normal wear and tear. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Payment for Damages: Payment for damages of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the School. If payment has not been made to the School Contact or Technology Coordinator, substitute equipment may be reclaimed.

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the School Contact or Technology Coordinator. If the Computer is stolen or vandalized the Parent and/or Student will file a police report on behalf of the student.

2.5 Technical Support and Repair: The School does not guarantee the Computer will be operable, but will make technical support, maintenance, and repairs for normal damages. The School is not responsible for off-site internet connections or technical support related to off-site internet connections.

3. Acceptable Use Policies

3.1 Monitoring: The School may monitor computer use using a variety of methods, including but not limited to teacher observation, browser history, or electronic remote access, to ensure compliance with the School's Acceptable Use Policy (see **524 Technology Acceptable Use and Safety Policy** https://www.mnmsa.org/bod/policies?dir=%2F_Current_Word_Versions%2F).

4. Laptop Return/Fines

4.1 Termination of Enrollment: Laptops and accessories must be returned to the designated location within the school. Students who graduate early, withdraw, are expelled, or terminate enrollment for any reason must return their school-issued laptop, charge cord, and other school equipment on the date of withdrawal.

If a student fails to return the laptop and accessories at the end of the school year or upon termination of enrollment, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The family will also pay the replacement cost of the laptop. Failure to return the laptop will result in a theft report being filed with the Police Department.

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1:1 LAPTOP PROGRAM EXPECTATIONS

Math & Science Academy issued laptops are designed to support the academic growth of students and augment their learning experiences.

1. Student Use in Classrooms

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day. Expectations will be communicated by the teacher.
- When the computer is not being used in class, it is to be closed. Students are expected to be working on school-related assignments during class.

2. Bringing the Computer to School

- It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computers.
- Students who accidentally leave their computers at home will not have access to a spare laptop for that class day. Students may only use the temporary replacement process for non-functioning computers (those in need of service not related to uncharged battery.)

3. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone. Charging time varies on laptop devices but can be expected to take 3 - 8 hours for a full charge.

4. Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the School Contact or Technology Coordinator immediately.
- If a computer is stolen or vandalized, the parent is responsible to file a police report.
- If a computer is lost, the family will be financially responsible for its replacement.
- Students should never bring computers to the athletic locker rooms. It is safest to keep them secured in the student's assigned locker.

5. Downloading Programs and Personalizing the Computer

- All students will be able to personalize their computers through legal methods. All items must be appropriate and not violate any school policies.
- Stickers and other permanent markings on the outside of the computer will not be allowed. Every computer is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by the School and may not be removed.
- MSA encourages the purchase of protective covering or cases for the computer.

6. **Ear Buds and Head Phones**

- Use of ear buds or head phones in class and/or during study times is at the discretion of the teacher.
- Each student must provide his/her own ear buds or head phones.

7. **Computer Part Replacement**

- **Batteries** – Batteries will wear out. In the event that a battery is no longer holding any charge, a student may exchange for a new battery in the office. The student must turn in the old battery to receive a new one. If an old battery is not turned in, a replacement battery can be acquired for \$25.00
- **Power Adapters** – Power adapters may be swapped in the office for a new one free of charge. Should the student need a new power adapter, they may purchase one at the office for \$15.00. If a power adapter is not turned in at the end of the year, a \$15.00 fee will be assessed to the student.

Students are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect the computer assigned. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

1. **General Care**

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or alter the physical structure of the computer, including but not limited to removing or change of keys, screen cover, or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean.
- Do not do anything to the computer that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a flash drive to backup information.
- Do not put stickers or use any type of markers or adhesive on the computer.
- Close the lid of the computer when it is not in use in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer.

2. **Keep the Computer in a Safe Place**

- The computer and other equipment must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the computer on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left unattended in classrooms or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the family’s responsibility.

3. **Keep the Computer Away from All Liquids**
 - Exposure to liquids will severely damage a laptop and will result in significant repair costs. Keep all food and liquid away from the laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with the laptop – even if it is sealed.
4. **Computer Problems**
 - It is a student's responsibility to seek technical assistance to ensure a working computer at all times.
5. **Only One User**
 - Students should not allow another student to use the computer they have been assigned. Loss or damage that occurs when anyone else is using it will be the student's responsibility.
6. **Cleaning the Computer**
 - Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in cleaning areas that do not appear to be coming clean with the dry cloth. A computer screen shows fingerprints and smudges easily. Be sure to follow proper cleaning procedures to keep the screen looking new.
7. **Shutting Down the Computer**
 - Shut down the computer when it will not be used for an extended duration.
8. **Closing the Computer**
 - When the student put the computer "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the computer is shut down may damage the hard drive and cause data loss.
 - The laptop lid/screen needs to be completely closed when moving it from one point to another.
9. **Carrying the Computer**
 - Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
 - It is recommended the student stores the computer in a protective case when not in use.
10. **Personal Health and Safety**
 - Avoid extended use of the computer resting directly on the student's lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury to the user. Students should use a barrier such as a book or devices made specifically for this purpose when working on their lap. Also, avoid lap-based computing while connect to the power adapter as this will significantly increase heat production.
 - Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

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1:1 LAPTOP PARENT GUIDE

Digital safety is of the utmost importance. Intentional, frequent discussions with your student of any age, are necessary and allow you to be proactive in protecting your child and further educating him/ her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the computer and home Internet use.

In alignment with the Math and Science Academy Acceptable Use Policy for Technology, beyond school, **parents must take responsibility for the use of technology and the Internet.** As a parent, you are responsible for monitoring your student's use of District –provided educational technology including District-issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Filter Access

While many potential dangers are filtered and blocked on the school's wireless network, students often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/ reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, iPads, iPods, video game systems and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectations for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical skill, one best learned before heading off to college or the workplace.

Put the Computer to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to computers, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the computer. Remember to model appropriate use and balance of technology in your own life as well.

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1:1 LAPTOP PROGRAM AGREEMENT

Math & Science Academy grants the user permission to use technology equipment for school and home use based on the mutual agreement of the following:

Agreements

1. I will return the equipment on the established due dates and times and understand that I may be billed for replacement costs if equipment is damaged, lost, or not returned promptly.
2. I will treat this equipment with care.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will follow general maintenance alerts and advice from MSA Technology Personnel.
6. I will promptly report any malfunction, loss, damage, or theft to the School Contact or Technology Coordinator.
7. I will adhere to the Math & Science Academy Acceptable Use Policy (**524 Technology Acceptable Use and Safety Policy**) when using this equipment at all times and locations.

I understand if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

Parent/Guardian Signature

Date

Student Signature

Date