

Aleutians East Borough School District Laptop Handbook

The focus of the Aleutians East Borough School District Laptop Program is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources and online/CD-ROM based information and textbooks are essential to survive in the 21st Century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not have regular access. As we continue to enter the 21st Century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these 21st Century students is the laptop computer. The individual use of the laptop is a way to empower a student to learn at his/her full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology integration does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Every effort will be made to provide access to quality resources that will hopefully reshape how students learn.

With the issuance of each laptop also comes the need to establish policies, rules, and procedures that will govern the use of the Aleutians East Borough School District (AEBSD) equipment. These issues range from the need to protect student access, to care and maintenance of the laptops. Each student will be issued a laptop computer for his or her use during the first weeks of each school year. The laptop will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number for each computer will be recorded and the student will sign for the computer.

We hope the information in this guidebook provides you with useful information, advice, best practices and practical solutions and consequences. This handbook is not meant to be “all inclusive” and will remain a work in progress as the Aleutians East Borough School District Laptop Program develops over the years.

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District Mission Statement:

"The mission of the Aleutians East Borough School District is to provide an education that meets all students' needs and helps them to be successful in life"

District Technology Vision Statement:

The Technological Vision of the Aleutians East Borough School District students and staff is:

- ✚ To meet the individual educational needs of our students*
- ✚ To provide appropriate connectivity to access information beyond the boundaries of the classrooms walls*
- ✚ To provide methods for students, staff, and parents/guardians to communicate and share information*
- ✚ To develop, support and expand the district's curriculum*
- ✚ To encourage creativity and critical thinking skills through the use of technology*
- ✚ To increase administrative productivity through the use of Technology*
- ✚ To provide Professional Development to enhance educators' and administrators' skills*

Receiving Your Laptop

Laptops will be distributed each fall during "Student Registration & Laptop Orientation." Parents & students must sign and return the Laptop User Agreement, District Acceptable Use Policy (AUP), and Student Pledge documents before the laptop can be issued to their child. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Aleutians East Borough School District.

Returning Laptops

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Laptops are to be returned to school on the ***Second Friday in May. (Or two weeks prior to school closing)***

Taking Care Of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology coordinator or Principal.

General Precautions

- ✚ No food or drink is allowed next to your laptop while it is in use.
- ✚ Cords and cables must be inserted carefully into the laptop.
- ✚ Students should never carry their laptops while the screen is open..
- ✚ Laptops should be shut down before moving them to conserve battery life.
- ✚ Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the AEBSD.
- ✚ Laptops must never be left in a car or any unsupervised area.
- ✚ Students are responsible for keeping their laptop's battery charged for school each day.

Transporting Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school.

The guidelines below should be followed:

- ✚ Laptops should always be within the protective case when carried.
- ✚ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- ✚ The laptop must be turned off before placing it in the carrying case.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ✚ Keep from leaning on the top of the laptop when it is closed.
- ✚ Keep from placing anything near the laptop that could put pressure on the screen.
- ✚ Keep from placing anything in the carrying case that will press against the cover.
- ✚ Keep from poking the screen.
- ✚ Keep from placing anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ✚ Keep the screen clean with a soft, dry cloth or anti-static cloth.

Using Your Laptop At School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop

use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeated violations of this policy will result in lose of the privilege to take computers home.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair.

Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

Screensavers

- ✚ Inappropriate media may not be used as a screensaver.
- ✚ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- ✚ Passwords on screensavers are not to be used.
- ✚ Hard drive passwords are unacceptable. If used, students may be responsible for the cost of replacement hardware.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

Students may use the printers located in various locations around the school with teachers' permission during class or breaks..

Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your laptops performance. Laptops may need to be re-imaged to correct laptop performance.

Music, Games, Cell Phones or Programs

Music and games are not allowed on the laptop during school hours without permission from the teacher. Do not save any music, games, or programs to the hard drive. All software must be district provided. Cell Phones cannot be connected (hardwired/wireless) at any time. Laptops will be re-imaged to correct laptop problems. This may/will result in loss of data files.

Managing Your Files & Saving Your Work

Saving to the Home Directory

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.


Saving data to Removable storage devices


Students should also backup all of their work at least once each week using removable file storage. Removable USB devices may be purchased. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.


Software On Laptops

Originally Installed Software

The software originally installed by AEBSB must remain on the laptop in usable condition and be easily accessible at all times.

 Licensed software provided with all new laptops includes:

 Microsoft Office 2008

 Symantec

Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network.

Additional Software

- ✚ It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
- ✚ Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- ✚ Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- ✚ ***Violent games and computer images containing obscene or pornographic material are banned.***

Inspection

Students may be selected at random to provide their laptop for inspection.

Procedure for re-loading software

- ✚ If technical difficulties occur or illegal software is discovered, the technician will copy all files in the ***Home Directory***. The hard drive will then be re-formatted. Authorized software will be installed.
- ✚ ***If illegal software, violent games and computer images containing obscene or pornographic material is discovered, the hard drive will then be re-formatted.***
- ✚ The school *does not accept responsibility* for the loss of any software deleted due to a re-format and re-image.

Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Policy or AUP will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Student Responsibilities

- ✚ Students are responsible at all times for their laptops, whether at home or school.
- ✚ Students may only log in under their assigned username. Students may not share their password with other students.

- ✚ All laptop components are to be carried in the laptop bags *at all times*.
- ✚ Students may not loan laptop components to other student *for any reason*.
- ✚ Students may not play games, load or download any software, music, pictures, etc. on the laptop.
- ✚ Students are responsible for charging and maintaining battery units in laptop daily.
- ✚ Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
- ✚ All students have access to a CD burner drive and a network drive on which to store data. *It is the responsibility of the student to see to it that critical files are backed up regularly to one of these two locations.*
- ✚ All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- ✚ *Do not* leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.

Parental/Guardian Responsibility

- ✚ Parents/ Guardians will be responsible for monitoring student's use of the laptop at home.
- ✚ Parents/ Guardians will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- ✚ Parents/ Guardians are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents/guardians are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request.

Protecting & Storing Your Laptop Computer

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following way:

- ✚ Record of serial number and District asset tag

Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised laptops will be confiscated by staff and taken to the Principal. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

Laptop Consequences

Parents/Guardians and Students are responsible for all damage or loss caused by neglect or abuse. Parents/Guardians and Students understand there will be consequences for each occurrence if the laptop or accessories are damaged, lost or stolen:

- ✚ First offense: Payment for repairing or replacement of computer is due before the laptop is returned to the student.
- ✚ Second offense: Payment for repairing or replacement of computer. Student, parents and principal will determine a performance contract before the laptop is returned to the student.
- ✚ Third offense: Payment for repairing or replacement of computer. Student will not be allowed to take the computer out of the school for the remainder of the year.

Repairing Or Replacing Your Laptop Computer

Please report all laptop problems to the Principal or Site Technology Coordinator.

Laptop Technical Support

The Technology Coordinator will provide laptops services. Services include the following:

- ✚ Hardware maintenance and repairs
- ✚ Password identification
- ✚ User account support
- ✚ Operating system or software configuration support
- ✚ Application information
- ✚ Re-imaging hard drives
- ✚ Updates and software installations

Aleutians East Borough School District

Student/Parent Laptop Agreement

- ✚ I will take good care of the AEBSD laptop and know that I will be issued the same laptop each year.
- ✚ I will never leave the AEBSD laptop unattended.
- ✚ I will never loan out the AEBSD laptop to other individuals.
- ✚ I will know where the AEBSD laptop is at all times.
- ✚ I will charge the AEBSD laptop's battery daily.
- ✚ I will keep food and beverages away from the AEBSD laptop since they may cause damage to the computer.
- ✚ I will not disassemble any part of the AEBSD laptop or attempt any repairs.
- ✚ I will protect the AEBSD laptop by only carrying it in the bag provided or an approved case.
- ✚ I will use the AEBSD laptop computer in ways that are appropriate and educational.
- ✚ I will not place decorations (such as stickers, markers, etc.) on the AEBSD laptop.
- ✚ I understand that the AEBSD laptop and accounts are subject to inspection at any time without notice and remains the property of the Aleutians East Borough School District.
- ✚ I will follow the policies outlined in the Laptop Policy Book and the Aleutians East Borough Acceptable Use Policy while at school, as well as outside the school day.
- ✚ I will be responsible for all damage or loss caused by neglect, abuse or vandalism.
- ✚ I understand and agree to pay for the replacement of the AEBSD laptop computer, power cord, battery, or laptop case in the event any of these items are lost, stolen or damaged.
- ✚ I agree to return the AEBSD laptop and power cords in good working condition.
- ✚ I will not reveal my own or anyone else's personal address or phone number online.
- ✚ I agree to abide by all copyright and license agreements.
- ✚ I agree that no financial transactions of any kind will be allowed using the school account.
- ✚ I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
- ✚ I have read the AEBSD Acceptable User Policy, AEBSD Procedure, and Information Guide and agree to adhere to all aspects therein.

Student Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Permission to Publish

Dear Parents/Guardians:

As part of your child's educational program, he or she may have the opportunity to publish assignments and projects on the World Wide Web. These projects may include a class Wiki or Blog, a story, a poem, a drawing, a research project, photographs, video, audio file, or a multimedia project. Individuals with Internet access will be able to view your child's work. We think this is an exciting and enriching opportunity for your child to publish content for a global audience.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher.

Parent/Guardian Permission (Check all that apply)

I grant permission for _____ (student's name) to publish his/her student work, to be included in individual or group photographs, and to be identified on a AEBSB's website or in a school newsletter as described.

Publish my Name as shown: _____ (Student's last names are not published.)

- | | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Publish my Photo. |
| <input type="checkbox"/> | Do not publish my Photo |
| <input type="checkbox"/> | Publish Student Work |
| <input type="checkbox"/> | Do not publish Student Work |

I do not grant permission for _____ (student's name) to publish his/her student work.

Parent/Guardian signature: _____ Date: _____

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Aleutians East Borough School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

SUMMARY

Public technologies such as desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by the Aleutians East Borough School District, (hereinafter referred to as "AEBSD") to students and staff. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the AEBSD Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Alaska State Statutes or Federal Law according to the Children's Internet Protection Act (Pub. L. 106-554 and 47 USC 254(h)).

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to floppy disks, hard-drives, CD ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of AEBSD. The AEBSD administration reserves the right to confiscate, search or otherwise investigate any of the above-mentioned items at its discretion.

COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of AEBSD policy to:

1. Duplicate copyrighted software provided by AEBSD. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright agreement, and AEBSD will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing agreement. Information on licenses is available through the District Technology Department (hereinafter referred to as "DTD").
3. Copy, rename, alter, examine, install or delete the files or programs of another person or AEBSD except in the case of troubleshooting or repairing the computer.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
5. Use a computer for non-school-related activities.
6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, (whether destructive or not), distributing large quantities of information that overwhelm the network including but not limited to chain letters, network games, mass copying of files for no specific reason, etc.
7. Use software not expressly provided by AEBSD for use on district computing equipment. Students are not to download executable software off the Internet, software updates to existing licensed programs resident on that personal computer, or purchased via the Internet with an official purchase order approved by DTD. For all downloads, a copy of the license agreement must be forwarded to DTD and the building administrator for tracking and audit purposes. Please consult with the DTD Department before proceeding with any of the above.
8. Install personally purchased software on AEBSD computers without express permission of the Director of DTD.
9. Take or scan pictures of students without signed permission of the parents and permission from the building administrator.
10. To post any political, commercial, pornographic or otherwise questionable material to the District web site or any AEBSD hosted web site. Additionally, any postings must meet general District policy and be approved by DTD.
11. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately.
12. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner, will be financially responsible for all repairs and/or replacements. This includes, but is not limited to unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

INTERNET USE

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support worldwide access to business and educational information by individuals. The use of your account must be in support of educational research and consistent with the educational objectives of AEBSB.

1. Internet access may be provided to students for research activities relating to their course work. Students may also have access to:
 - a. Electronic mail
 - b. Surf the World Wide Web
 - c. Bulletin Boards, etc...

2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone number or that of other students.
 - d. Note that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
 - e. Do not disrupt the use of the network for other users, e.g., Internet Radio, iTunes (radio), YouTube etc...
3. Inappropriate use of an account.

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- a. Use or attempt to use another person's login and/or password.
- b. Copying, transferring, or duplicating software owned by or registered to AEBSB.
- c. Transmission of or downloading any material in violation of any federal, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
- d. Using the network for commercial, political, personal, or private gain.
- e. Communication whose sole intent is not for the purpose of education or school-related research/activities.

CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific student accounts. If you have any questions, please contact your sites Principal or Technology Coordinator.

If a student has failed to comply with this policy, he/she may be:

- A. Removed from the system for a specific period of time or permanently, depending on the nature of the offense.
- B. Required to pay for damages with regard to technician time, computer resources, or other fees.
- C. Criminally charged under local, state, or federal laws.
- D. Subject to student disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

Adoption Date: October 22, 2007

Technology Acceptable Use Contract for AEBSD Students

As a student of the Aleutians East Borough School District, hereinafter referred to as “AEBSD”, I, _____, recognize and understand that the district’s e-mail systems are to be used for conducting school course work only. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by authorized AEBSD representative.

I am aware AEBSD reserves the right to review, audit, intercept, access, and disclose all matters on the district’s e-mail systems and serves at any time, with or without student notice or consent, and that such access may occur during after working hours. I am aware that use of an AEBSD provided password or code does not restrict the district’s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up and including termination or discharge from employment.

I acknowledge that I have read and that I understand the AEBSD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read, that I understand this notice, and that a copy of the entire policy has been provided me.

Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised. Choosing not adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

- I grant permission for my son/daughter to use the network services and technology tools of the Aleutians East Borough School District, including access to the Internet.
- I do not grant permission for my son/daughter to use the network services and technology tools of the Aleutians East Borough School District, including access to the Internet.

Parent Signature

Date

Student Signature

Date