Laptop Policy, Procedures, and Information

Huron High School
Huron, South Dakota

Huron High School Laptop Program

The focus of the Learning with Laptops Program at Huron High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students in the laptop computer. The individual use of laptops is a way to empower students to learn at their 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 immersion 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. Learning with Laptops integrates technology into the curriculum any time, any place.

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Laptop Handbook – 2007-2008

The policies, procedures and information within this document apply to all laptops used at Huron High School, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

The laptop selected for use at the Huron High School is the **Gateway 400E.**
Processor: Mobile Intel® Celeron® Processor 2.2GHz with 256K cache
Memory: 256MB DDR SDRAM
Hard Drive: 30GB 4200rpm Ultra ATA hard drive
Floppy Drive: Integrated 6 in 1 memory card reader
Optical Drive: Integrated 8x DVD-ROM
Expansion Slots: One type II, or one type III PC Card Slot
External Ports: (2) USB 2.0, VGA and Parallel
Operating System: Microsoft® Windows® XP Professional
Application Software: Microsoft® Office®
Anti-Virus Software: Norton Anti-Virus Software 90 day Introductory Offer
Screen: 14.1" XGA TFT Active Matrix
Video: Integrated Intel® graphics with dynamic video memory technology
Keyboard and Mouse: Full-Sized Keyboard and EZ Pad® Pointing Device
Multimedia Package: Integrated sound and stereo speakers, headphone/ mic jacks
Battery: High-Capacity Lithium Ion Battery with AC pack
Modem: Integrated V.92 56K Modem
Network Adapter: Integrated 10/100 Ethernet
Wireless Networking Adapter: Integrated 802.11b Wireless Networking
Limited Warranty Programs: 4Yr Parts, Labor, Authorized Service Provider (ASP)
Accidental Damage Protection: Four years accidental damage protection
Carrying Case: Targus Laptop Sleeve

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during "*Student Registration & Laptop Orientation.*"
Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.
The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook.

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 HHS.

3. 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 Help Desk located in the school library.

3.1 General Precautions
- ✓ No food or drink is allowed next to your laptop while it is in use.
- ✓ Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- ✓ Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- ✓ 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 Huron School District.
- ✓ 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.

3.2 Carrying 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.

3.3 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.
- ✓ Do not lean on the top of the laptop when it is closed.
- ✓ Do not place anything near the laptop that could put pressure on the screen.
- ✓ Do not place anything in the carrying case that will press against the cover.
- ✓ Do not poke the screen.
- ✓ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ✓ Clean the screen with a soft, dry cloth or anti-static cloth.

4.   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.

4.1 Laptops Left at Home
If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk.

4.3 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 or borrow a battery at the Technical Help Desk located in the library.   Students also have the opportunity to check out one additional battery for trips.   Extra batteries must be returned to the Help Desk by 8:30 of the next school day.

4.4 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 forbidden. If used, students may be responsible for the cost of replacement hardware.

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

4.6 Printing
Students may use printers in classrooms, the library, and computer lab with the teacher's permission during class or breaks.   Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the laptop computer.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 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.

The laptops will be set up with a ***Home Directory*** in which students should save their work. The ***Home Directory*** will automatically save a copy of all student documents saved to the Home Directory to the high school server while they are on the high school network. When

a student adds a document to the ***Home Directory*** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the ***Home Directory*** may be created or added by the student.   All student work should be stored in one of the ***Home Directory*** folders.

Only files stored in the ***Home Directory*** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

5.2 Saving data to Removable storage devices
Students should also backup all of their work at least once each week using removable file storage.   Removable memory cards may be purchased at a local retailer. The computer's 6-in-1 memory card reader will read the following types of memory cards:
✓ Secure Digital (SD)
✓ Multi-Media Card (MMC)
✓ Memory Stick
✓ CompactFlash
✓ CompactFlash II
✓ SmartMedia

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.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software
The software originally installed by the HHS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with Gateway's proprietary version of Microsoft Windows XP Professional operating system and with additional software. Licensed software provided with all new laptops includes:
✓ Adobe Acrobat Reader
✓ Discourse
✓ GroupWise E-mail Client
✓ Microsoft Internet Explorer & Netscape Navigator
✓ Microsoft Office XP including Word, Excel, Access, FrontPage, PowerPoint & Publisher
✓ Microsoft PhotoDraw V2

- ✓ Microsoft Windows XP Professional
- ✓ Norton Anti-Virus
- ✓ Windows Media Player
- ✓ Windows Movie Maker
- ✓ Inspiration

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From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course.   Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class, and that the school has not exceeded its licenses.

6.2 Virus Protection
The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

6.3 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.

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

6.5 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 and the data files reinstated in the *Home Directory*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6 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.

7. ACCEPTABLE USE

7.1 General Guidelines

- ✓ Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Huron School District.
- ✓ Students are responsible for their ethical and educational use of the technology resources of the Huron School District.

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- ✓ Access to the Huron School District technology resources is a privilege and not a right.   Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
- ✓ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

- ✓ Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Uniform Code of Behavior.

7.2 Privacy and Safety
- ✓ Do not go into chat rooms or send chain letters without permission.
- ✓ Do not open, use, or change computer files that do not belong to you.
- ✓ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- ✓ Remember that storage is not guaranteed to be private or confidential.
- ✓ If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety
- ✓ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ✓ Plagiarism is a violation of the HHS Uniform Code of Behavior. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- ✓ Use or possession of hacking software is strictly prohibited and violators will be subject to Step 6 consequences of the Uniform Code of Behavior. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail
- ✓ Always use appropriate language.
- ✓ Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- ✓ Do not send mass e-mails, chain letters or spam.

✓ Students should maintain high integrity with regard to email content.
✓ No private chatting during class without permission.
✓ HHS e-mail is subject to inspection by the school.

7.5 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

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Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Uniform Code of Behavior.

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. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification
Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:
✓ Record of serial number and senior high asset tag
✓ Individual User account name and password

8.2 Password Protection
Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

8.3 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.

8.4 Laptops Left in Unsupervised Areas
Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the assistant principals' office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Gateway Warranty
This coverage is purchased by the Huron School District as part of the purchase price of the equipment. Gateway warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop, or laptop replacement. The Gateway warranty <u>does not</u> warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all laptop problems to the technology Help Desk located in the library.

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9.2 Accidental Damage Protection
The Huron School District has purchased through Gateway coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage <u>does not</u> provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. Gateway will assess the laptop damage and repair or replace the machine at no cost if the damage is determined
to be accidental, infrequent, and within the protection guidelines. The laptop is covered with a four-year Gateway Warranty and Accidental Protection Plan. HHS technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the technology Help Desk located in the library.

9.3 School District Protection
School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9.4 Claims
All insurance claims must be reported to the Technology Help Desk located in the library or media center. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Uniform Code of Behavior.

The district will work with the Huron Police Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the high school library or media center and coordinates the repair work for laptops. Services provided 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
- ✓ Coordination of warranty repairs
- ✓ Distribution of loaner laptops and batteries   2007

11. LAPTOP FAQ'S

What is the configuration of my Gateway 400E Laptop Computer?

Processor:	Mobile Intel® Celeron® Processor 2.2GHz with 256K cache
Memory:	256MB DDR SDRAM
Hard Drive:	30GB 4200rpm Ultra ATA hard drive
Floppy Drive:	Integrated 6 in 1 memory card reader
Optical Drive:	Integrated 8x DVD-ROM
Expansion Slots:	One type II, or one type III PC Card Slot
External Ports:	(2) USB 2.0, VGA and Parallel
Operating System:	Microsoft® Windows® XP Professional
Application Software:	Microsoft® Office®
Anti-Virus Software:	Norton Anti-Virus Software 90 day Introductory Offer
Screen:	14.1" XGA TFT Active Matrix
Video:	Integrated Intel® graphics with dynamic video memory technology
Keyboard and Mouse:	Full-Sized Keyboard and EZ Pad® Pointing Device
Multimedia Package:	Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks
Speakers:	Speakers not selected
Battery:	High-Capacity Lithium Ion Battery with AC pack
Modem:	Integrated V.92 56K Modem
Network Adapter:	Integrated 10/100 Ethernet

Internet Service Provider: One year America Online® Internet Access

Wireless Networking Adapter: Integrated 802.11b Wireless Networking

Limited Warranty Programs: 4Yr Parts, Labor, Authorized Service Provider (ASP) Service, Limited HW & SW Tech Support for as long as you own it.

Accidental Damage Protection: Four years accidental damage protection

Carrying Case: Targus Laptop Sleeve

2.   **Can I use the Gateway 400E laptop computer and software throughout my career at HHS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at HHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses

require different textbooks, you may need additional software as you move through the curriculum.

3. **What if I already have another model or brand of laptop computer?**

    You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Huron School District is also limited to provide maintenance service or assistance for only the Gateway 400E laptop. *For these reasons, other laptop computers will not be used on the Huron School District network at school.*

4. **Can I have my laptop computer this summer?**

    No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and HHS's policy regarding the ethical use of computers.

5. **Where do I find a Gateway authorized service technician?**

    Huron High School has hired technicians working in the Information Technology Services Center to be certified by the laptop manufacturer to do warranty repair work. If you have a question or a service need, take your laptop to the Help Desk located in the library.

6. **What about insurance against theft or breakage through carelessness?**

    Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Huron School District laptop protection is recommended. The protection covers the laptop for a $25.00 payment. You will be responsible for paying an additional charge of $200.00 for each theft or loss claim.

    The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

7. **Does HHS provide maintenance on my Gateway 400E laptop computer?**

    Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at HHS will be covered by a maintenance agreement for items described in the Gateway warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

8. **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?**

    Huron High School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk in the library or media center, the same area where you will go for service on your laptop computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

9. **If I purchase software in addition to the available software provided through HHS, will the Technical Help Desk staff load it for me?** Yes. Students who qualify for the

Rewards Privileges will be allowed to have appropriate software installed by the Technical Help Desk staff.   Students with Standard Privileges or Suspended Privileges are not allowed to install or download additional software to their school-issued laptop computer.

10. **Do I need a printer?** You need not own your own printer since printers are located near classrooms, in the library, and in the study hall. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk and ask to have your printer software installed.

11. **Will I need to buy a modem?** No. A modem is built into the Gateway 400E.

12. **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with Mid-Continent Communications or Prairie Wave, you simply need to plug the Ethernet cable into the

Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

Dial-up Internet connections will not work on the school laptop until the Huron High School technicians format your laptop for a dial-up connection. Please take your laptop to the technology Help Desk if you want your laptop configured for your home dial-up Internet access.

13. **Will there be facilities to back up the files I create on my laptop?**

Yes. When you save your documents to the Home Directory folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 6-in-1 memory card reader on the laptop.

14. **What if I want to add options to my laptop later?**

Only the Huron School District is authorized to add options and upgrades to your laptop computer.

15. **What if I want to run another operating system on my laptop?**

Only the operating system chosen by the Huron School District will be authorized to run on a student-issued laptop computer.

16. **Will I be given a new battery if mine goes bad?**

The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Help Desk. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school back-up batteries is frequent.

17. **What has the school done to help prevent students from going to inappropriate sites?**

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the principal's office.

18. **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?**

Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the principal's office.

19. **If the accessories to my laptop are lost or stolen, how much will it cost to replace them**?

In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Assistant Principals' office. The cost to replace specific accessories is listed below: a) AC adapter & power cord: $35.00 b) Battery: $99.00 c) Laptop Sleeve: $7.00

12. **LAPTOP REWARD SYSTEM**

All students will begin the school year with Standard Privileges and have the opportunity to earn the Rewards Privileges by meeting the criteria listed below.   Student records will be reviewed quarterly to determine whether they have earned the opportunity to advance to the next level of privileges.