South Kingstown High School
Building the future, one child at a time

1:1 Laptop Program
Parent/Student Handbook
2016-2017

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Section 1: Student Laptop Program Overview

Program Overview:

The South Kingstown School Department is very pleased to be able to offer a student laptop program at South Kingstown High School. This 1:1 laptop initiative, which was established after a thoughtful, collaborative process involving all members of the school community, will help enhance, personalize and enrich the learning environment. Over the next two school years, laptops will be issued to all incoming 9th graders so that by 2017-18, all students grades 9 through 12 will have their own personal laptop.

The school district purchases and owns these devices and distributes them to students to use for educational purposes during the school year. Each student will receive a Dell laptop, charger, and protective case. As long as students follow the expectations set forth in this handbook in **Section 2: Care and Maintenance**, they are also allowed to take the laptops home to complete their studies. Whenever a student leaves the district, the school-issued laptop must be returned to the South Kingstown School Department.

The South Kingstown School Department, recognizing that educational opportunity should be afforded to all students equally, is committed to purchasing insurance for all student laptop devices at no cost to students and parents. The issue of laptops for educational use in the South Kingstown Public Schools is an immense opportunity to accelerate the learning for all of our students and enhance an already strong academic program. The success of the laptop program will depend on the collaboration between parents, educators, and students. We look forward to open communication and robust partnership between our community members, parents, students, and staff in support of the program.

We believe the laptop program is evidence of the South Kingstown School Department's strong commitment to support the Mission of the district, the vision of the Technology Committee as well as the "Rebel Way."

Thank you for being part of our vision to promote a student-centered learning environment.

South Kingstown School Department Mission Statement

The mission of the South Kingstown School Department, in partnership with families and the entire educational community, is to educate ALL of our students in the knowledge and skills necessary to ensure readiness and success in college and career.

SKSD Technology Committee Vision Statement

Create a student-centered learning environment where students can reach beyond the classroom walls and engage in authentic experiences while taking ownership of their learning. Integrate technology into curricula to promote the use of 21st Century tools to develop 21st Century learning skills.

1:1 Computing Goals

1. *To improve equity of access to technology*
2. *To improve the quality of learning*
3. *To institute and support best practice in technology integration*
4. *To improve student learning of content*
5. *To support formative assessments and differentiated instruction*
6. *To improve student ability to become lifelong learners*
7. *To improve the home-school connection*

THE REBEL WAY

South Kingstown High School is proud to be a safe and respectful community of learners that recognizes and encourages the talents and potential of every student. We are committed to a rigorous curriculum that fosters and develops identified academic, civic and social skills. The 21st century Rebel is an independent, critical thinker who effectively participates in our diverse community. We believe students learn best, first and foremost, when they assume responsibility for their own learning. It is incumbent upon the learning community to support them by providing the following:

- *Clearly communicated expectations*
- *Varied support structures for all learners*
- *Authentic learning opportunities both in and out of school*
- *Instruction that meets all students' needs 21st century learning tools*
- *Opportunities to employ critical thinking skills*
- *Timely and constructive feedback*
- *Teachers who are knowledgeable in content and method*
- *A positive, safe and supportive environment*
- *Multiple opportunities to engage parents.*

Section 2: Care and Maintenance

General Use and Care:

✓ Do not place heavy objects on top of the laptop. This may cause damage to the screen. The laptop should never be in a pile or shoved at the bottom of a heavy bag.

✓ Do not place stickers on the inside/outside of the laptop.

✓ Do not put pens, scissors or paper clips in the same compartment as your laptop; they may damage the screen or one of the ports.

NOTE: DO NOT PLACE ANYTHING BETWEEN THE SCREEN AND THE KEYBOARD WHEN YOU CLOSE THE LID--SCREENS CAN BREAK EASILY!

✓ Use your laptop on a sturdy surface that allows for adequate air circulation. Placing the laptop on a pillow during use or blocking the side air vents can cause it to overheat.

✓ Do not bend the AC adapter wire.   Leave plenty of room for the wire to reach the computer.

✓ When moving about with your laptop, save all open documents, put laptop to sleep (close the lid), AND place laptop in its case.

✓ The trackpad can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.

✓ Do not charge the computer in the Dell bag

NOTE: DO NOT WALK WITH YOUR LAPTOP OUTSIDE ITS CASE OR WHILE OPEN!

At least once a week:

✓ Empty the trash.

✓ Restart (recommended but not a requirement).

✓ Shutdown your computer if you are not going to use your laptop for 1 or more days.

Cleaning:

✓ While the computer is turned off, you may clean the keyboard, trackpad and surfaces with a lightly damp cloth.

✓ Use only approved** wipes for the screen (**cleaners that are designed for LCD screens--regular class cleaners that contain alcohol or ammonia will cause damage)

NOTE: NEVER SPRAY CLEANERS DIRECTLY ON YOUR COMPUTER

To maximize battery life:

✓ Turn down volume and brightness

✓ Quit any applications that you are not using; applications can query the network every few minutes and put a strain on the network that slows down traffic for all of us.

After School and at Home:

✓ Use a surge protector instead of plugging directly into the wall to protect from lightning strikes and power surges.

✓ When connecting to power, plug into the wall first, then your Dell.

✓ When disconnecting from power, unplug from your Dell first, then from the wall.

✓ Use your laptop away from food and liquids. Spills can be deadly to your Dell.

✓ Leave your laptop in a secure place during after school sports and activities.

✓ Do not leave your laptop in a car overnight or for long periods. Extreme heat or cold can damage your Dell.

✓ Keep your laptop locked in a safe location when you are away for the holidays.

✓ Only you should use your laptop because you are responsible for its use and care.

✓ Do not keep magnetic items like paperclips or staples near the power port on your laptop. The magnetic charge on the port will attract them and may cause damage.

Computer Troubles?

✓ If your computer is slow or certain applications aren't working right, try saving your work and restarting.

✓ Contact the South Kingstown High School helpdesk staff located in the SKHS library.

Section 3: Responsible Use and Internet Safety

Computer Software:

The only software installed on South Kingstown Public School laptops is software owned and purchased by the South Kingstown High School.   Due to software copyright laws, personal software purchased by students or families cannot be installed on school issued computers.

✓   Laptops come standardized and preconfigured with all software.

✓   Software may not be copied, altered, or removed from the laptops.

✓   All students are responsible to backup all their own data.

✓   Do not delete any application files that you did not create. The deletion of these files could cause issues with the computer functioning properly.

✓   File sharing programs used to illegally download music, videos, games, etc. are not allowed on the laptop. It is a violation of South Kingstown Public School's Technology Policy and may be a violation of federal copyright laws.

NOTE: STUDENTS ARE NOT PERMITTED TO DOWNLOAD AND INSTALL SOFTWARE PROGRAMS.

Email:

Students will be using the South Kingstown High School Google platform as their email account for school. Students will only be able to use their school gmail account to email others within the SKSD Google Domain.   When email is sent, the name and user identification is included in the email message. Students are responsible for all email they send. In association with any investigation, email, stored data, transmitted data, or any use of online services are not confidential and will be made available to district, local, state, and federal officials.

Internet Use:

South Kingstown High School maintains a content filter and firewalls as required by the Children's Internet Protection Act (CIPA). The firewall and filtering restrict access to unacceptable sites, chat rooms, and online games. However, no filter is as reliable as adult supervision. It is the responsibility of the student to appropriately use the laptop, network, and the Internet. Students should notify a teacher if they access information or messages

that are inappropriate, dangerous, threatening or make them feel uncomfortable.

The same filtering restrictions on students' laptops at school will also be applied at home. However, it is the responsibility of the parent/guardian to monitor student laptop use, especially Internet access while at home. Laptops should be used in locations that can be easily monitored and supervised by the parent/guardian.

Remember Some Basic Internet Safety Rules:

✓   The district will also abide by the requirements of The Children's Online Privacy Protection Act (COPPA) which governs the online collection of personal information from children, under the age of 13, by an operator of websites or online services. However, students should never give out personal information such as addresses, phone numbers, passwords, and social security numbers to anyone.

✓   Never arrange to meet an Internet contact in person.

✓   Obey all copyright laws.

✓   Never use or transmit anything with abusive, threatening, demeaning, slanderous, racist or sexually explicit content.

✓   Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information.

NOTE: ALWAYS NOTIFY A TEACHER, PARENT/GUARDIAN IF YOU ACCIDENTALLY ACCESS AN INAPPROPRIATE SITE AND CLOSE THE WINDOW IMMEDIATELY.

PLEASE READ CAREFULLY THROUGH THE SOUTH KINGSTOWN SCHOOL DEPARTMENT'S TECHNOLOGY POLICY ON PAGE 8 FOR MORE COMPLETE INFORMATION ON THE RESPONSIBLE USE OF TECHNOLOGY

Section 4: Student Responsibilities

Each student will be responsible for:

✓   Arriving at school with their fully charged computer, carrying case, computer charger.

✓   Attending each class with their computer, carrying case, and computer charger.

✓   Agreeing to and abiding by South Kingstown Public School's Technology Policy #7205 and Laptop Agreement

✓   Protecting and backing up all electronic files or data created.

✓   Logging in under their assigned username and password and not sharing their passwords with other students.

Students must arrive at school each day with a fully charged computer battery. To fully charge the battery, the computer charger must be plugged into an electrical outlet and attached to the computer for at least two hours (if the computer is shutdown).

Carts equipped with chargers will be available throughout the school to charge computer batteries that are running low. However, during class the teacher may have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges.

If the student is experiencing any difficulties with their laptops that they are unable to solve, it is his/her responsibility to seek support from the Help Desk in the SK Library. If the laptop cannot be serviced quickly, the student will be able to sign out a loaner until the problem is resolved.

For laptops that are:
- DAMAGED - Report within 24 hours to the Help Desk in the library
- LOST - Report immediately to the Help Desk in the library or an administrator
- STOLEN OR VANDALIZED--Report immediately to and Administrator/SRO

Violations of the Technology Policy Parent/Student Laptop Agreement can include but are not limited to:
1. Teacher Detention - minor - documented
2. Office Discipline Referral - major - Detention/Parent Contact/Social Probation
3. ODR - major - ISR/Social Probation
4. ODR - major - OSS/Social Probation

7205   Technology Policy
Teaching and Learning/Curriculum

INTRODUCTION

One of the purposes of education is to prepare students to become productive citizens. Technology is changing the way that citizens access information, interact with one another, and contribute their thoughts and ideas to the knowledge base of our society. For our citizens to be productive in their lifetime, our schools must integrate technology as a part of the daily learning, teaching, and administrative process.

This policy recognizes that technology will continue to engage the imagination and challenge the intellect of students, faculty, and staff. As they interact with a variety of technological tools, they will find new ways of approaching and solving problems. The result of these experiences will be an individual who has become a productive learner, skilled researcher, an improved teacher, and an informed decision maker.

Technology is often used synonymously with computers. The intent of this policy is to broaden this definition and include all electronic devices and communication facilities used to access, manipulate, and transmit information by students, faculty, staff and volunteers/guests.

POLICY TOPICS:
•   Acceptable Use
•   District Coordination
•   Purchasing
•   Copyright Infringement
•   Community Access

ACCEPTABLE USE

Definitions:
   ● Network – all voice, video and data communication facilities, end-equipment and content.
   ● Users - all students, all employees of the South Kingstown School Department, and all volunteers/guests.
   ● Technology--all electronic devices and communication facilities used to access, manipulate, and transmit information

Use of the Network:

1. The use of the Network must be in support of education, research, public service, and be consistent with the technology plan of the South Kingstown School Department.
2. Any use of the Network to facilitate illegal activity is prohibited.
3. Any use of the Network for commercial or for-profit purposes is prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Any use of the Network without permission of an authorized user is prohibited.
6. Any use of the Network to misrepresent other users on the Network by obtaining copies or modifying, files, other data, or passwords, is prohibited.

7. Any use of the Network to intentionally disrupt the use of the Network for others is prohibited.
8. Any modification, abuse, or destruction of hardware or software is prohibited.
9. Any malicious use of the Network to develop programs that harass others or infiltrate systems is prohibited.
10. Any use of the Network that includes hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
11. Any use of the Network for illegal installation of copyrighted software for use on district computers is prohibited.
12. Any use of the Network to access obscene or pornographic materials is prohibited.
13. Any use of the Network to transmit materials that are known to be offensive or objectionable to recipients is prohibited.

Responsibility of Users:

1. Users are responsible for using Network resources efficiently.
2. Users are responsible for the confidentiality of all assigned access codes.
3. Users are responsible for reporting all violations of privacy and security.
4. Users are responsible for all correspondence sent from their personal accounts.
5. Users are responsible for making only those contacts leading to some justifiable personal growth.
6. Users are responsible for verifying that transmitted material does not contain pornographic materials, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.

7. Users are responsible for complying with Federal Law which protects the privacy of a student's educational record. Use of the Network to access or disclose any information that is directly related to a student, maintained by the school district or by a party acting for the school district; and directory information is prohibited except for school officials who have a legitimate education interest in the student. See Policy # 8220 Student Confidentiality

Failure by any user to follow the rules outlined in this policy, on school property or off site, while using a school-issued electronic device, may result in the loss of use of information technology resources and discipline as appropriate under the circumstances. Continued violations of this policy will subject the user to progressive discipline. The acceptable use portion of this policy will be included each year in the student handbooks at all schools and be distributed to staff.

DISTRICT COORDINATION

The South Kingstown School Committee will establish a District Technology Committee to develop a Long-Term Technology Plan incorporating the following criteria:

1. Equity of access for all students and staff to technology.
2. Training for students and staff in how to use technology effectively in the classroom (ongoing coaching).
3. Support including District coordination, application, and technical assistance for each school.

4. Demonstrated use of current research by building level teams in classroom instruction.
5. Compliance with The Children's Internet Protection Act ("CIPA"). The district will use technology protection measures to block or filter, to the extent practicable, access to visual depictions that are obscene, pornographic, and harmful to minors over the network.
 http://www.fcc.gov/guides/childrens-internet-protection-act
6. Compliance with The Children's Online Privacy Protection Act ("COPPA"). The district will abide by the requirements of "COPPA" which governs the online collection of personal information from children, under the age of 13, by an operator of websites or online services.
https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule

PURCHASING

All technology purchases will reflect the district's vision for technology integration as outlined in the District's Long-Term Technology Plan and will also follow established bidding procedures as outlined by the Town Charter.

The purchasing plans will reflect the following components:
1. Staff training in the integration of technology in curriculum and instruction.
2. Coordination of instructional support materials to support student and staff learning.
3. Equity of access to district-issued devices, including insurance coverage, as well as to the internet.

COPYRIGHT INFRINGEMENT

"Fair Use"
Making illegal copies of software not only exposes the district to substantial fines and penalties, it puts individual teachers and employees at risk. Many educators are familiar with the copyright law concept of "fair use", which allows teachers conveying information in an educational setting the right to make copies of limited portions of some copyrighted materials. "Fair use" does not apply to making copies of software programs because the entire program is typically copied, which deprives the copyright owner of the financial benefit of holding the copyright to the program.

Just as it would be wrong to photocopy an entire textbook for use by all the students in a school, it is illegal to duplicate software without the authorization of the copyright holder. This means educators can not make additional copies of the programs for their students, either for use in school or to take home, without the permission from the copyright holder, unless it is permitted by the license agreement.

Site Licenses
1. The South Kingstown School Department purchased site licenses and individual licenses to use copies of computer software from a variety of publishers and distributors. The district does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

2.   The South Kingstown School Department is committed to providing employees, teachers and students with intellectual property and copyright law information. All South Kingstown School Department personnel shall receive guidelines and training on the copyright laws, storage and security of software and audit procedures for the district.

3.   With regard to use on local area networks or on multiple machines, South Kingstown School Department employees shall use the software only in accordance with the license agreement.

4.   South Kingstown School Department employees learning of any misuse of software or related documentation within the company shall notify the district technology director or the district's legal counsel.

5.   According to U. S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as $250,000 and criminal penalties, including fines and imprisonment. District employees who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstance. Individuals who continue to violate copyright laws will be subject to progressive discipline. The South Kingstown School Department does not condone the illegal duplication of software.

COMMUNITY ACCESS

The South Kingstown School Committee recognizes that the school-based technology resources within its control are community resources. Within the school buildings, the Committee is dedicated to having technology resources available for community use outside of the normal school educational program, whenever possible.

The use of the technology-based resources will not interfere with the normal program activities. Access will be site based with the following rules:

1.   Community use of technology will be limited to student and adult education programs.

2.   No profit making activities will be allowed to utilize school-based technology.

3.   All organizations/individuals requesting use of technology resources must complete the "Application for Use of School Facilities" form.

4.   All non-profit organizations (non-taxable entities) that are given permission to use the technology resources may be required to provide a deposit for access and will be charged per hour for related costs. The organization will be financially responsible for any repair, replacement or damaged equipment resulting from misuse. Under no circumstances will District equipment be removed from school property.

5.   All organizations requesting the use of school-based technology for training will submit a training outline with specific references to the methods, software, and equipment needs. They will include a statement or resume of the expertise of the presenter. All training outlines will be accompanied with the "Application for Use of School Facilities" form and submitted to the building principal for review by appropriate staff. The decision to approve rests with the building principal and the Technology Director.

6.   There will be access directly to the internet only, using the existing computers or guest access on the wireless network. No South Kingstown School Department Network resources will be available.

7. All activities will be required to have a school department approved supervisor present for technical support along with custodial coverage.

8.   Standard operating guidelines will be established for each building and will be reviewed at the first meeting of activity by the principal or his/her designee.

9.   All organizations that have applied for and received approval for use of school facilities, shall be informed of, and will follow district policy with respect to the ADA Act.

The Superintendent of Schools and the South Kingstown School Committee reserve the right to cancel any approved use of school based technology for violation of any of the above listed terms and conditions. This policy and guidelines will be included under the current facilities use policy.

Adopted: 4/9/02
Last Modified: August 15, 2016

SOUTH KINGSTOWN HIGH SCHOOL

STUDENT & PARENT/GUARDIAN LAPTOP AGREEMENT

This Agreement represents an outline of the South Kingstown School Department Technology Policy as well as the student responsibilities described in the 1:1 Parent/Student Handbook. By initializing each of the statements below and by signing this Agreement, students and parents/guardians agree to abide by the tenets specified in this Agreement for the entire time the student is in possession of a school issued laptop.

Guideline	Parent Initial	Student Initial
I understand that I can access the SKHS 1:1 Parent/ Student Handbook online or have received a paper copy. I **agree to abide by** the South Kingstown School Department Technology Policy #7205 as well as by all local, state, and federal laws.		
I am submitting my consent for my son/daughter to access and use **Google Apps Education Edition** managed by the South Kingstown High School.		
I agree that the use of SKHS technology is a **privilege** and is for **educational purposes** only.		
I agree to follow the guidelines in Section 2 of the Handbook on the **proper care and maintenance** of my SKHS-issued laptop.		
Other student or teacher's password **will not** be used to access the network and other school systems.		
Email (or any other computer communication) will be used only for **appropriate, legitimate**, and **responsible** communication.		
I agree that **I will never share personal information over the Internet.** In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or SKHS staff member.		
No software will be **installed**, **downloaded** and/or otherwise **utilized** that is not authorized by the SKHS Technology Department.		
All files stored on my SKHS-issued laptop **will not be private**. SKHS personnel can review laptops and/or files at **any time.**		
I understand that **South Kingstown School Department owns** the laptop, software and issued peripherals and agree to return the laptop and **all** of its **accessories**, upon withdrawal from the South Kingstown High School, or **whenever requested** by the SKHS administration.		
I agree that in no event shall South Kingstown School Department be held liable to any claim of damage, negligence, or breach of duty.		

Print Student Name _____Advisory_____

Student Signature _____Date _____

Parent/Guardian Signature _____Date _____

Resources

Children's Internet Protection Act(CIPA)
https://www.fcc.gov/guides/childrens-internet-protection-act

The Children's Online Privacy Protection Act (COPPA)
https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions

STATE OF RHODE ISLAND Department of Elementary and Secondary Education SAFE SCHOOL ACT STATEWIDE BULLYING POLICY
http://www.ride.ri.gov/Portals/0/Uploads/Documents/Statewide-Bullying-Policy.pdf

Common Sense Media (Website for digital literacy resources)
https://www.commonsensemedia.org/privacy-and-internet-safety