Midd-West School District's
1-to-1 Laptop Program
Parent Handbook

A Quality Education for All, for Life...

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Table of Contents

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A Message to Students and Parents/Guardians:

A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The Midd-West School District School Board, along with the administrators and staff of the Midd-West School District, are pleased to continue the 1 to 1 laptop program, an educational opportunity for students in grades 8 - 12 that will help meet these expectations and prepare students for the 21st century workforce.

Through the use of technology, this laptop initiative will continue to focus on increasing student achievement, enhancing instructional strategies, increasing educational access, and improving student engagement. Students will acquire 21st century skills that include the ability to utilize the technology, but also more importantly, the ability to work in a collaborative environment designed to encourage students to become problem solvers, information evaluators, and decision makers.

Students in grades 8 – 12 are issued a laptop computer that will travel with them throughout the school day and may also be taken home after regular school hours. The laptop, software, and all accessories remain the property of the Midd-West School District at all times and are loaned to the students for educational purposes. During the end of the academic school year, the laptops may be collected for routine updates and maintenance.

The 1 to 1 program will provide our students the tools necessary to prepare them for the global learning demand.

Instructional Impact:

Through the Midd-West School District 1-to-1 Laptop Program, we have confidence that teaching and learning will be improved in the following ways:

- ❖ Increased student engagement
- ❖ Increased student achievement
- ❖ Increased student attendance
- ❖ Increased student interest in school
- ❖ Increased personal responsibility
- ❖ Improved teaching methods
- ❖ Extended curriculum and resources
- ❖ Improved cross-curricular collaboration
- ❖ Greater creative thinking and problem solving
- ❖ Greater collaboration and teamwork

Benefits to Students and the Community:

The central focus of this program is to make a positive impact on the education of Midd-West School District students by loaning each student a laptop computer that can be taken home. The District is providing valuable tools to students to provide access to a variety of positive resources available in our technology-driven society. This will also provide students with a mobile learning tool that can be accessed at any time.

The 21st century workplace demands employees who are comfortable and competent in their use of technology. With this program, we will build a bridge between the school and the community by producing graduates who will make up a tech-savvy workforce in our area.

Training for Students and Parents/Guardians:

Before a laptop will be issued, parents/guardians and students are required to sign and complete the Parent/Student Laptop Agreement, the Acceptable Use of Technology and Equipment Agreement, and the Student Laptop Insurance form. Laptop orientation will be performed at the beginning of the school year.

Parents/Guardians and Student Support:

If parents/guardians or students experience technical difficulties with equipment that was supplied by the district, there are areas of support available to assist you. Throughout the school day, classroom teachers and the librarian/media specialist will help provide basic tech support to faculty and students. Additionally, there is a technology technician at the high school to help with issues or concerns which faculty cannot address.

Internet Access:

Home Internet access is not necessary to participate in this program. If there is Internet present in the student's home, a broadband Internet connection (such as DSL or Cable), and a wireless router is required to access the Internet on the student's laptop. These machines are not able to access the Internet with a dial-up connection. You also are able to use an Ethernet cable if you choose.

The Midd-West School District understands that not all members of our community are able to receive Internet at home at this time due to absence of these services in our area or personal choice not to have the Internet. The Midd-West School District's wireless access to the Internet is available while the building is open and will be available 24/7 on the surrounding Midd-West School District property. Students will be able to use their laptops to access the Internet in this way if a connection is not available at home. Teachers will encourage students to use the Internet while at school for assignments, or the downloading of online content. All approved software will be available at all times whether at school or at home.

Students are encouraged to be resourceful, using their school day wisely and planning accordingly if Internet access is not available at home, but needed to complete an assignment. Students at Midd-West High School will use various Internet resources for the purposes of:

- ❖ Responding to and commenting on curriculum topics
- ❖ Creating written projects/media projects and commenting on each other's work
- ❖ Reviewing and sharing study strategies before tests and quizzes
- ❖ Collaborating on projects
- ❖ Practice at taking varied points of view on a topic
- ❖ Constructing class notes and writing persuasively
- ❖ Making classroom suggestions
- ❖ Creating content page on curriculum topics

In compliance with the Children's Internet Protection Act (CIPA), the District filters Internet content accessed using the school network 24/7. Parental supervision is imperative while the equipment is being used at home in adherence of the Midd-West School District Acceptable Use Policy (No. 815). This policy can be viewed or downloaded on our website from the School Board menu, policies, 800-Operations, then 815 -Computer Networks/Acceptable Use of Internet.

Individuals are accountable for content accessed and downloaded at home and brought into the school network.

The guidelines established in this policy provide a solid basis for sound and ethical use of the Internet. Inappropriate, unauthorized, and/or illegal use of the Internet or email may result in the cancellation of those privileges and appropriate disciplinary action.

Connecting to the Internet at Home:

If you have broadband access such as Cable or DSL at home, connection to the Internet is possible by using a wireless router or Ethernet cable.

<u>Wireless Router and Connectivity:</u>

Broadband Internet can be distributed wirelessly through a wireless router like the one in the picture below. If your Internet Service Provider (Verizon, Hughes Net, Service Electric, etc.) cannot supply you with a wireless router, you can purchase one at most electronic retailers (Staples, Best Buy, etc.). In most cases, your wireless router will be connected to your broadband modem though an Ethernet cable. The wireless router will then transmit a signal to the built-in wireless receiver in the laptop, giving you Internet access with the laptop at home.

Wireless routers come in a number of sizes, shapes, and speeds. The most important feature to look for when purchasing a wireless router is security/encryption. We recommend securing your wireless signal with a password or encryption key. Most models will walk you through the process the first time you set it up. If your wireless signal is not secured, it is possible for others within your signal's range to use your connection without you knowing it. Make sure to write down your password or encryption key and keep it in a safe place.

When your Midd-West School District laptop is turned on, it is configured to automatically pick up any wireless Internet signal in the area. The signal connection and strength are identified in the picture below. This icon can be found in the system tray near the laptop's clock. Click on Wireless Connection icon to open a drop-down menu with available wireless networks. Search for your network's name in this list and select it.

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When you attempt to use your wireless connection for the first time, you may be prompted to enter your security password or encryption code. This password is the one you used when setting up your router. The laptop your student will receive is designed to remember your secured wireless network so that you do not need to enter the password or encryption key each time you connect to the Internet.

How Students Access Files and Documents Outside School

Students are responsible for backing up their documents using an external hard drive, thumb drive, or alternative Cloud storage such as Dropbox (www.dropbox.com) or Google Drive (www.google.com). Midd-West School District is not responsible for a student's lost, missing, stolen, or forgotten assignments.

Care of Computers, Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is an important goal and key for the success of this program. The computers are expensive pieces of equipment. Midd-West School District Policy No. 224 forms the basis for care of all District property and equipment. Please read carefully the following information regarding possible damages, repair costs and replacement of the equipment:

➢ The student and/or parent/guardian will not be responsible for repairs that are covered under the warranty or that are considered routine maintenance. These repairs will be done at the school or a repair center. Students and/or parents/guardians should not have repairs made at a location other than the school.

➢ Students and/or parents/guardians should not alter the machines in anyway. Alterations to the machines will void the warranty and then become the responsibility of the user.

➢ If the student's equipment is lost or not returned to the District, the student and/or parent/guardian will be charged the full replacement cost of the equipment.

➢ In the event of accidental damage based on negligence, malicious, or willful neglect to the equipment (as determined by administration), the student and/or parent/guardian will be responsible for the full cost of the repairs or replacement. Replacement costs for each laptop is approximately $500. The current replacement cost of the power supply is approximately $40.00. Prices are subject to change based on market conditions.

- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under the law and discipline under the School Code of Conduct.

- In the event that a student's laptop is stolen, a police report of stolen property is required to relieve the student and/or parent/guardian of replacement costs.

- Students wishing to carry their laptops to and from school will be required to purchase an affordable insurance policy. This policy includes a $50 deductible should accidental damages not be covered under the computer's warranty occur. The insurance fee for the 2015-2016 school year will be:
  - $20 (1 child/1 computer)
  - $16 (for each additional child in household)

  Checks should be made payable to Midd-West School District.

Parent/Guardian Terms and Conditions:

After completing all requirements, your student will be issued a District-owned laptop and charger. By signing the Acceptable Use of Technology and Equipment Loan Agreement, you, the parent(s)/guardian(s) and student, acknowledge that you have been provided with, read, understand, and agree to everything set forth in the materials pertaining to Midd-West School District's 1-to-1 Laptop Program, including all of the terms and provisions set forth in this document and the specific bulleted items that are listed and/or restated below:

- All equipment is the property of the Midd-West School District and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy this property in any way, ***including the use of stickers or tape on the laptop exterior.***

- Parents/guardians must supervise use of equipment at home, which includes the use of hardware, software, Internet, and email.

- Parents/guardians understand and acknowledge that your child/children must adhere to the terms and conditions of the Acceptable Use Policy of the Midd-West School District. (Please carefully read over these terms and conditions on the following pages.)

- Parents/guardians and/or students should not attempt to repair the equipment on your own. If you experience equipment problems or technical issues ONLY, please contact the Midd-West School District at (570) 837-0046, extension 2803, during regular school hours.

- Parents/guardians should help your student clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp, lint-free cloth with water only.

- Parents/guardians and/or students agree to pay the full cost replacement value of the equipment if any or all are lost, not returned, or willfully, maliciously, or negligently (accidental or otherwise) damaged beyond repair.

- Parents/guardians and/or students agree to pay the full repair cost of the equipment if it is willfully, maliciously, or negligently (accidental or otherwise) damaged.

- Parents/guardians and/or students agree to return all equipment when requested by the Midd-West School District. Computers will be subject to random checks and servicing by Midd-West School District technology staff.

- The Midd-West School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, etc.) or other technological tool used with the District equipment.

- Parents/guardians and/or students agree to **make sure your child/children charges the laptop battery each night so the laptop comes to school every day fully charged.** Students should be prepared for class every day with materials needed for class including their laptop.

- In accordance with Midd-West School District Policy No. 208 (Withdrawal from School), if a student withdraws from the Midd-West School District before the end of the school year, **ALL** equipment **MUST** be returned no later than the student's last day of school at Midd-West School District. If any piece of equipment is not returned on the student's last day of school, the Midd-West School District reserves the right to charge the student and/or parent/guardian for the full replacement cost of the equipment.

Internet Safety

It is the policy of Midd-West School District to: (a) prevent District network access to or transmission of inappropriate material via the Internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

Midd-West School District takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Midd-West School District utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct and other obscene material that may be deemed harmful to minors.

District administrators, supervisors or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. Midd-West School District may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Midd-West School District staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the District's instructional program, educational goals and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, the District takes reasonable precautions to prevent unauthorized access ("hacking") to electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

Midd-West School District provides instruction to all students on the topics of Internet safety and appropriate online behavior. Internet safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, electronic bullying awareness and response and other online privacy and security issues.

Midd-West School District's network and computing systems are for educational use only. The District makes no assurances of any kind, whether expressed or implied, regarding any Internet, network or electronic communication services. Even with the above provisions, Midd-West School District cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.