

# LONEDELL R-14 SCHOOL DISTRICT



**1:1 Handbook**

Success; Nothing Less!!

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## **INTRODUCTION**

The Lonedell R-14 School District holds the belief that integrating technology into a student's education is of utmost importance. As students leave our district and move on to high school, technology will continue to be a part of their learning environment, and we want to prepare them for this. To this end, we are offering a 1:1 laptop distribution for our 7<sup>th</sup>/8<sup>th</sup> grade students. These laptops will be available for students to take home for educational use. Our students have been exposed to technology in a classroom setting for many years, and are well prepared for this endeavor. While technology is a useful tool, it does not diminish the importance of the role of teachers and parents in student learning. It will serve as an enhancement to the curriculum your child is being taught, both during school and in at-home activities.

While a connection to the internet is allowed, and will be provided during the school setting, it is not necessary to use the laptop at home.

**Use of the Lonedell R-14 School District technology is a privilege, not a right. This privilege is provided by the district to the student and is not to be extended by the student to anyone outside of the district. The privilege ends when a student is no longer enrolled in the district.**

## **LAPTOP DISTRIBUTION AND RETURN**

### **DISTRICT DISTRIBUTION OF LAPTOPS TO STUDENTS:**

Laptops and chargers will be distributed to 7<sup>th</sup> and 8<sup>th</sup> grade students at the start of the school year in August. Parents and students must sign and return the Laptop Protection Agreement, Acceptable Use Agreement, and pay applicable fees before a laptop will be issued to their student.

### **RETURNING DISTRICT LAPTOPS:**

Laptops and chargers will be returned at the end of the school year, at a date chosen by district. Should a student transfer out of the district during the school year, the laptop and charger must be returned at that time.

Failure to return a district laptop will result in withholding of grade reports, records, and transcripts, as well as possible involvement by authorities.

If the laptop is returned with damage, or damage is reported throughout the school year, the damage fee must be paid. Failure to pay the damage fee will result in withholding of grade reports. If damage fees are not settled prior to distribution of student laptops for the next school year, a laptop will not be provided to the student until fees are paid, per Board Regulation 2654.

### **INSURANCE:**

Parents/Guardians are encouraged to purchase One2One Insurance that will cover damage to the computer. With insurance coverage, there will be varying deductibles to cover damage to the computer. If you choose not to purchase insurance, all fees for repairing damage will be charged to the parent/guardian.

## **LAPTOP CARE**

Students are responsible for the general care of the laptop the district has provided them. Students should notify their teacher if the laptop is damaged or fails to work properly. Teachers will notify the Technology Coordinator for technical assistance.

### **General Precautions**

- No food or drink is allowed next to a district laptop, and should not be consumed while using the laptop.
- Chargers and removable storage devices should be carefully inserted and removed.
- Students are not to place stickers upon, write or draw on, or scratch into their district laptop.
- Laptops must never be placed in an unlocked car or unsupervised area.
- Students are responsible for keeping their laptop charged for use during school.

### **Carrying Laptops**

Students will receive instruction on the proper way to carry laptops when they are being used in class (against their midsection with both hands around the device), and will be expected to do so.

The protective cases purchased from the district have sufficient padding to protect the laptop from normal treatment and are suitable for carrying the laptop to and from classrooms and home.

- Laptops should not be carried outside of a classroom setting unless they are inside the carrying case.
- The laptop should not be stored inside the case while the device is on. This can cause the laptop to overheat.

### **Taking Care of the Laptop Screen and Keyboard**

District laptops come with a convertible touch screen. This means the laptop also doubles as a tablet and tent-able device. The screens are sensitive and should be treated gently.

- Do not apply undue pressure to the screen.
- Do not close the laptop with anything between the keyboard and the screen.
- Close the laptop (screen to keyboard) before placing in a laptop bag.
- Do not poke or scratch the screen
- Clean the screen with a soft, dry cloth.
- Do not place any items (charger, pencils, scissors, etc.) in the same storage compartment as the laptop.
- Do not bump the laptop bag against lockers, walls, etc. as it could damage the screen.

Laptop keyboards will become disabled when the laptop is in the converted position.

- Do not insert things between the laptop keys.
- Do not try to pry off keys.
- Do not poke at keys with objects.

# **LAPTOP USE AT SCHOOL AND HOME**

## **Failure to Bring Laptop to School**

Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher. Failure to bring the district provided laptop to school will result in the following:

- 1<sup>st</sup> Offense: The student will receive a demerit. The student will receive a loaner laptop, provided one is available. The student will be responsible to catch up on any work that is missed due to the laptop being left at home.
- 2<sup>nd</sup> Offense: The student will receive a demerit. Parent will be notified. The student will receive a loaner laptop, provided one is available. The student will be responsible to catch up on any work that is missed due to the laptop being left at home.
- 3<sup>rd</sup> Offense: Student will receive an office referral.

## **Laptop Malfunctioning**

If the district laptop is not functioning properly, students should notify their teacher who will instruct them on methods to correct the issue or refer them to the technology coordinator. If a repair is necessary and will take an extended time, the student will be given a loaner laptop to use during the repair time, assuming one is available.

## **Charging the Laptop**

Students are expected to bring their laptops fully charged to school each day. If students repeated fail to bring their laptop charged, the following will result.

- 1<sup>st</sup> Offense: The student will receive a demerit. The laptop will be put on charge. The student will be responsible to catch up on any work that is missed during the charging time.
- 2<sup>nd</sup> Offense: The student will receive a demerit. Parent will be notified. The laptop will be put on charge. The student will be responsible to catch up on any work that is missed during the charging time.
- 3<sup>rd</sup> Offense: Student will receive an office referral.

## **Content Filter**

The district utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This filter will be in place when the laptop is connected to the district's network. If the laptop is connected to a home internet connection, the parent is expected to monitor how the internet is being used.

## **Home Use Guidelines**

Students will be allowed to use the district provided laptop at home. Laptops are to be used primarily for school work, but we recognize that students often learn more when given a controlled amount of freedom. Therefore, laptops can be used for personal use for items such as email, web browsing, and creation using district provided software.

The laptop is to be used by the student only and should not be shared with others.

## **Passwords**

Students will be given a logon and password by the district. Additional user accounts are not allowed. Screensaver and Hard drive passwords outside of those provided by the district are forbidden. *If such passwords are installed, the computer will be wiped and students will be subject to disciplinary action.*

## **Sound, Music, Games, and Programs**

- Programs: District computers will come with a wide variety of programs that will provide the student many options for creation. *No programs may be installed on the laptop, unless installed at the direction of district staff.*
- Games: Only educational games are allowed during school hours, and may be accessed only when teacher approval is given. *No games may be installed on the laptop, unless installed at the direction of district staff.*
- Music: Music takes up a great amount of space on hard drives. *Music files (MP3, MP4, etc.) may not be downloaded on district computers, unless downloaded at the direction of district staff for educational purposes.* Streaming is a great way to listen to music, but is strictly forbidden during school hours, and will be blocked over the district network.
- Printing: Students laptops will be connected to a district printer. Students may install a home printer should they wish.
- WebStore/Google Play/Etc.: Students cannot download items from webstore type sites (Google Play, Chrome WebStore, Microsoft Store, etc.)
- Downloads: Students should not download any items to their laptop without the direct instruction of district staff. If students are not sure if they are downloading, they should seek advice from the Technology Coordinator.

Failing to follow the above guidelines will result in programs being removed and could result in disciplinary action.

## **Inspection**

All laptops are subject to random and regular inspection by district staff, including teachers, technology coordinator, and administrators.

## **Acceptable Use Policy**

This code of practice governs the publishing of information in electronic format by students of Lonedell R-14 School, and in particular, the use of school computer facilities. Lonedell R-14 School is committed to ensuring a learning environment in which all persons treat others with humanity and respect. Every student is expected to conduct himself/herself in a manner which will not discredit or harm the school or its members. Failure to maintain this standard shall constitute a breach of school policy. It is important that information systems are not misused by the sending or displaying of material, or publicizing access to such material, which is offensive or illegal.

PORNOGRAPHY- the displaying or accessing of pornographic or sexually explicit material is not allowed.

LIBEL- facts concerning individuals or organizations must be accurate and verifiable, and views or opinions must not portray their subjects in a way which could damage their reputation.

### **Students are required to agree with the following computer ethics:**

1. Never knowingly post or forward information that is not true.
2. Have good manners.
3. Be creative, not destructive.
4. Always obey copyright laws.
5. Think before you send.
6. Do not use someone else's account or password or share yours with anyone.
7. Obtain permission before uploading, downloading, and printing.

### **Follow the Network Etiquette and Privacy of [District Regulation 6320](#)**

1. Avoid accessing, viewing, creating, and distributing materials inappropriate for the school environment.
2. Conserve ink and paper resources by printing only what is needed for school projects/assignments.
3. Use school computers during school hours for school required research or projects and refrain from using the Internet for personal interest or using personal e-mail accounts.

### **Student Use of Internet and Web-based Applications**

- a. Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

- b. In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated by third parties. These parties include Microsoft O365, and other similar educational programs and apps.
- c. In order for students to use these programs and services, basic personal identifying information, including student's name, user name, and email address may be required by the website operator. In many of these cases, access to these websites and resources are provided through a teacher account, and are monitored by the teacher using the resource.
- d. Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits Lonedell R-14 School District to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Your signature on the district electronic AUP Agreement indicates your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, and user name to the educational web-operators of web-based educational programs which the District may deem necessary.



**ONE TO ONE COMPUTER FEES**

As a student in the Lonedell R-14 School District, 7th and 8th graders will be assigned a district owned computer. Parents are encouraged to purchase One2One Insurance that will cover damage to the computer. The fees for this insurance and laptop bag are listed is below. These fees are not refundable.

Laptop One2One Insurance – Recommended .....	40.00
Laptop Bag – Required .....	20.00
Tier One Damage Deductible.....	25.00
Tier Two Damage Deductible .....	50.00
Replacement Damage Deductible .....	100.00

To purchase One2One Insurance, please contact Angela Hill at 636-629-0401 Option 6 or [ahill@lonedell.org](mailto:ahill@lonedell.org).