

# St. Patrick of Heatherdowns School

## 1:1 Laptop Learning Program Handbook

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### IMPORTANT CONTACT INFORMATION

For general information and questions, please contact one of the following:

- Your homeroom teacher
- Mrs. O'Shea, Principal [debora.oshea@toledostpats.org](mailto:debora.oshea@toledostpats.org) or 419-381-1775
- Ms. Mary Brandt, Director of Technology [computerteacher@toledostpats.org](mailto:computerteacher@toledostpats.org)

St. Patrick of Heatherdowns School (SPHS) 1:1 Laptop Learning Program will offer every sixth, seventh, and eighth grade student an expanded set of new learning opportunities for both collaborative and self-directed learning. Every student will competently use this integral learning tool to gain the 21st century skills required to excel and compete globally, be empowered by and engaged with the curriculum, increase his/her knowledge and understanding of technology, and become constructors and designers of information and ideas.

#### 1. Taking ownership

- a. Personalizing
- b. organizing files
- c. creating bookmarks/favorites

#### 2. Proficient in Internet use

- a. search techniques
- b. computer ethics/copyright
- c. as a tool of information
- d. as a tool of communication
- e. evaluate the accuracy, appropriateness, and bias of resources

#### 3. Proficient in WP/PP/SS

- a. formatting
- b. editing
- c. inserting/working with graphics
- d. find and replace
- e. bullets
- f. columns
- g. headers/footers
- h. citing
- i. tables
- j. tools
- k. sorting
- l. formulas

#### 4. Miscellaneous

- a. Other Google Apps
- b. Coding
- c. Sharing/Collaborating
- d. Keyboarding Skills

## **OF USE LAPTOP GUIDELINES &**

### **Terms**

Each student will be issued a chromebook to use for school-related activities. If a student completes grades 6-8 at SPH, the ownership of the chromebook will go to the student upon graduation. (An additional cost will be assessed if the student only completed grades 7 and/or 8). The student shall comply at all times with the St. Patrick of Heatherdowns School Student Technology Admirable Use Agreement (Attachment II) and the Laptop 1:1 Learning Guidelines. Any failure to comply may terminate his/her rights of use effective immediately and disciplinary action may follow. St. Patrick of Heatherdowns School is the legal owner of the laptops and reserves the right to conduct random periodic checks to enforce the 1:1 Guidelines.

### **Troubleshooting and Repairs**

Student laptops requiring repair of any kind must be brought to the technology lab with the homeroom teacher's permission and complete the online Laptop Repair Form emailed to each of you as soon as possible.

Only the SPHS Technology personnel will troubleshoot, order needed replacement parts, and repair the laptop. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's laptop is available.

### **Classroom**

Classroom is a google app for teachers and students. Classroom will be used to provide students with a secure and easy way to receive classroom materials, homework, classroom notices, links, and other educational resources and materials.

### **Gmail and Drive**

Through Google's Apps for Education program, SPHS has created gmail accounts for each student. Students will use these accounts to communicate with teachers and collaborate with one another. **School accounts should not be used for personal or social activities.**

### **Web 2.0 Tools**

**Social Media** (i.e. FaceBook, Twitter, Chat, Blog, etc.)

**Students are not to use SPHS laptops or their school email to register and/or access social networks such as Facebook, Instagram and Twitter.**

### **General Use**

**Students are prohibited from altering administrative set laptop configurations or accounts.**

**Keep food and drinks away from laptops.**

**Clean hands before using laptops.**

**Do not use stickers, ink, or any other decorative items on any SPHS assigned equipment, other than the SPHS labels that are in place when the laptop is assigned.**

### **Before and After School Use**

Laptop use is limited to school areas with adult supervision and permission.

Classrooms

Technology Lab

## **Sound**

Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes. When a teacher allows sound, student owned headphones/earbuds are required.

## **Music, Games or Software Programs**

All media use is exclusively for educational purposes.

Permission must be obtained from the SPHS Technology Director before using any non-school media (i.e. music CDs, DVDs, games, etc.)

Downloading and installing additional software, drivers, or widgets without school permission is prohibited.

## **File Management**

Students are responsible for organizing and maintaining their files. They will be organized in their Google Drive..

## **Saving**

Students will be required to save all documents to their Google Drive.

## **Deleting Files**

Do not delete any folders or files that you did not create or that you do not recognize.

Deletion of certain files may result in a computer failure and may interfere with the student's ability to complete class work.

If you are unsure about a file on your computer, ask the Technology Director before deleting it.

## **Internet**

Students will access the school's wireless internet as needed.

Students are required to follow all Copyright Laws.

Any form of plagiarism will not be tolerated.

Any research and information obtained via the Internet should be properly documented and cited.

Students should not upload and/or download inappropriate video, audio, or other media to/from the internet

Students must not clear their internet history.

Students can print to network computer after obtaining permission from a teacher or the Technology Director. The printer is a black and white printer.

## **Disciplinary Consequences for Infractions**

Consequences for computer violations will be in alignment with discipline procedures outlined in the SPHS Student/Parent Handbook.

Examples of various infractions:

Violation of printing guidelines, unattended laptop, use of laptop in an unsupervised area, not following basic laptop use and care guidelines (i.e. deleted history).

Accessing sexual/violent/offensive material, illegal use of file sharing.

Altering the standard SPHS accounts or configurations, downloading inappropriate video, audio, or media of any kind.

Possible consequences include:

- Verbal warning
- Incident report
- Parent contact by staff member

- Demerits
- Loss of laptop privileges for a period of time
- Removal from laptop program

Students are responsible for their laptop's proper use and maintenance at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns by filling out a SPHS Laptop Support form will be completed online. A link to this form will be emailed to you and available on school webpage.

- Students must properly return laptops to cart to be charged as needed/ instructed.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to use a computer in the SPHS Technology Lab.

### **Security**

The SPHS identification labels must remain on the laptop at all times.

Laptops should never be left unattended.

During any time the computers are not in use, they must be in the laptop cart or stored safely on or near the student's workspace.

All laptops are subject to inspection by the Teacher or Technology Director at any time.

### **Respect Copyright and Fair Use Guidelines and Trademark Laws**

Students will be taught and are expected to respect U.S. Copyright laws and fair use guidelines.

Do not copy any programs to your own disks; this can be a copyright violation and is a federal offense.

Do not make unauthorized copies of text material, audio, video, or software found on school computers.

Do not give, lend, or sell copies of software to others without permission.

### **Loaning or Borrowing Laptops**

Do not allow other students to use your computer for any reason.

Do not borrow a laptop from another student.

Students are not allowed to log-in on another student's laptop

### **Transporting Laptops**

Laptops must be kept in the class computer cart when moving from class to class and when not in use.

To preserve battery life, students should shut down their laptops on Fridays or the day before a vacation.

### **Passwords, Access and Accounts**

Protect your files on your laptop by keeping your passwords private - do NOT share passwords or usernames with others.

Unauthorized access to another person's account or computer without his/her consent or knowledge is considered hacking. This is considered a serious infraction and will result in disciplinary consequences.

Only the Technology Director can set up accounts on the laptops.

### **Internet Safety**

The internet can provide a wealth of information. Unfortunately, there can be inappropriate or potentially dangerous sites. All SPHS computers access the Internet through our firewall. If inappropriate sites come through this filter, students should inform the Technology Director immediately.

**Q:**

**A:** Student laptops requiring repair should be taken to the Technology Director in the technology lab after completing the online SPHS Laptop Support form.

**Q:**

**A:** Students should follow the SPHS 1:1 Laptop Learning Program Handbook, the Laptop Agreement and the SPHS Technology Admirable Use Policy.

**Q:**

**A:** Students are not permitted to take the laptops home, but students may their Google Accounts and other school accounts from home.

**Q:**

**A:** Students are not allowed to install or download any type of file without permission from the Technology Director.

**Q:**

**A:** If the student has his/her own iTunes account. Please note that itunes syncs everything - so it is not advisable to use a parent's account.

**Q:**

**A:** Only with permission from the teacher or Technology Director

**Q:**

**A:** Students may use this feature for assignment purposes and to back up files.

**Q:**

**A:** With Google Drive/Docs/classroom, students will not need to print each assignment that is completed on the laptops. Students will have access to printing to the BW Computer Lab.

**Q:**

**A:** Questions or concerns may be directed to - The Principal

- For curriculum questions you may contact - Your homeroom teacher
- For technology questions you may contact - The Technology Director

**Q:**

**A:** The laptop is your responsibility - do not allow anyone else to use your computer.

- Return the laptop to the cart each day for charging..
- Have the laptop ready for each class period unless otherwise specified by the teacher.
- Transport the computer in the cart at all times.
- Log off your desktop account whenever the laptop is not in use.
- Do not leave the laptop unattended.
- Protect your laptop from moisture, dust, and chemicals. Never spray any cleaner in or around the laptop. Do not use a wet cloth to clean the laptop- if any moisture gets under the keyboard, the computer will be ruined. If the computer needs cleaned, students should inform the Technology Director.

**Q:**

**A:** Some updates cannot be installed by the Student. When you see this message take the laptop to the Technology Director and she will install the updates.

## ATTACHMENT I

### Student Pledge for Laptop Use w/Signature Form

- I will apply Philippians 4:8, whenever I am using my Laptop.
  
- I will take good care of my Laptop.
- I will use my Laptop in ways that are appropriate, meet SPHS's expectations, and are educational.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of SPHS.
- I will follow the policies outlined in the Admirable Use Policy while at school, as well as outside the school day
- I will never leave my Laptop unattended.
- I will never loan out my Laptop to other individuals.
- I will know where my Laptop is at all times.
- I will charge my Laptop's battery daily by plugging into the cart in my homeroom.
- I will keep food and beverages away from my Laptop since they may cause damage to the device.
- I will not disassemble any part of my Laptop or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Laptop.
- I will not deface the serial number or the name label on any Laptop.
- I will notify SPHS immediately in the case of theft, loss or damage to my Laptop.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to keep my Laptop in good working condition.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## ATTACHMENT II

### St. Patrick of Heatherdowns School Admirable Use Policy

We want you to use the St. Patrick of Heatherdowns School (SPHS) Network:

- responsibly, to help your learning and improve your skills and knowledge.
- in a safe way that does not put your personal security or privacy at risk.
- in a safe way that does not put SPHS's equipment, software, data or reputation at risk.
- in an environmentally friendly and sustainable way.

We also want you to leave SPHS with the skills to:

- assess online information and resources for quality and reliability.
  - Properly citing sources
- continue to use the Internet independently and safely in your own life.
- use these technologies confidently and safely:
  - Equipment, including things like PCs and printers as well as other hardware such as scanners, digital cameras and mobile devices.
  - Software, including web-based programs and applications
  - Online resources such as webpages, blogs, wikis, YouTube, Flickr, etc.
    - students are not to use SPHS laptops (or their school email) to register and/or access social networks.

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The network at SPHS will allow you to collaborate with others to change the world in meaningful, positive ways. To connect to other teachers, students and adults who share your passions with whom you can learn from.

- Use it to help you find experts and other teachers from around the world.
- Use it to publish your best work in text and multimedia for a global audience.
- Use it to explore your own creativity and passions, to ask questions and seek answers from other teachers online.
- Use it to download resources that you can use to remix and republish your own learning online.

#### **What do we mean by 'actions which put security at risk'?**

Although the Internet is a very useful resource, there are disadvantages as well. One of the main ones is the risk posed by viruses, spam and malware. These can be installed in secret on computers and cause problems including slow and unreliable behavior. To avoid these problems you need to check with a teacher or the Technology Director before:

- Installing any apps, using your own storage devices, or opening unexpected emails and especially attachments.

You should also be careful about the websites you visit - game sites and free software sites sometimes use the temptation of getting something for nothing to trick users into downloading a virus.

#### **What do we mean by 'actions which put privacy at risk'?**

We encourage the use of Web and social networking sites such as Google Apps for Education at SPHS as long as they help you learn and are not a distraction. However you should be careful about how much information you reveal about yourself on such sites. You should also be aware that the web is also covered by the same slander and libel laws that apply in real life and that anything you write online might not remain private.

**What do we mean by 'sustainable use'?**

We encourage the use of Green IT in order to care for our planet so that future generations have the same opportunities as our current generation. For you as a user of the systems this includes things as simple as reusing and recycling paper and thinking whether you really need to print out materials.

**Any outright bans?**

SPHS will not accept:

- The use of its resources for inappropriate content such as pornography, or any illegal use, including copyright infringement.
  - plagiarism, sharing files will have serious consequences.
- Noisy and disruptive behavior in the classroom which interferes with other students' learning
- Food and drink near the computers, apart from bottled water.

**Monitoring and Filtering**

SPHS has ways of monitoring online content. A filter is used to prevent undesirable content such as facebook, porn, illegal material etc. If you believe a site has been blocked which shouldn't have been, we will be happy to have a look and see if it can be unblocked.

**Penalties**

Breaking the rules in the AUP will result in the use of the SPHS disciplinary procedure. The first step will be a meeting with your teacher. If there is no improvement, you may be banned from using the network.

**Parent and Student signature required below:**

We have read this policy and understand and accept the student responsibilities required for this technology program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

Dated:\_\_\_\_\_

Dated:\_\_\_\_\_