

KAES Laptop Handbook 2013-14





1:1 Laptop Initiative

Laptop Program Overview

The Knightdale High School Academy of Environmental Studies (KAES) is committed to providing the instruction and tools for our students to advance in the technological world. To support this goal we have initiated a program that puts technical equipment into the hands of our students. This may be one of the most important, exciting, and far reaching efforts our district has made to help students in their quest for knowledge and learning, as well as to help them develop skills that will help them grow.

Parents and students will join the District in a partnership and share in the responsibility to make sure that the computers are being handled and used in an appropriate manner. This partnership will also expect students and parents to work closely with District staff as our program evolves, and we first allow students to use the computers at school, later allow them to be taken home for occasional assignments and activities, and as students prove to be responsible and demonstrate the proper care of the equipment, then allow them to take the computers home on a daily basis as needed.

Students may check out a KAES laptop for use during the school day if they meet the minimum requirements. All equipment will be turned in at the close of the school year. If a student is returning the following fall, the same computer will be checked out to them.

Eligibility Requirements

1. Student must be enrolled as a full-time high school student.
2. Student must have no debts from the previous year and/or is not on a list of computer abuse or neglect. (If a student is on a list of past computer abuse or neglect, they may be allowed to participate on a probationary status).
3. Students and parents must review and be familiar with all of the information contained in the Laptop Program Handbook.
4. Students and parents must complete/sign the KAES Laptop Application/Contract and the WCPSS Internet and Computer Usage Agreement.

Computer Responsibility

When all paperwork is signed and teacher permission given, students may take the laptops home. However, laptops must be brought to school daily for use in academic programs. Students and parents will assume full responsibility for the equipment after KAES distribution. KAES students will follow the established Computer Use and Internet Agreement and laptop policies. KAES retains the authority to revoke any student's laptop privileges for violations of any KAES technology policies.

Laptop Deposit Required

Because maintenance, repair and replacement costs of laptop computers are costly, and no insurance policy has been found that would help cover the costs that parents would otherwise be responsible for, the District must establish conditions and fees for all students wishing to exercise the privilege of taking home a school-owned computer.

To defray additional costs of the laptop program, parents/guardians will pay a yearly, non-refundable user fee prior to students taking the laptops home. **The fee will be \$75 per student.**



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Ineligibility/Suspension

If a student loses laptop privileges for any reason, their laptop will be put into the “pool” of KAES equipment. No guarantees are made that a laptop will be available at the end of the probation period. If a laptop is not available, the student will be added to the list of applicants waiting for a laptop. If a laptop is removed for a temporary time, one week or so, the laptop is to remain at the school.

Violations of any section of this agreement (i.e: failing grades, poor behavior, irregular attendance, misuse of school equipment, or other school rule infraction) may result in the loss of laptop privileges. The duration of laptop ineligibility is to be decided by the teacher and the laptop committee on a case-by-case basis.

A teacher may take a computer for any period of time as long as those consequences are spelled out and the student is aware of the consequences in advance. The expectation is that the consequence will follow a natural, logical sequence and will escalate as far as necessary in order to extinguish the behavior. If the behavior proves difficult to change, the opportunity for problems will be eliminated. The use of school computers is intended as a learning opportunity and every attempt will be made to give students multiple opportunities to practice appropriate behavior.

Parent Expectations

For students to experience all of the benefits that this program can offer, the district encourages parents to:

- Share in their student’s excitement about this great opportunity and learn with them as they use this instructional tool to enhance their learning, and to prepare for their future in the 21st century.
- Monitor student’s laptop use to ensure appropriate Internet practices and adherence to KAES Internet guidelines.
- Reinforce KAES policy prohibiting students from loading software or illegally obtained data.
- Help fill out required paperwork in the event that the laptop requires repair or is lost, stolen or damaged and report it no later than the next school day. If this is during vacation time, an email to the career academy coordinator (gduncan@wcpss.net) is sufficient.
- Sign and follow the required forms for the laptop program.
- Reimburse the School District for any damage or loss (including theft) of the computer equipment.
- Ensure that only the student that the laptop is checked out to will use this computer.
- Ensure that equipment is returned at the end of the school year or upon leaving the district.

Student Expectations

The Knightdale High School Academy of Environmental Studies provides students with access to its laptops, networks and Internet service for educational purposes and research consistent with the curriculum and instructional goals of the district. KAES expects the student to:

- Follow all district policies and procedures governing the use of school equipment.
- Come to school with laptop batteries fully charged.
 - Charge laptops overnight.
 - **A dead battery is not an excuse for late or missing work, unless due to maintenance issues.**
- Back up all documents, files, multimedia and projects to network folders or CD's by using the CD burner on the laptops (students will provide and safely store their own CD's).
 - **A lost document is not an excuse for late or missing work.**
- Use laptops for educational-related purposes only.
 - School laptops are not to be loaned or leased to anyone else.
 - School laptops are not to be used to download music or movies during class time unless specifically directed to do so by a teacher.
- Use laptop in a common family location when at home.
- Surrender laptop to a teacher or administrator for inspection when reasonable cause warrants.
- Understand that the rules and expectations that apply to non-technology related conduct and communication also govern student use of computers.
 - Just as passing notes, listening to an iPod and playing video games are not acceptable school behaviors, neither is instant messaging, listening to music or playing non-educational games on the laptop during instructional or study time.
- Help conserve resources by using print preview and obtaining teacher permission before printing.
- Software, hardware, or additional plug-ins are not to be loaded on these laptops.
 - Students are responsible for damages caused by any attempt to do so.
 - Make arrangements for KAES representatives to properly install any necessary software.
- Properly store, care for and maintain laptops and associated equipment as outlined in "Laptop Tips."
 - The laptop comes with a protective case for ease in carrying. Use this case whenever carrying the laptop in the building, between classes, and outside of the building.
 - To ensure safety and to reduce the possibility of damage, the laptop is to remain in its case at all times while not in use.
 - Keep laptops, cases and associated equipment clear of any stickers, decorations or other personal markings.
 - Do not walk around with the laptop open. Always close the screen before moving the laptop.
- Understand that mishandling computer equipment can result in loss of laptop use, disciplinary consequences and/or charges for any needed repairs or replacement.
- Notify appropriate building personnel, fill out the "Laptop Incident Form" and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it repaired and returned quickly.
- Make no changes or alterations to the configuration of these laptops, other than personal setting changes.
 - Changes to the base configuration can result in errors, which can be difficult and costly to fix and are not allowed.
 - Students will be held responsible if any alterations are made and this will result in appropriate disciplinary action.



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KAES Laptop Policies

1. KAES retains ownership of all equipment and software.
2. The student, and his or her parent(s)/guardian(s), will be responsible for any negligent or malicious damage to the laptop. This responsibility includes the obligation to compensate KAES for the cost of necessary repairs, or if necessary, complete replacement of equipment which is valued at up to **\$500 for the laptop, \$50 for the power cord, and \$30 for the carrying case.**
3. All repairs and maintenance of equipment must be performed by the KAES Technology Department.
4. No illegal software or files of any kind (**for example: illegally obtained music**) may be loaded onto the computer.
5. No software may be copied from a KAES laptop to any other source. This is a copyright violation.
6. Setting or using proxy servers to bypass district filtering both at home and at school is not allowed.
7. No jewelry that may cause scratches should be worn while using equipment. (metal bracelets)
8. Only the student and the parent/guardian that signed the laptop contract may use the computer. Siblings, friends and other students are not authorized to use the laptop.
9. Full compliance of KAES/ WCPSS School Board policies regarding internet and email use is expected at all times.
10. Students and parent(s)/guardian(s) will receive training on the proper use, care, and maintenance, of equipment. Proper use, care, and maintenance of equipment is required. No marks (including stickers) may be made on equipment. The KAES identification tag SHALL NOT be removed.
11. Failure to properly use, care for, and maintain equipment will result in the loss of the privilege to use it.
12. A student who uses any other student's computer may lose laptop privileges.
13. The student may forfeit the privilege of having or using the KAES equipment if any of these regulations, policies, or guidelines are not followed. As it is impossible to predict or list all possible manners in which the computers may be misused, the school administrator will have the authority to revoke the computer privilege for any student who is deemed to have misused equipment. Further use of equipment may be suspended or revoked for any violation of KAES policies, as determined by school administrators.
14. All laptops are property of KAES, therefore KAES reserves the right to inspect computer contents at any time and without prior notice. Inappropriate content (images, photos or text) is prohibited.
15. Hiding or deleting evidence (removing website cache) is prohibited.
16. If a KAES staff member thinks there is a reason for the students to lose their privilege to participate in the KAES laptop program, the staff member may take their concern to the KAES Technology Committee for review.
17. Computers that require cleaning will result in a minimum \$30 charge. If your computer requires attention, clean it first. The technology department will not work on dirty computers. See Laptop Tips for instructions on cleaning.
18. Teachers will check condition of laptops on a regular basis to determine if proper care is being taken.
19. The KAES Technology Committee reserves the right to make adjustments to this policy at any time.

KAES Laptop Tips

Enemies of laptops: Dust, magnets, dirt, power surges, falls, food, drink, other liquids, extreme cold/hot/temperature changes, jarring, extreme vibrations, little brothers and sisters.

1. Do not run the laptop while cold. Make sure it has reached room temperature. For example: if you left the laptop in a vehicle for a few hours, make sure you have it inside for a least an hour before running.
2. Do not leave laptop in car overnight. The screen may freeze and break.
3. The screen is fragile. You should not push the screen with your finger or other object. Do not place anything heavy on the laptop or the screen could break – even if it's turned off. Example: place your laptop ON TOP of your books.
4. Do not stack items or put pressure on laptop. This may break the screen and/or cause other damage.
5. Be gentle with the CD/DVD drive and make sure it stays clean.
6. Do not eat or drink around the computer. If there is a spill, TURN IT OFF IMMEDIATELY! If the liquid is thin and clear (water, coffee, for example), turn upside down to let liquid drain out, and let dry for 24 hours at room temperature. If liquid is sweet, sticky, or greasy (pop, etc.) take it to school tech person.
7. The computer battery will charge when plugged in regardless if the computer is off, on or in the sleep mode. Use a surge protector rather than plugging directly into a wall outlet. Use only the battery and power cord that came with your laptop.
8. The computer should not remain in the sleep mode without being plugged in for more than four days. It is perfectly fine to leave the computer in the sleep mode without being plugged in for a day or two.
9. When winding up the power cord, do not wind it tight causing tension on the cord. They are fragile. When plugging in, please make sure there is not a sharp bend where the plug goes into the computer. A replacement cord costs \$80. Just as with the laptop, you are responsible for returning the cord in good condition.
10. If you are traveling by air, the laptop needs to be with you, not “Checked Luggage”.
11. The laptops have a limited angle you can move the screen back. Please be mindful of this. When opening and closing the screen, hold onto it at the center. The wires from the computer to the screen are fragile.
12. Do not put stickers on your computer. Returned computers that need cleaning will result in a minimum \$30 cleaning charge. Exteriors can be cleaned with a mild, non-abrasive cleanser. Monitors (screen) can be cleaned with a damp (not wet) cotton cloth. Please use extreme caution not to get moisture into the edges when cleaning the monitor, as this could damage the computer. Never spray any type of cleaner on the laptop. If you must, use a small amount of water to moisten cloth, and then use the cloth to wipe the screen. Never use paper products on the screen. Paper products will scratch it.
13. Protect the laptop from the jarring, impact, and other hazards of snowmobiles and 4-wheelers by wearing the backpack on your back instead of strapping it to your vehicle.



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Student Laptop Check Out Agreement Form

1. I will be able to check out the laptop and accessories noted below to use for school related purposes during the school year. I and my parents have read, understand and have signed the Student Use Agreement.
2. I will immediately report theft or intentional damage to a teacher. For hardware and software problems, I will take my laptop to my teacher immediately.
3. I understand that the privilege of using the laptop may be revoked if:
 - I walk around with the laptop left open.
 - I do not use the approved laptop bag or trade bags with another student.
 - I leave the laptop in an unsecured area.
 - My laptop is maliciously damaged.
 - I damage another's laptop.
 - I lend my laptop to anyone not in my immediate family.
 - I engage in recurrent reckless activities.
 - I disregard KAES policies and procedures.
5. I understand that I may use the laptop to connect to the Internet at home, but my family is responsible for acquiring an Internet Service Provider.
6. I understand that no software (including games, music, video, etc. without permission of a teacher) will be downloaded or installed on the laptop except printer drivers and Internet Service Provider software.

Model / Description	Condition	Item #	Barcode	Serial No / Service Code
	new / good			

I will return the laptop and all accessories listed above each day or at my teacher's direction. I have read and understand the provisions of the Laptop Program and I agree to abide by them and to be responsible for the equipment listed above. I have verified the serial / barcode numbers.

Student Signature	Date

Parental Permission

I have read this agreement form and understand the usage rules and the financial responsibility which could amount to as much as \$500 if damage or loss occurs. My child has my permission to check out this equipment for appropriate use at home.

Parent Signature	Date

KAES Teacher Signature	Date



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Student Laptop and Internet Use Agreement Form

Use of the KAES laptops is a privilege. Therefore I agree that I will:

- Be prepared and have my assigned laptop ready to work at the beginning of class.
- Use the laptop only for activities my teacher has allowed.
- Respect the laptops of others.
- Secure laptops appropriately.
- Report any loss or damage to any laptop immediately.
- Protect the laptop by keeping the laptop in a school approved case.
- Charge the batteries as directed.
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop.
- Protect the display by carefully closing the lid when moving the laptop.

Use of a computer network as well as the Internet is a privilege. Therefore I agree that I will:

- Act responsibly when accessing the Internet.
- Only access teacher authorized sites at the appropriate times.
- Notify my teacher immediately if I accidentally access an inappropriate site while at school.
- Use my assigned network drive to store school related files only.
- Protect my user account by logging off when not at my computer.

I agree that I will not:

- Send defamatory or harassing e-mail.
- "Hack" into any computer system.
- Use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Loan my laptop to another student.
- Share personal information with anyone on the Internet or via e-mail.
- Engage in unauthorized use of the network.
- Maliciously damage or steal school computer equipment or electronic data.
- Change the settings of school supplied software.

If I choose to ignore this agreement or any part of it, I am choosing consequences under the Knightdale High School Academy of Environmental Studies Student Code of Conduct. This may include suspension from equipment or the school network.

Student Signature	Date

Parental Permission

I have read this Student Agreement and understand my child's responsibilities in the use of the laptop, computer network and Internet. My child has permission to receive this equipment.

Parent Signature	Date