

2014-2015

21st Century Teaching & Learning Initiative Mobile Computer Guidelines For Parents & Students



Vision Statement – “Create a teaching and learning framework that inspires students to develop 21st Century Skills.”

Wissahickon School District
601 Knight Road
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21st Century Teaching & Learning Initiative

Mobile Computer Guidelines

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SECTION 1: KEY POINTS REGARDING LEARNING WITH ONE-TO-ONE COMPUTING

EDUCATIONAL TECHNOLOGY IN THE SECONDARY LEVEL

21ST CENTURY TEACHING AND LEARNING INITIATIVE VISION:

Create a teaching and learning framework that inspires students to develop 21st Century Skills.

Learning in today's world is not limited to textbooks. Students in the initiative will be using dynamic, current content from multiple sources including the web, textbooks, and videos. Students will be using their computers in focused, productive ways that include:

- Organization and note taking using Microsoft OneNote, learning how to structure information, file, and share information on-line
- Collaborating on-line with teachers, other students, other schools, and professionals in vital occupations across the country and around the world
- Researching, studying, and evaluating information for daily classroom topics
- Uncovering and applying relevant information as a part of an informed decision-making process
- Producing multimedia presentations
- Communicating through learning management systems for increased collaboration among teachers, peers, and others
- Participation in project-based learning activities
- Submitting projects and assignment as means of alternative assessment

This kind of engaged, active learning requires freedom. With freedom comes responsibility. Students must have high character and exercise good judgment in a high tech learning environment. The student handbooks state:

GOALS OF THE 21ST CENTURY TEACHING & LEARNING INITIATIVE

- **Teachers will have access to a comprehensive program of professional development that will train them to use technology as an integral tool to enhance teaching and learning.**
 - Teachers will be able to develop lessons that will allow students to meaningfully integrate technology.
 - Teachers at all levels will be able to recognize and use instructional technologies for teaching critical-thinking and problem-solving skills to enhance student achievement.
 - Teachers will support their classroom environments with multiple assessments, such as project-based learning, cross-curricular projects, and collaborative learning.
- **All students will acquire and use technology and digital literacy skills that will prepare them for the 21st Century.**
 - Students will effectively use technology to access, communicate, apply knowledge and to foster creativity.
 - By June 2016, the district will provide to all secondary school students hardware, software, and online learning tools that provide access to rich content resources and is aligned to academic content standards.
 - By June 2016, 98% of secondary students will demonstrate the ability to utilize grade-level appropriate computer skills and information, and communications applications to research and present their work.
 - By June 2016, 98% of all students will receive instruction through the integration of technology in the academic content areas to become proficient with the technological literacy skills in the district scope and sequence at the 8th and 11th grades.
- **Connections between school and community will be developed through the use of technology to support digital communication and literacy.**
 - Teachers will create and use an online presence for their classroom, such as a website, Moodle course, or Wikispace.
- **Teachers, students and community will use technology appropriately and ethically.**
 - By June 2016, 98% of secondary students will receive instruction in Internet Safety, and will use those skills to help protect their online privacy and avoid online predators.
 - Students will receive instruction in the appropriate and ethical use of information technology, including the concept and purpose of both copyright and fair use, and the need to refrain from copyright infringement and plagiarism.

SECTION 2: ONE-TO-ONE COMPUTING

WHAT IS ONE-TO-ONE COMPUTING?

One-to-One computing, also known as 1:1 computing, is a concept where every student has 24/7 access to the same computer for use in every class and at home. The student and his/her parent/guardian are responsible for that computer. As this initiative develops, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real world assignments and seek out legitimate digital information to solve real world problems.

WHERE IS ONE-TO-ONE COMPUTING?

Mobile computer initiatives are occurring across the country in thousands of schools. Most are starting in elementary and middle schools. Some were state-led such as in Maine. Others have been going for years through major grants. (i.e. Apple and PC grants). San Diego Unified School District has goals to continue their one-to-one initiative to span grades 2-12. Many initiatives are one-to-one in school, but do not allow the computers to be taken home. More recently, the 24/7 concept is emerging and this is the starting point for this initiative.

SECTION 3: MOBILE COMPUTER SPECIFICATIONS

GRADE 6 – DELL LATITUDE 3340 LAPTOP

- Processor: Intel Celeron 1.5Ghz, 800, 2MB
- Memory: 4GB
- Hard Drive: 500GB
- Display: 13.3" 1366x768, Integrated 2.0 MP Webcam
- 65 W Smart AC Adapter, Battery – 6-cell battery
- 802.11 a/b/g/n Wireless card
- OS: Microsoft Windows 7 Professional
- Application Software - Microsoft Office 2013
- Anti-Virus and Anti-Spyware
- Web Filtering Software
- Various software titles

GRADE 9 – DELL LATITUDE 3340 LAPTOP

- Processor: Intel Core i3 4005U 1.7 Ghz, 3MB Cache
- Memory: 4GB
- Hard Drive: 500GB
- Display: 13.3" 1366x768, Integrated 2.0 MP Webcam
- 65 W Smart AC Adapter, Battery – 6-cell battery
- 802.11 a/b/g/n Wireless card
- OS: Microsoft Windows 7 Professional
- Application Software - Microsoft Office 2013
- Anti-Virus and Anti-Spyware
- Web Filtering Software
- Various software titles

SECTION 4: RECEIVING YOUR LOANED COMPUTER

Mobile computers will be distributed during student orientation if parents have previously attended the annual "21st Century Teaching & Learning Parent Orientation Meeting." Before receiving the computer, students and parents must read and agree to these forms/agreements:

1. Student/Parent Agreement for Use of Computer
2. District-Issued Computers – Student Use, Rights & Responsibilities (Policy #146)
3. Acceptable Use of District Information and Telecommunications Resources By Students (Policy #256)
4. Parents and students are also to pay appropriate equipment loan fees as required which include insurance on the computer.

When these items are completed, the computer will be issued.

Any student on free or reduced lunch may request help with computer rental. If a student does not have a computer for school on a given day, a student can check out a computer on a first-come, first-serve basis for use during the normal school day. Loaner computer use will be limited, and the computer must be checked in with the office at the end of the school day.

If a parent/guardian or student refuses to sign the required agreement forms for on-campus and off-campus computer use, the District will not provide a computer to the student under the initiative.

SECTION 5: TAKING CARE OF YOUR COMPUTER

GENERAL PRECAUTIONS

- No food or drink is allowed next to your computer while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Students should never carry their computers while the screen is open.
- Computers lids should be shut before moving them to conserve battery life.
- Computers must remain free of any writing, drawing, stickers, or labels that are not the property of Wissahickon School District. Spot checks will be done by administration at any time.
- Computers should never be shoved into a locker or wedged into a book bag as replacing the screen if cracked is approximately \$200.00.
- Computers must never be left in a car or in any unsupervised area.
- Students are responsible for keeping their computer's battery charged for school each day. Students should also bring their computer charger to school each day.
- Do not expose your computer to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the computer.
- Always bring your computer to room temperature prior to turning it on.

CARRYING COMPUTERS

Students in will be provided with a protective bag that has undergone substantial drop testing by the district. Students need to provide protective cases or protective backpacks for computers with sufficient padding to protect the computer. The guidelines below should be followed:

- Computers and power supplies should always be in the protective case when carried.
- Other items should not be stored in the carrying case to avoid placing too much pressure and weight on the computer screen.
- The computer must be turned off or in sleep mode before placing it in the carrying case.

SCREEN CARE

The computer screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the computer nor place objects on top of it when it is closed.
- Do not place anything near the computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid or water on the computer.**

SECTION 6: USING YOUR COMPUTER AT SCHOOL

- Computers are intended for use at school each day. Students are responsible for bringing their computer to school for all classes.
- If students leave their computer at home, they may pick up a daily loaner from the computer drop-off window. There are a limited number of daily loaner computers that will be available on a first-come-first-serve basis. Daily loaners are issued for a single day and must be returned the same day. Students not

returning a daily loaner will receive a disciplinary referral. **The district will not be responsible for class time or materials missed because a student does not have a computer at school.**

CHARGING YOUR COMPUTER'S BATTERY

- Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening.
- Students must bring the charger in the computer bag each day.

SCREENSAVERS AND BACKGROUNDS

- Screensavers and backgrounds must not be offensive or violate the AUP.
- Passwords must be given to staff upon request.
- The administration or its designee reserves the right to check a student's computer at any time, given valid cause.

SOUND

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds may be used during appropriate times.

PRINTING

In an effort to support the district's green initiative, students will often be required to turn in their assignments electronically via an online drop box, versus turning it in on paper.

- Printing will be limited to only those things needed directly for instruction.
- Printing stations will be available at the school on each floor. Printers will not be located in every classroom.
- Due to the fact that there are numerous printers on the market and require a higher level of computer security to install, **home printers and connections to them are not supported by the district.**

INSPECTION

Students may be selected at random to provide their computers for inspection without notice. The purpose for inspection will be to check for proper care and maintenance, and to check for inappropriate material being carried into the school via the computer.

PROTECTING AND STORING YOUR COMPUTER

COMPUTER IDENTIFICATION

- Student computers will be labeled in a manner specific to the initiative. Under no circumstances are students to modify, remove, or destroy these labels or etchings!

PASSWORD PROTECTION

- Windows and hard drive passwords must be shared with staff if requested. If access by staff is impossible on school owned computers, students may be responsible for the cost of replacement hardware.
- Violations of this policy will result in disciplinary action.

COMPUTERS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.
- Unsupervised computers will be confiscated by staff and taken to the principal's office.
- Disciplinary action may be taken for leaving your computer in an unsupervised location. Each student is responsible for his/her computer once it has been issued.

SECTION 7: USING YOUR COMPUTER AT HOME

INTERNET ACCESS

This initiative does not provide students with Internet access. Student will be able to connect their district-issued computers to their home networks provided they seek parental approval. Students will be shown how to connect to available wireless networks in their orientation training.

For students who do not have Internet access in the home, Comcast has a program called Internet Essentials, which provides broadband Internet for less than \$10 a month. See www.internetessentials.com or contact Comcast at 1-855-846-8376. The district does not provide technical support for Internet access at home.

INTERNET FILTERING

The student computers are configured with the same filtering package and rules used by the students during the school day. Regardless of how the students connect to the network (i.e. school, public, private), they will be filtered the same as any computer on the WSD network.

SECTION 8: MANAGING YOUR FILES AND SAVING YOUR WORK

SAVING YOUR WORK

- Students will have network drives and school work should be saved on this drive (H:/). The H:/ drive is backed up daily. A copy may be saved on the C:/ drive if portal access is not available in the evening.
- Students should have access to their H:/ drive from their homes through Windows Offline Files. Any files created or changed at home will automatically be synced with the WSD file servers.
- During maintenance and imaging on school-owned computers, all work saved to the desktop will be lost. School work should be saved in the Documents Folder.
- Personal data should be saved to a USB thumb drive or external hard drive for backup purposes.

SECTION 9: COMPUTER SOFTWARE

ORIGINALLY INSTALLED SOFTWARE

- The hard disk drive image of school owned computers may not be copied or altered.
- The software originally installed by the school system must remain on the computer in usable condition and be easily accessible at all times.
- Copyrighted software installed by the school shall not be copied.
- Students may not tamper with, alter, modify and/or delete any installed protection software.

ADDITIONAL SOFTWARE

- Student may not save, install, or run any unapproved software or plugins as it is a violation of the AUP policy.
- From time to time school staff may add software applications for use in a particular course. The licenses for this software require that the software be deleted from computers at the completion of the course. Periodic checks of computers will be made to ensure that students have deleted software that is no longer required in class, and that the school has not exceeded its licenses.

VIRUS AND SPYWARE PROTECTION

- School-owned computers will use a virus protection program.
- This program will be installed on the computer and will be set to automatically download the latest anti-virus updates.
- Students may not tamper with, alter, modify and/or delete any installed protection software.

SECTION 10: COMPUTER INSURANCE & EQUIPMENT FEE

Students participating in the initiative are required to pay an annual insurance and equipment fee (“Computer Protection Fee”). This fee will be collected at the time of computer distribution. This fee covers normal wear and tear and minor component failure. Computers requiring major repairs involving the screen or motherboard, or that have been stolen or misplaced, will incur a deductible. Since the initiative has two different computers, the equipment reflects the value of the equipment. Fees and deductibles for the 2014-15 school year are as follows:

Grade 6

- Computer: Dell Latitude 3340 Laptop
- Limited Accidental Damage & Equipment Fee: \$25/year
 - Covered (Liquid spills on or in unit, drops & falls, electrical surges)
 - Not Covered (Fire, intentional damage, loss/theft, cosmetic damage)
- Student deductible for total loss from theft/misplacement: \$475 (prorated per year)

Grade 9

- Computer: Dell Latitude 3340 Laptop
- Limited Accidental Damage & Equipment Fee: \$35/year
 - Covered (Liquid spills on or in unit, drops & falls, electrical surges)
 - Not Covered (Fire, intentional damage, loss/theft, cosmetic damage)
- Student deductible for total loss from theft/misplacement: \$530 (prorated per year)

SECTION 11: TECHNICAL SUPPORT

COMPUTERS UNDERGOING REPAIR

There will be a drop-off window in the schools if a school computer needs to be serviced.

- Loaner computers will be issued to students while their district-owned computers are being serviced by the technology department. There is no loaner fee. Students can check the status of their repairs online and can pick up their original computer when repairs have been completed. If repair is needed due to malicious damage, the school may refuse to provide a loaner.

- Repaired computer hard drives may end up with their original image as received in August. **It is important students keep their school data on network drives so documents and class projects will not be lost.**
- Students will be expected to return the loaner computer by the end of the school day to the Technology staff office.
- Repairs that are minor or considered normal wear are covered under the annual insurance and equipment fee.
- Students and parents will be charged a deductible for computer repairs that are not considered normal wear and tear and covered under the annual insurance and equipment fee. Students will not be issued another computer until the deductible has been paid in full.

LOST & STOLEN COMPUTERS

Computers that are lost must be reported immediately to the principal and a form must be completed. Computers that have been stolen should be immediately reported to the authorities and the principal. A form must be completed and a copy of the police report must be attached. The designated deductible will be charged. Students will not be issued another computer until the deductible has been paid in full.

SECTION 12: YEAR-END COLLECTION

The District will allow high school students who have not yet graduated to retain their computers during the summer break. These Guidelines and the terms agreed to in the documents identified in Section 4 of these Guidelines apply to the retention and use of these computers during the summer break. Any parents or guardians who do not want their child to retain a computer during the summer break must advise the School Principal in writing prior to the end of the school year. A date and time will be scheduled after the last day of school for drop off of the computer by the parent or guardian to the District.

Middle school students issued computers will be collected in June through a formal process before the students' last day. Computers that are not returned one week after the last student day, or which otherwise are not reported as lost, will be considered stolen and the District reserves the right to report these circumstances to authorities.

