Columbus School District
One to World Laptop Handbook

As our students are preparing for a world that is globally connected through technology, businesses and colleges require proficient use of computer skills in new hires or prospective students. We must prepare students for transitions beyond high school as well as ensure all students understand how to use technology to connect with resources inside and outside of their classroom. Our mission is to put a computer into the hands of every student.

With wireless access to the Internet, students will be empowered to tap into up-to-the-minute information, store assignments in the "cloud" (expediting assignment distribution and retrieval), and work in tandem with their classmates online, an invaluable skill in the global economy. With technology and online access, though, comes responsibility. The access granted to students, staff, and guests is solely for the educational goals of the District. The use of technology is designed to create engaging teaching and learning environments and allow guests to provide educational services consistent with the mission of the District. Access to technology is a privilege, not a right. As such, the Superintendent of Schools or his/her designee may revoke this privilege at any time for any reason.

Contents

1. **RECEIVING YOUR LAPTOP**:

1a: Definition

A laptop for district purposes may include any of the following portable computing devices: a traditional laptop, a Chromebook, an iPad, or a tablet computer.

- In K – 4 students will be issued a device by their teacher but the device will not go home with the student.
- In 5th grade students will be issued a device by their teacher, that device may go home at some point during the year as determined by School Administration.
- Each student in grades 6 - 12 will receive a laptop and an AC charger.
- Parents/Guardians and students MUST sign and return the Columbus One to World Agreement document and the Internet Acceptable Use Policy before the laptop can be issued to their child.
- The laptops will be labeled with a School District asset\inventory tag. No district labels can be removed from the laptop.
- The laptop is the property of the Columbus School District. The laptop is subject to inspection and system updating at any time. The student has no expectation of privacy on any material found on the laptop.

1b: Probationary Student Privileges

To protect the assets of the Columbus School District, identified students will be required to turn in their laptops to the school Library Media Center (LMC) at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. A formal check-in and check-out process will take place to protect the equipment and document the process.

Students designated as probationary will include the following:

- All newly arriving students to the district (students who were not enrolled in the Columbus School District at the end of the previous semester)
- Students who have violated the Acceptable Use Policy during the current or previous semester.

2. **RETURNING YOUR LAPTOP**:

All district owned laptops and AC chargers must be returned the final week of school following the guidelines posted in their respective buildings.

- **Students leaving the District due to transferring, being suspended or expelled or terminating their enrollment for any reason must return the district owned laptops to a STAFF MEMBER IN THE LMC at their respective school within five days of leaving.**
- If a student does not check-in the AC charger or laptop stylus at the end of the school year, her/his parents will be billed for the full replacement cost of the equipment.
- Any laptop not returned will be considered as stolen property and law enforcement agencies will be notified.

3. **TAKING CARE OF YOUR LAPTOP:**

Students are responsible for the general care of the laptop they have been issued by the School District. Students are responsible for anything done using their assigned laptop or login. Laptops that are broken or fail to work properly must be taken to the LMC at each school as soon as possible so that they can be repaired. *Do not take district owned laptops to an outside computer service for any type of repairs or maintenance*.

3a: General Precautions
- No food or drink is allowed next to your laptop while it is in use.
- Avoid using any sharp object(s) on the laptop. The laptop will scratch, leading to the potential for needed repairs. (Examples include, but are not limited to, scissors, keys, coins, pencils/pens, staples, paper clips and/or jewelry)
- Cords, cables, and removable storage devices must be inserted carefully into the laptops.
- Do not attempt to gain access to the internal electronics or attempt to repair a laptop. If your device is in need of repair, please bring it to the LMC as soon as possible.

- Always treat the laptop with appropriate responsibility and safety. Never swing, bang, throw, slide or drop the case against anything or anyone.
- Never transport your laptop with the power cord plugged in. Never store your laptop in your carry case or backpack while plugged in.
- ***Students should never carry their laptops while the screen is open.***
- Laptops must remain free of any writing, drawing, or stickers.
- Laptop keys should not be removed for any reason.
- Laptops should not be intentionally damaged for any reason
- Vents **MUST NOT** be covered.
- Laptops must have a Columbus School District Asset tag on them at all times, and this tag must not be removed or altered in any way. If the tag begins to peel off or is damaged or missing, please take it to the LMC as soon as possible so a new tag can be put on. If the tag is removed disciplinary action may result.
- Laptops should never be left in a car (for security and temperature control measure reasons) or in any unsupervised area. **Laptop security is the responsibility of the student.**
- If exposed to cold conditions for an extended period of time, let it warm up to room temperature before turning it on.
- Students are responsible for bringing a completely charged laptop for use each school day.
- Laptops are assigned to individual students and the responsibility for the care of the laptop solely rests with that individual. Students should not lend or trade their laptop, charger, or battery with another person.
- **PLEASE DO NOT ATTEMPT TO CONTACT THE LAPTOP MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.**

3b: Carrying your Laptop
- Always use two hands when carrying the laptop by its base.
- Laptop lids should always be closed and tightly secured when moving.
- Never move a laptop by lifting from the screen. Always support a laptop from its bottom with the lid closed.
- Do not stack materials on top of the laptop.

- Make sure to place your laptop on a stable and secure surface.

3c: Screen Care
The Laptop screen can be easily damaged! The screen is particularly sensitive to damage from excessive pressure on the screen.

- Always open the laptop from the center of the screen and not from the corners. Do not open the laptop past the natural stopping point of the hinge. This will create additional stress on the screen and may lead to the screen cracking.
- Do not lean or put pressure on the top of the Laptop when it is closed.
- Do not store the laptop with the screen in the open position.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. **USING YOUR LAPTOP AT SCHOOL**

Students are expected to use their School District provided laptop at school each day. Students must be responsible to bring their laptops to all classes, unless specifically advised not to do so by their teacher.

4a: Laptops left at home
- If students leave their Laptop at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents/guardians, the student will have the opportunity to use a loaner laptop (limited supply) from the LMC if one is available.
- If students leave the laptop at home, the student remains responsible for getting coursework completed as if the laptop were present.
- Repeat violations (3 or more) of this policy will result in probationary status.

4b: <u>Laptops under repair</u>

- When a student brings a laptop in for repairs:
  - The Technology staff will determine if the laptop has warranty repairs or if the laptop was damaged by the student
    - If the repairs are warranty related the student may get a loaner laptop (limited supply).
    - If the repairs are due to damage caused by the student, the student will not get a loaner but can use classroom or lab desktop machines during the time the laptop is under repair.
  - After the repairs are completed the student will get the laptop back when payment or payment plans are made if there is a charge for the repairs or soon as possible if there are no charges for the repairs.
- Students using loaner laptops will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c: <u>Charging your Laptop</u>

- Laptops must be brought to school each day fully charged.
- Students need to charge their laptops each evening.
- If the laptop does run out of battery the student, at the teacher's discretion, can connect the laptop to power outlets in the classroom.
- Repeat violations (3 or more) of this policy will result in probationary status.

4d: <u>Backgrounds and Password</u>

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: <u>Sound, Music, Games, Apps</u>

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds.
- Headphones may be used at the discretion of the teacher.

- Volume levels need to be respectful of others in the room.
- Downloading music and videos are allowed for academic purposes only.
- All software must be district provided and approved.
- Students are prohibited from playing games, including Internet-based games unless part of a class lesson.

4f: Printing
- Digital sharing of documents is encouraged.
- Printing is not supported.

4g: Account Access
- Students will only be able to login using the School District-provided username and password.
- Never share account information with anyone.

4h: Laptop Security
- Laptops should always be "locked" when not in use.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A LAPTOP
- Google G Suite for Education is a suite of products which includes mail, calendar, sites, word processing , presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your Google Drive documents and files from any laptop or device, anywhere, at any time, no matter where you are.
- All files can be stored online in the Google Cloud environment.
- When you do not have Internet access you should be able to create and edit documents and they will sync back to the Google Cloud.

6. OPERATING SYSTEM ON YOUR LAPTOP

6a: Updating your Laptop
- The School District does remote updates, we encourage students to reboot periodically to apply updates.

- Any messages received during web use regarding updates to Flash, Adobe, Java, etc., should be declined (select "No"), as any software install will fail.
- The School District may need to take the student Laptop to perform updates on an as-needed basis.

6b: Additional Software
- Students do not have computer permissions to download or install any software, including shareware and freeware, for use on the laptop.
- Installing unapproved software could introduce a virus into the network and could cause laptop instability and failure. This also is a violation of the Acceptable use Policy.

6c: Procedures for Restoring your Laptop
- If your laptop needs technical support for the operating system, all support must be handled by the School District Technical Support.

7. WHAT ARE THE DISTRICT RULES FOR USING A LAPTOP?
All district technology devices are to be used subject to the Technology Acceptable Use Policy. An overview of those guidelines, as well as some specific instructions for district laptops, are listed below.

7a: General Guidelines
- Students will have access to a wide range of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Columbus School District.
- Students are responsible for their ethical and educational use of the technology resources provided by the Columbus School District.
- Access to the Columbus School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.

- Any attempt to alter data, the configuration of the laptop, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all laptops are the property of the Columbus School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: Legal Property
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: E-mail & Electronic Communication
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.

- E-mail & communications are subject to inspection by the School District at any time.
- All District provided e-mail accounts are being archived

7e: Using the Laptop Camera
- The student can use the laptop camera with the permission of the classroom teacher.
- When using the laptop camera and video capabilities, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- Cameras may never be used in a locker room or restroom, as per state statute.
- Cameras may be used for tech support purposes, but the device user must give permission to tech support to activate the camera.

7f: Consequences
- The student in whose name a system account and/or laptop hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Columbus School District Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

7g: At Home Use
- The use of the Laptops at home is encouraged. However, the district does not provide tech support for home connectivity issues.
- Laptop care at home is as important as in school; please refer to the care section.
- Transport your laptop in an appropriate carrying case.
- School District-supplied filtering will be provided for use with devices outside of school district buildings.

- This device is for your use during the duration of your time at Columbus School District. *Take good care of it!*

7h: Laptops left in Unsupervised Areas
- Under no circumstances should laptops be left in an unsupervised area.
- Unsupervised areas may include the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, LMC, unlocked classrooms, dressing rooms and hallways.
- Any laptop left in these areas is in danger of being stolen.
- If an unsupervised laptop is found, notify a staff member immediately.
- **Unsupervised laptops will be confiscated by staff. Disciplinary action may be taken for leaving your laptop in an unsupervised location.**

8. REPAIRING/REPLACING YOUR LAPTOPS

8a: Vendor Warranty:
- The School District has a three-year accidental damage warranty on the Lenovo 500e device only.
- The vendor warrants the laptop from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the laptop or laptop replacement.
- The Lenovo 500e warranty allows for one accidental damage claim per year. Any other damage above that is the responsibility of the student/parent/guardian.
- On all other laptops, other than the Lenovo 500e, the vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.
- Please report all laptop problems to the LMC.

8b: Laptop Repair Costs and Insurance
- Columbus School District is leasing these laptops and will generally assume the financial liability for laptop repairs or replacement due to normal and typical daily use covered under warranty.
- Lost, damaged, or stolen laptops in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Parents should

contact their insurance agent for details about your homeowner's/renter's coverage.

- In the case where a laptop or district-issued accessory is damaged by means other than what is covered by the warranty, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the laptop. The Columbus School District Administration will make the final determination of any fees assessed.
- All insurance claims must be reported to the Columbus School District. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's office before a laptop can be repaired or replaced.
- Failure to report a lost or stolen laptop in a timely manner may result in a request for compensation for the replacement cost of the laptop.
- Current costs for common repair items (Cost may vary):
  - o Lenovo 500e replacement Screen $160.00.
  - o Lenovo 500e replacement Battery $50.00.
  - o Lenovo 500e replacement AC Charger $40.00
  - o Lenovo 500e replacement Keyboard $100.00
  - o Lenovo 500e replacement Motherboard $150.00
  - o Lenovo 500e replacement Stylus $25.00.
  - o Lenovo 500e full Laptop replacement $300.00

9. **LAPTOP TECHNICAL SUPPORT**

Technical support will be available in the LMC through the School District Technical Support Department.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Laptops
- <u>ALL REPAIRS must be completed by TECHNICAL SUPPORT STAFF</u>

10. **LAPTOP FAQ's**

Q. Will a laptop bag be required?

The School District strongly recommends a laptop bag for the laptop. It will be on the school supply list or will be available for purchase from the School District for approximately $15.00.

Q. What devices can I connect to my laptop?

Laptops can connect to:
- USB storage, mice and keyboards
- SD cards
- External monitors and projectors
- Headsets, ear buds, microphones

Q. Will our laptop have 4G?

No.

Q. Do the laptops come with Internet Filtering Software?

Yes. Laptops will use a School District provided internet filtering software when in use at school or at home. Laptops also have key logging software installed to track usage.

Q. Battery life?

The Lenovo laptop has a rated battery life of up to 10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Columbus School District

One to World Laptop Handbook -- Agreement Form

By signing below, you acknowledge that you have read and understand the expectations and responsibilities of having a district-owned Laptop issued to you/your son or daughter for the school year 2020-2021. You understand that the use of the device is for academic purposes, and that the Acceptable Use Policy also applies to this device and its use. A full copy of the Columbus School District One to World Handbook can be found at: www.columbus.k12.wi.us

==*This agreement must be signed and returned before a device can be issued for the school year 2020-2021.*==

Student Name:		Grade:	
Student Signature:		Date:	
Parent/Guardian Name:			
Parent/Guardian Signature:		Date:	
Home Address:		E-Mail:	

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Waiver

*Please **check** and **sign** below only if you are electing **NOT** to receive a district-owned Laptop for the 2020-2021 school year. You understand that each student is expected to have an appropriate device with them each day that enables them to do equivalent work of their classmates.*

____ *(Please check)* **I am waiving my right to have a district-owned device issued to my child for the 2020-2021 school year.**

Student Name:		Grade:	
Parent/Guardian Name:			
Parent/Guardian Signature:		Date:	