

Western Boone Jr.-Sr. High School

1:1 Learning Initiative

Terms & Conditions

2015-16

Western Boone Junior-Senior High School is excited to offer every student in grades 7-12 a laptop computer through the 1:1 Learning Initiative. This initiative has been implemented to provide our students with tools necessary to compete and learn in the 21st century. It is our belief technology integration will improve the following 21st century skills for our students:

- Immediate access to information
- Faster communication
- Adapt way individuals find, gather, and present information
- Synthesis of information vs. rote memorization
- Enhance research/problem-solving
- Increase responsibility for digital citizenship:
 - norms of behavior with regard to technology use." It encompasses digital literacy, ethics, etiquette, online safety, norms, rights, culture and more.

As a result of technology integration, the following are anticipated outcomes of the 1:1 Technology Initiative:

- Transition to more student centered learning vs. teacher centered
- Expand resources available to students and teachers
- Prepare students for the "real world" by learning/teaching with real tools
- Close the digital divide – All students have same learning opportunities regardless of socioeconomic status
- Provide a global experience (beyond Boone County)
- Opportunity for increased differentiation for individual students.
- Increase engagement using interactive resources
- Offer competitive learning environments

For all involved, the following information is provided to help understand the expectations and responsibilities associated with the use of the laptops.

- Students will receive instructions from school staff on proper uses of a laptop.
- Students are to use the laptops in accordance with the WBCSC Acceptable Use Policy.

- Students are expected to use the laptops in a responsible, safe, ethical, and legal manner at all times.
- Laptops are the property of Western Boone Junior-Senior High School and school officials have the right to access all material on or accessed by any laptop.
- Students will refrain from upgrading the Operating System and sharing/downloading non-academic files over the school's network.
- Students will only utilize school-approved and legally obtained software.
- Students will not access filtered sites by using alternate access sites or processes.
- Students will be able to take the laptops home during the school year.
- Students will be provided access to Western Boone County Community School Corporation's (WBOCCSC) network services throughout the school via a wireless network. No unauthorized network access is permitted.
- Students will not be provided access to WBOCCSC's network for personal devices.
- Students are expected to adhere to any additional requirements set forth by individual teachers.
- The staff of Western Boone Junior-Senior High School will incorporate Digital Citizenship into the curriculum when appropriate.

Distribution and Collection

Laptops and a carrying case will be distributed on the first day of school. Before receiving a laptop, students and parents will acknowledge and agree to following documents:

- Student Pledge for Laptop Use
- Acceptable Use Policy
- Parent/Guardian Laptop Agreement

Laptops and carrying cases will be returned during the final week of school. If a student transfers during the school year, his or her laptop and carrying case will be returned at that time. Failure to return items at the end of school year or date of withdraw will result in a theft report being filed with the Boone County Sheriff Department. The student will also pay the cost of the laptop and carrying case. The privilege to participate in graduation ceremonies will be revoked for any graduating senior not returning their laptop and carrying case by the specified deadline.

Laptops and carrying cases must be returned in satisfactory condition. Students will be charged for any needed repairs, not to exceed the replacement cost of the laptop and/or carrying case.

Caring for Laptop

Each student is responsible for the general care of the laptop and carrying case. Broken or improperly working laptops must be taken to the Help Desk in the Media Center for an evaluation of the equipment.

- **General Precautions**
 - Only use a clean, soft cloth to clean the screen.
 - Cords and cables must be carefully inserted into the laptop to prevent damage.
 - Laptop and carrying case must remain free from any writing, drawing, stickers, or labels.
 - Laptops must never be left in an unattended or unsupervised area.

- **Transporting the Laptop**
 - All students will be issued a carrying case to transport the laptop at all times.
 - Always transport the laptop with care and in the school issued carrying case.
 - Do not place any items other than the school issued laptop in the carrying case.
 - Do not pick-up the laptop with the screen open.
 - Computers will be allowed during lunch at designated tables where no food or beverage is allowed.
 - Students participating in extra-curricular activities should leave laptops in their own school locker.
 - Students attending or participating in activities outside of school should exercise caution to protect the laptop from damages or theft.
 - Do not leave the computer in your car at any time.

Using the Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, the school handbook, announcements, calendars, and schedules can be accessed using the laptop. Students are responsible for bringing their laptop to all classes, unless specifically instructed not to do so by an individual teacher. The following building wide expectations:

- If a student leaves his or her laptop at home, he or she is responsible for getting the coursework completed as if he or she had the laptop present. In this situation, another laptop will not be provided.
- All students will be expected to bring a fully charged laptop to school every day.

- Loaner laptops will be given when a student leaves his or her laptop with the Help Desk for repair.
- Inappropriate media may not be used as screensavers or background photos. This includes media with guns, weapons, pornographic material, inappropriate language, alcohol, drugs, tobacco, and gang related symbols. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is granted by the teacher.
- Headphones may be used at the discretion of the teacher.
- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print in the Media Center when necessary.

Managing and Saving Work

- Students will be directed to save work via Microsoft One Drive.
 - This is cloud based storage that will sync to their laptop for off-line usage.
 - Each student will have access to an account and have sufficient space available.
- It is not recommended to save work on the laptop's hard drive.
- WBCSC is not responsible for the loss of any work.

Using Laptop Outside of School

- Students are encouraged to utilize their laptops at home and any other location outside of school.
- At home WIFI connection is encouraged, but not necessary.
- Students will be encouraged to download any pertinent files prior to leaving school.
- All content is sent through the WBCSC filter no matter the location of the computer.

Repairing the Laptop

- All laptops in need of repair must be brought to the Help Desk as soon as possible.
- The Help Desk staff will trouble shoot and fix minor issues.
- Issues that cannot be rectified by the Help Desk will be elevated to the Technology Department Staff.

Damage

- WBCSC will pay for damages associated with normal wear and tear.
- The WBCSC Technology Department will work with HP to determine normal wear and tear damages.

- Students and/or parents will be financially responsible for any other damage to the computer.
- Insurance is not required and will not be supplied by the school corporation. However, students and/or parents are responsible for all repair/replacement costs. Insurance options to consider:
 - Insuring laptops through personal homeowner's insurance
 - www.worthavegroup.com
- In cases of theft or loss, students must file a police or fire report and bring a copy of the report to the office before a laptop will be replaced.
- Refer to the attached Repair and Replacement Fee Schedule.

Laptop Schedule of Repair & Replacement Costs 2015-2016

PART	DESCRIPTION	COST
AC Adaptor/Power cord	Missing or Damaged	\$25.00
Base Assembly (case)	Broken or cracked	\$125.00
Battery	Missing or damaged	\$60.00
Bezels	Missing or broken	\$25.00
Carry Bag/Case	Missing or vandalized	\$35.00
Decal residue	Sticky residue needs removing	\$20.00
Damaged Corners	Damage due to misuse or being dropped	\$40.00
Hard Drive	Failure due to misuse or being dropped – drive replacement plus re-imaging	\$110.00
Keyboard	Missing or lost keys	\$25.00
Labels	ID labels appear to have been peeled off	\$20.00
Laptop cover (exterior)	Broken, cracked or dented	\$80.00
LCD Screen	Cracked, scratched or damaged	\$100.00
System Board	Missing or Damaged	\$125.00
Touchpads	Damaged or non-functioning	\$80.00
Normal Wear & Tear	Minor worn paint, dents (3 or less)	No Charge
Laptop Replacement	Price to replace entire laptop if lost or stolen (Does not include price of the carry bag)	\$475.00

All prices listed above reflect the cost for standard parts and labor required to correct the problem. Any other damage not listed resulting from misuse or negligence will be billed at a cost of parts and labor required to complete the repair.