

***Parent/Student
1:1 Laptop Handbook
2015-16***

Home of the Panthers



***Pond Creek-Hunter
Public Schools
Pond Creek, Oklahoma***

Pond Creek-Hunter Schools

Parent/Student

1:1 Laptop Handbook

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I. Vision

Pond Creek-Hunter Public Schools (PC-H) is preparing our students to live and work as responsible citizens and life-long learners by providing students and teachers with technology tools and skills necessary for student- directed learning. The Pond Creek-Hunter Schools electronic network supports our instructional program, including– Oklahoma Common Core State Standards, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning. Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources.

II. Goals

- Sustaining our whole community with a culture of life-long learning.
- Engaging all students in authentic real-world activities and projects.
- Extending learning beyond the classroom and the school day.

We hope that you will share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

III. Terms of Laptop Loan

Issuing of Laptops All students enrolled at PC-H will be issued a laptop at the beginning of their fifth grade year or upon enrollment. The laptop will be assigned to individual students and serial numbers of the laptop, charger and bag will be recorded. These items will be assigned to the student through the end of their 6th grade year.

At the beginning of their 7th grade year, students will be assigned a different laptop, charger and bag which will follow them through the end of their 9th grade year. Pond Creek-Hunter Schools will retain ownership of all Middle School laptops and of High School 9th grade laptops. Students will turn them in each year at the end of the school year or upon the student's withdrawal.

High School students will be issued a new laptop at the beginning of their 10th grade year which will stay with them throughout high school or their withdrawal from PC-H. Students may choose to purchase their assigned high school laptop at the completion of their senior year for a nominal fee.

Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.

Conditions of Loan Pond Creek-Hunter Schools will lend a laptop to all students enrolled in PC-H upon compliance with the following:

- 1) Student Responsible Use of Technology and Internet Safety Agreement (RUA) signed by the student and parent
- 2) Laptop Loan Agreement signed by the student and parent

IV. Hardware and Software Issued

Hardware:

- 1) Laptop Computer
- 2) AC Adapter and power cord
- 3) Carrying Case

Laptops run on Microsoft Windows and are Internet capable. They also have web-filtering and anti-virus services.

Other software applications may be installed by members of the PC-H Technology Department. The software installed by Pond Creek-Hunter Schools must remain on the laptop in usable condition. ***Students will be able to install approved software through approved methods. No unapproved software may be installed by students.***

Students involved in the Grant County Interlocal Cooperative will be issued a laptop upon the recommendation of the PC-H Special Education Director and the student's IEP team. Any assistive technology devices required by a student's Individual Education Plan will be issued.

V. Laptop Care Guidelines

General Care of the Laptop

- 1) For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
- 2) Please be aware that overloading the backpack or case will damage the laptop. Take precaution when placing the backpack or case on a flat surface.
- 3) When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
- 4) Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop bag.
- 5) Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
- 6) Dimming the LCD brightness of your screen will extend the battery run time.
- 7) Never attempt repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws; doing so will render the warranty void.
- 8) Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
- 9) Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- 10) A label has been applied to your computer for ID purposes. Please do not place additional stickers/items on the computer. Remember the laptops are the property of Pond Creek-Hunter Schools.

- 11) Keep your laptop away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- 12) Always disconnect the laptop from the power outlet before cleaning.
- 13) Clean the screen and touch pad with lint-free, anti-static cloth. (Never clean the screen with glass cleaner.)
- 14) Wash hands frequently when using the laptop.
- 15) Do not pick up the laptop by the screen.
- 16) Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- 17) Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
- 18) Do not leave the laptop in a vehicle for extended periods of time or overnight.
- 19) Never sit on the laptop.

Carrying the Laptop

- 1) All laptop and components are to be carried in the school-provided laptop carrying cases at all times. Do not put laptops with or without carrying case in another bag.
- 2) Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.
- 3) Always close the lid before moving or carrying the laptop.
- 4) Do not leave the laptop in visible sight in a vehicle.
- 5) Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.
- 6) Do not overload the laptop carrying case since this is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

Security

- 1) Do not leave laptops in unsupervised areas. Unsupervised areas include but are not limited to the cafeteria, outdoor tables/benches, computer labs, buses, locker rooms, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your laptop in your locker before going to a class in an unsecured area. In the event of a fire drill or other classroom evacuations, students should take laptops and laptop cases with them.
- 2) Unsupervised or abandoned laptops will be confiscated by staff.
- 3) Avoid using the laptop in areas where damage or theft is likely.
- 4) When students are not using the laptops, laptops should be stored in their secured lockers. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. If a laptop is stored temporarily in a vehicle, it must not be visible from outside.
- 5) During after-school activities, students are still expected to maintain the security of the laptop. Students participating in sports events will secure the laptops by locking them inside their student-assigned lockers.
- 6) Each laptop has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.

Loaning Equipment to Others

Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments.

Power Management

- 1) It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
- 2) Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- 3) Be careful not to cause a tripping hazard when plugging in the laptop.
- 4) All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.
- 5) Protect the laptop by using a surge protector whenever possible.

Conserving Battery Power

- 1) Use standby mode or hibernate mode throughout the day.
- 2) Dimming the brightness of the screen will extend battery run time
- 3) For prolonged periods of inactivity, shut down the laptop.
- 4) Do not drain the battery down to 0%. Keep a well-charged battery at all times and plug in when needed.

VI. Software and File Management

General Information

- 1) Laptops come with a standardized software configuration. This configuration may be altered through approved processes only.
- 2) All software must be approved by Pond Creek-Hunter Schools.
- 3) Do not change the computer name.
- 4) Do not change or remove operating system extensions.
- 5) Unapproved software, hardware, or additional plug-ins are not to be loaded on the laptops.
- 6) The school does not accept responsibility for the loss of any data deleted due to re-imaging laptops.

Music, Games, or Programs

The **PC-H Responsible Use of Technology** and **Internet Safety Agreement** states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Music, videos and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be brought to school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance.

Students may back up to their user directory, external devices, such as a thumb drive, or students may back up to “cloud” storage on the web, such as Google docs. If the student laptop crashes and files are lost, it is the student’s responsibility to have the files saved elsewhere. Please note: “the computer crashed” is not an acceptable excuse for not turning assignments in on time.

Synchronizing Documents/Software Updates

Students must completely shut down laptops at the end of each school day prior to leaving campus. Students must also restart laptops when returning to campus each morning.

Screensavers/Wallpapers

If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of Pond Creek-Hunter Schools.

Sound

Laptop sound will be muted at all times during school unless permission is granted from the teacher for instructional purposes. Headphones may be used in class with express permission from the teacher.

Printing

Help conserve our instructional resources by using print preview or digital transmission of work. Students must get permission from the teacher before printing. School network printing access will be available thirty minutes before classes begin at 8:05 and thirty minutes after school at 3:25 Monday through Thursday

VII. Email and Internet Use

Email and other Digital Communications Accounts

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the RUA are being followed.

Digital communications etiquette is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the **Children’s Internet Protection Act (CIPA)**, an internet filter is maintained by the district for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Pond Creek-Hunter Schools cannot guarantee that access to all inappropriate sites will be blocked.

No filter is as reliable as adult supervision! Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Pond Creek-Hunter Schools will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As a part of PC-H curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying

- 1) Immediately report any unauthorized activity on the network or Internet.
- 2) Notify a teacher immediately if you accidentally access an inappropriate site.
- 3) Never read someone else's email or open their files or folders.
- 4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- 5) Never arrange to meet an Internet contact in person.
- 6) Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- 7) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in you are responsible. Keep your password a secret!
- 8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- 9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-campus Internet Use

Pond Creek-Hunter Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the laptops while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

PC-H is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. No guarantee is implied.

VIII. Monitoring Laptop Usage

Monitoring and Supervision

Pond Creek-Hunter Schools engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. PC-H also takes technical measures to filter internet access to protect students from inappropriate content. School-district personnel supervise student use of technical resources,

including Internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

Pond Creek-Hunter Schools does not recommend that students use laptops in an unsupervised or isolated setting while off campus. PC-H recommends students use laptops in plain view of parents, guardians, or other adult family members.

Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Faculty and staff have the ability to remotely monitor student computer use while at school.

Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Pond Creek-Hunter Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Pond Creek-Hunter Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

School-system personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Passwords

Students should log in only under their assigned username and password. Students should not share their passwords with other students. Students are not to activate any passwords on the laptop such as start-up (BIOS), hard drive, or file system passwords.

Copyright Compliance

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- 1) "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- 2) Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
- 3) Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
- 4) Even an innocent, unintentional infringement violates the law.

See Appendix E for additional information about Copyright and Fair Use Guidelines.

Social Networking

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off campus.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.

IX. Student Responsibilities

Students are responsible at all times for the laptops, whether at school or off campus. The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff and taken to the Building Principal. Students must see an administrator in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders.

Students are required to bring the laptop to school each day with a fully-charged battery. Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving laptops at home will be required to complete assignments using alternate means determined by the teacher.

Students will not be given the use of a loaner laptop if he or she leaves the laptop at home. Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school-owned computers, networks and internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a laptop at home is a privilege. If students do not adhere to Pond Creek-Hunter Schools' Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Laptop Handbook, the privilege to use the laptop at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

X. Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- 1) Using the network for illegal activities, including copyright violations;
- 2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- 3) Downloading inappropriate materials, viruses, or software;
- 4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- 5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- 6) Using the laptop or network for financial gain, advertising, or political influence;
- 7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- 8) Attempting to repair, remove or install computer hardware or software;
- 9) Opening the computer to access internal parts;
- 10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- 11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- 12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- 13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- 14) Invading the privacy of others;
- 15) Using another person's username or password, or allowing another to access your account using your username or password;
- 16) Pretending to be someone else when sending or receiving messages;
- 17) Using email other than the school-issued email account, on school-owned equipment;
- 18) Forwarding or distributing inappropriate email messages;
- 19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- 20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- 21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- 22) Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;
- 23) Accessing or attempting to access Internet sites not approved by district/teacher include non-educational chat rooms, instant messaging, or social networking sites and including MySpace, Facebook, YouTube and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits;

- 24) Attempting to disable or circumvent Pond Creek-Hunter Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- 25) Falsifying permission or identification information;
- 26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- 27) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- 28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;
- 29) Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action;
- 30) Accessing or attempting to access the wired or wireless network with any device that is not property of Pond Creek-Hunter Schools. *Note: Students are not to bring their personal laptop computers to school. Only Pond Creek-Hunter Schools computers may be used on campus;*
- 31) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;
- 32) **Cyber-bullying** in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement. Refer to PC-H Board Policies;
- 33) Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Laptop Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the PC-H Student Handbook. The school principal will have authority to decide appropriate consequences regarding non-compliance. Pond Creek-Hunter Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under Oklahoma General Statutes.

***NOTE: The principal has the discretion to permanently confiscate the laptop from the student at any time.**

XI. Technical Support and Repairs

Technical support/Help Desk is only available during school hours from 8am-4pm. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. With teacher permission, the student should report the problem to the Technology Support Team/Help Desk via the link on the school homepage. All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Managing laptop tracking service
- Basic troubleshooting

Help Desk Procedures:

1. Student identifies a problem.
2. With teacher permission the student reports the problem to the Technology Help Desk via the school website.
3. The student will be contacted by an individual from the Help Desk to remedy the problem.
4. If necessary, the student will check in the laptop, including bag and charger. The Help Desk staff will check out a loaner laptop to the student.
6. When the laptop is fixed, the Help Desk will contact the student. It is the student's responsibility to return the loaner, bag, and charger to the Help Desk prior to receiving their original assigned laptop.

XII. Warranties, Damages, and Theft

Hardware Warranty

Pond Creek-Hunter Schools purchased a warranty with each laptop that covers repair/replacement of the laptop chassis, LCD screen, hard drive, and mother board for damage caused by manufacturer defect. Repeated incidents of repair/replacement by an individual will result in disciplinary measures and possible denial of the use of the laptop. Students shall report all laptop issues to a teacher or the Technology Help Desk. All technical incidents should be entered into the help ticket system. All behavior incidents will be recorded by school officials.

Damage not covered by warranty

Replacement of repair fees will be charged for damaged laptops, chargers, batteries, and carrying cases. Damages to the laptops not covered by the hardware warranty and all peripherals will be assessed per the Damage Fee Table below.

Damage Fee Table:

Damaged Item	Fee
LCD screen	\$95
keyboard	\$43
hard drive	\$90
motherboard	\$365
outer casing damage	\$24
camera assembly	\$19
battery	\$85
ac adapter & power cord	\$35
damage to laptop bag	\$30
no bag strap	\$15
no power cord	\$55
no laptop bag	\$30
palm rest	\$15

Insurance

Pond Creek-Hunter Schools has insurance coverage that covers loss or theft of the laptops while on school property. However, if laptops are lost, stolen or destroyed by a disaster (flood, fire, tornado) outside of school, school insurance does not apply and the student and/or parent/guardian will be held responsible for replacing the laptop.

Parent Liability

The parent, guardian, or adult student will be responsible for compensating the school district for any losses, costs, or damages which are not covered by the warranty or the property insurance coverage, possibly including the laptop's full replacement cost. Students with damaged laptops who fail to report the damage may be subject to additional fines and disciplinary action.

Theft

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal.

Any theft occurring on school grounds must be immediately reported to the building principal.

Be prepared to provide the following information when reporting a theft:

1. Laptop Serial Number, Manufacturer and Model
2. Date and address of theft
3. Complete details of theft
4. Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies..

XIII. Parent Expectations

1. Remember that while the school system will provide Internet content filtering, *there is no substitute for parental supervision when using a computer.*
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the ***PC-H 1:1 Laptop Handbook.***
4. Sign a copy of the Laptop Agreement that you will find at the end of this handbook.
5. Reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
6. Review Pond Creek-Hunter Schools' **Responsible Use of Technology and Internet Safety Agreement** and this **1:1 Laptop Handbook** with your child.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the 1:1 Laptop Initiative.
8. Ensure the return of the laptop and all accessories before the student withdraws from school.

XIV. Appendix

A. Terms of Agreement

Pond Creek-Hunter Schools will hold the legal title to the laptop and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and Procedures, including Responsible Use of Technology and Internet Safety Administrative Procedure; Responsible Use of Technology and Internet Safety; Copyright Compliance Policy, Integrity and Civility and other guidelines outlined in this **1:1 Laptop Handbook**. Pond Creek-Hunter Schools does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the rare case that the network is down, neither Pond Creek-Hunter Schools nor any of its agents or employees will be responsible for lost or missing data.

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon removal from the school through withdrawal, suspension, expulsion, or transfer. Failure to return the laptop on or before this date to the school principal or designee will result in criminal charges being sought against the student, parent, and/or the person who has the laptop. The laptop remains the property of Pond Creek-Hunter Schools and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to return the laptop and peripherals for annual repair and maintenance will result in a certified letter sent to the parent or adult student* indicating items not returned. The parent or adult student* will have five (5) days to return the items or pay replacement costs, or this failure to comply may be referred to local law enforcement. The parent or adult student* can be charged with theft. Pond Creek-Hunter Schools reserves the right at any time to require the return of the laptop. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the laptop or violation of Board policies and guidelines as outlined in this Laptop Handbook.

Modification to Program Pond Creek-Hunter Schools reserves the right to revoke or modify this 1:1 Laptop Handbook, and/or its policies and procedures at any time.

*Students who are 18 years or older or who are legally deemed emancipated minors are considered adult students. All legal, ethical, and financial obligations are the responsibility of an adult student.

District Liability Pond Creek-Hunter Schools assumes no liability for any material accessed on the laptop.

B. Parent Agreement

(A signed copy of this form must be turned in to the High School Office.) We are excited to be able to provide your student with a laptop computer while he or she is enrolled at PC-H. ***These laptops are to be used by the student for learning purposes only and are the property of Pond Creek-Hunter Schools.*** Please note the following conditions of the program:

Parents or students will file a police report in case of theft, vandalism, and other acts that occur away from the school campus. If a laptop is lost or stolen due to proven negligence as determined by state insurance officials, parents may be responsible for full replacement costs (approximately \$1000.) Laptops that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the PC-H Parent/Student Laptop Handbook will be followed and theft charges will be filed.

Please read the PC-H Parent/Student 1:1 Laptop Handbook carefully with your child. Be sure that both you and he/she understand the guidelines for this program. Failure to comply with all guidelines, terms and expectations in the PC-H Parent/Student 1:1 Laptop Handbook, the Responsible Use of Technology and Internet Safety Agreement, and PC-H Board policies and procedures may subject you to financial responsibility for costs, fees, fines and other monetary consequences.

Yes, I have received a copy of the **PC-H Parent/Student 1:1 Laptop Handbook** and understand the conditions of the program. I have also received and read the **Pond Creek-Hunter Schools Responsible Use of Technology and Internet Safety**.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Student

Grade

Signature of Student

Date

For office use only

Driver's License number or approved form of ID _____

Signature of school designee _____

Date _____

C. Student Agreement

(A signed copy of this form must be turned in to the High School Office.)

- 1) I understand the laptop is property of Pond Creek-Hunter Schools and is assigned to me.
- 2) I will use the laptop appropriately for school purposes.
- 3) I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.
- 4) I will not loan the laptop to another individual.
- 5) I will charge the laptop battery before each school day.
- 6) I will not use the laptop near food or drinks.
- 7) I will not disassemble any part of the laptop or attempt any repairs.
- 8) I will carry the laptop in the carrying case provided by the school.
- 9) I will not place stickers, drawings, markers, etc. on the laptop. I will not deface the serial number sticker on the laptop.
- 10) I understand that the laptop and its contents may be inspected at any time because it is school property.
- 11) I agree to return the laptop, carrying case, power cord, charger, charger cable, network cable and any other accessories assigned to me when requested in good working condition.
- 12) I will follow the policies, procedures, and guidelines outlined in the PC-H Parent/Student 1:1 Laptop Handbook and the Responsible Use of Technology and Internet Safety Agreement at all times.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

**D. POND CREEK-HUNTER SCHOOLS STUDENT RESPONSIBLE
USE OF TECHNOLOGY AND INTERNET SAFETY AGREEMENT** (in
accordance with Children's Internet Protection Act [CIPA])

PURPOSE: Pond Creek-Hunter Schools provides all students on campus access to the Internet, network resources, email accounts and/or laptop computers at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This agreement provides guidelines and information about the limitations that the school imposes on use of these resources. *Pond Creek-Hunter Board of Education Policy ("Acceptable Use of Technology and Internet Safety") requires that "the parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to the school system monitoring the student's e-mail communication and use of the Internet." Signing this Responsible Use Agreement signifies compliance with Board Policy, required for the use of any school computer, including laptop computers, as well as agreement with the higher standards in this document.* Additional rules may be added as necessary and will become a part of this agreement.

**TERMS OF THE RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY
AGREEMENT**

Specifically, the student:

- Will adhere to these guidelines each time the PC-H equipment or online resources are used at home and school.
- Will make available for inspection by an administrator or teacher upon request any messages or files stored or information accessed, downloaded, or transferred using district-owned technology.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district-owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district-owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or posts to the Internet.
- Will use only school-assigned email for academic purposes and understand that this email is not private.
- Will participate in social networking activities only as assigned and supervised by a teacher; will avoid posting personal information online; will understand that postings are permanent; will exercise mature conduct at all times while online.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject you to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.

- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district-owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files). Students shall inform staff in the event of inadvertent access of inappropriate material.
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district-owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smart phones, PDAs and printers is not supported by PC-H technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration. Dial-up is not an option as recent laptop configurations do not include modems.
- Will keep district laptops secure and damage free. Each laptop that is issued to be used off campus comes with a protective bag/case. If a laptop is issued to an individual student, use of provided laptop bags is required at all times. Follow the guidelines in the *PC-H Parent/Student 1:1 Handbook*.
- Will back up data and other important files regularly. PC-H will at times perform maintenance on the laptops. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are encouraged to back up all personal files on their own storage media as needed.

By signing this I agree to abide by the conditions listed above and assume responsibility for the care and proper use of PC-H technology, including personally backing up personal data. PC-H is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using PC-H technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this agreement, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the **PC-H Student Handbook** and, if applicable, my laptop computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above. PC-H takes all reasonable precautions to ensure online safety including Internet content filtering and promotes proper use of our network resources. I understand that no Internet filter can block all inappropriate content. Under such circumstances, I understand that Pond Creek-Hunter Schools cannot be held responsible for inappropriate content accessed or initiated by students using our network. I accept responsibility for my child's actions if he or she does not abide by this **Responsible Use Agreement**. Furthermore, I accept responsibility for guiding my child's Internet use, district email use off campus and for setting and conveying standards for my child to follow when exploring information and media.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use of Technology Agreement, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____

Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Responsible Use of Technology Agreement, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes. ***I understand that this agreement applies to the use of any school equipment used both on and off campus.***

Student (please print): _____

Student Signature: _____ Date: _____

E. Fair Use Guidelines

Copyright and General Guidelines of Fair Use

- “Fair Use” means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them in personal portfolios as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed materials that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product's use, such as when it is accessed by others over the Internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, "educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader dissemination, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

Text – you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less
- Poems
 - Entire poem if less than 250 words
 - 250 words or less if longer poem
 - No more than 5 poems (or excerpts) of different poets, from an anthology
 - Only 3 poems (or excerpts) per poet

Motion Media – you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Clip cannot be altered in any way
- A photograph or illustration may be used in its entirety
- No more than 5 images of an artist's or photographer's work
- When using a collection, no more than 10% or no more than 15 images, whichever is less

Music – you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds
- Up to 10% of a body of sound recording, but no more than 30 seconds
- Any alterations cannot change the basic melody or the fundamental character of the work

Internet – you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations

- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site

Numerical Data Sets – you may use

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table
- A field entry is defined as a specific item of information (*e.g.* name, Social Security number) in a record of a database file
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet

Copying and Distribution Limitations

- Do not post multimedia projects claiming fair use exemption on an unsecured web site
- No more than 2 copies of the original production may be made
- Only 1 copy may be placed on reserve for others to use for instructional purposes
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy

Alteration Limitations

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective
- Notation of the alteration should be documented within the presentation itself

Multimedia Presentations Citations

- Educators and students must credit sources, giving full bibliographic information when available
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source

F. Local Internet Access:

Students with no Internet access at home may use the free wireless networks found in a variety of locations in the area. A list of locations offering free Wi-Fi for high school students is available below:

Pond Creek

- Pond Creek-Hunter Schools
 - Main Campus Parking Areas
 - Vo Ag Building
 - Weight Room
 - Football Field

Hunter

- Future Hotspot planned at Community Center or Fire Department or other location




Enid

- City of Enid
- Enid Public Library
- Starbucks
- Hastings

*Students may also have the capability of using their smart phone as a hotspot. However, data charges do apply. Please check your data plan with your cellular carrier before using this method. Pond Creek-Hunter Schools cannot be held responsible for data charges that students may incur.

G. PC-H Online Resources and Subscription Databases

PC-H subscribes to a number of high quality online resources that provide excellent research and reference materials, multimedia collections, streaming video, and standard aligned lessons and interactivities

Website or database	Description	Username and Password
 PC-H Online Learning http://pondcreek-hunter.k12.ok.us/moodle/	Moodle is a “course management system.” Log on with your username and password to find your teachers’ classes, resources, assignments, discussion forums and more.	Each student has a unique username and password.
 Study Island http://www.studyisland.com/	Study Island, an Edmentum product, helps students in kindergarten through 12th grade master state-specific, grade-level academic standards in a fun and engaging manner.	Each student has a unique username and password.
 http://turnitin.com/	Turnitin is the global leader in evaluating and improving student learning. The company’s cloud-based service for originality checking, online grading and peer review saves instructors time and provides rich feedback to students.	Each student has a unique username and password.

*Other online learning resources are available and may vary by grade level or teacher.

