

GETTYSBURG AREA SCHOOL DISTRICT

High School 24/7 Laptop Program Handbook

2018-19

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Introduction to the One-to-One Laptop Program

The primary mission of the 24/7 Laptop Program is to transform teaching, learning, and assessment at Gettysburg Area High School. A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The GASD School Board, along with the Staff and Administrators of Gettysburg Area High School, is pleased to support this educational opportunity for students starting in grades 9 – 12 which will strive to meet these expectations and prepare students for their future.

Through the use of technology, the 24/7 Laptop Program will focus on achieving the following goals for our students and our community:

- Improve student engagement, achievement, and acquisition of digital age skills, including (from the National Educational Technology Standards):
 - Creativity and innovation
 - Communication and collaboration
 - Research and information fluency
 - Critical thinking, problem solving, and decision making
 - Technology operations and concepts
- Enhance teacher instruction and student learning in the following ways:
 - Increase student achievement
 - Increase student engagement
 - Increase academic rigor
 - Increase student attendance
 - Increase student interest in school
 - Increase personal responsibility
 - Increase student accountability in the learning process
 - Make an accessible learning tool available 24/7
 - Improve teaching methods
 - Revise current educational curriculum
 - Differentiate instruction in the classroom using technology to facilitate the classroom structure and when applicable instruction
 - To “level the playing field” allowing equal access to technology for all our student population
- Provide students, families, and the community with a variety of positive resources and programs in GASD.
- Build a bridge between the school and community by producing graduates who will be prepared to serve the community through lifelong learning.

This handbook provides the necessary guidelines for our students to use laptops as a powerful educational tool in their quest for relevant and appropriate learning experiences.

In order for a student to receive a laptop, parents/guardians and students are required to review the 24/7 Laptop Program Handbook and complete/sign the enclosed attachments:
Parent/Student Notification and Responsibilities and Expectations
Annual Use and Maintenance

Educational Environment/GASD Responsibilities

Bullying, Intimidation, Harassment, or Extortion

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, harassment or extortion. Not only do these actions harm the intended victims, but they also affect the climate of the school and the opportunities for students to learn and achieve. Students must know that the individual rights of other students will be safeguarded.

The School Board is committed to providing a safe, positive learning environment for GASD students. The School Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board prohibits bullying/cyber bullying by GASD students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school and/or outside a school setting, that is severe, persistent and/or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Substantial creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying via any form of electronic communication including, but not limited to phone, text messaging, Internet, web sites, e-mail, blogs, chat rooms, and/or instant messaging.

School setting is defined as: in the school, on school grounds, in any virtual or electronic site designated for classroom activities (such as Wiki Page, My Big Campus, Libguide, etc.) in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

The School Board encourages students who have been bullied or who are aware of bullying to promptly report such incidents to the building principal, school counselor, teacher, or other adult.

Each administrator, teacher and student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

GASD is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another employee's/student's worth or educational experience. Students who feel they are being harassed should see an administrator or guidance counselor. Students who are found guilty of hazing,

harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

Free Speech

To the extent GASD disciplines a student for verbal expression, GASD does not intend to regulate any particular viewpoint or content, that is, free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school

Repossession

If you fail to fully comply with all terms in the 24/7 Laptop Handbook, including the timely return of the property, GASD shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property. Your failure to return in a timely manner the property and/or the continued use of it for non-school purposes without the consent of GASD may be considered unlawful and the student may be referred to the local authorities for possible criminal action.

Term of Agreement

Your right to the use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the GASD or upon withdrawal from GASD. If a student withdraws from GASD before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, GASD has the right to charge the student and/or parent/guardian for the full replacement cost of the equipment.

General Laptop Rules

Inappropriate Content & Graffiti

- Inappropriate content will not be permitted. An Internet filter will be installed on the computer to block access to inappropriate content. This filter is not exhaustive; supervision of the student's web access is advised. Any attempt to tamper with this filter will result in disciplinary action.
- Stickers and/or decorations will not be allowed.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- If plastic parts of laptop are damaged due to negligent and/or malicious behavior, students will be charged the cost of repair and/or replacement.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones are prohibited in class unless permission is granted by the teacher.

Identification

- Do not remove school identification or name tags on the laptop. If the label is damaged or removed, contact the GASD Technology Department for a replacement.

Backing up of Files

- Students are responsible for regularly backing up school documents in their efolder on the GASD network. Failure to back up documents does not constitute an excuse for not turning work in on time.

Deleting Files

- Do not delete any folders or files that were not created by the student. Deletion of certain files will result in a computer failure and will interfere with the student's ability to complete course requirements.

No Loaning or Borrowing Laptops

- Do not loan laptops to any other student or individual
- Do not borrow a laptop from another student.
- DO NOT share passwords or usernames.

Music, Pictures, Videos, Games, Social Networking, Printing or Programs

- All software loaded on the system must be approved by GASD.
- Non-instructional music, videos and/or games may not be downloaded or streamed over the Internet. This may result in a violation of copyright laws.
- At-home printers may not be installed on the laptop due to networking restrictions
- Obscene language and/or inappropriate materials, including but not limited to, screensavers, backdrops and/or pictures are strictly prohibited. Inappropriate use of the laptop camera is also strictly prohibited.
- Use of social networking sites is prohibited.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. See more about copyright issues at www.respectcopyrights.org
- Students found with inappropriate and or unauthorized files on their computer will have their laptop confiscated and re-imaged with appropriate disciplinary consequences.

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge will result in disciplinary consequences.

Transporting Laptops

- Laptops must not be left unattended.
- Laptops must be transported in a laptop bag or sleeve. The school store will be selling these items. While in school, if the student is unable to carry and supervise his/her laptop, it is to be locked in the student's assigned locker. It is the student's responsibility to notify the High School office if his/her school locker is not working properly.

- Charging of the laptop should be done before school. Limited access to charge your laptop will be available in classrooms. It is a student's responsibility to come to class prepared and ready to learn.
- Students enrolled in the Adams County Tech Prep program must obtain special permission from the Tech Prep teacher in order to utilize a laptop in the Tech Prep building.

Student Technology Resources

GASD is committed to the importance of a student being able to continue with their work when the laptop is experiencing problems. To assist with this problem, the GASD is providing the following:

Student Desktop Folder and Network Drives

Students will have a folder on their desktop to which they can save their files though this is recommended only for short term use and quick accessibility. It is recommended that students also backup any important files to their network drive.

Loaner Laptop Computers

The GASD has a limited number of loaner computers in the High School. These computers can be used by students if they do not have their laptop, or it is being repaired. They will be able to access saved work on their network drive.

Technology Support for Laptops

If the student experiences technical difficulties with the equipment supplied by GASD, there will be a number of support systems in place to assist. The technology support room is located in B235 and is open from 6:30-3:00 every school day. Technology support personnel will be available to help with any laptop support issues.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the GASD content filter while students are logged on to the GASD network, but may be unprotected outside of school. Students are in violation of GASD policy if they access these sites through proxies. Parents may want to restrict their home Internet access. For more information about Internet safety go to www.isafe.org

Parent Home Access Center

Parents can access student grades and attendance through the GASD Web Site and select Family Access under the Parents menu:

<http://www.gettysburg.k12.pa.us>

Annual Use & Maintenance Fee

Each student in the 24/7 Laptop Program is required to pay an annual Use and Maintenance Fee. This annual and non-refundable fee will be \$40 for the 2018-19 school year. This fee covers the laptop only and not the battery, cord, bag, or charger. This fee will cover one repair for the laptop as needed as a result of normal “wear and tear” or accidental damage.

The annual Use & Maintenance Fee will not cover negligent, malicious, or willful damage to the laptop and/or accessories. Parents/students will be responsible for the full costs associated with negligent, malicious, or willful damage of the laptop and/or accessories. Multiple claims by the same student will be reviewed by the administration and appropriate action taken, including but not limited to denial of home access, disciplinary action, or restricted access.

Financial Hardships

Participants in the Free and Reduced Lunch program will receive a discounted annual Use and Maintenance fee (\$30 for Reduced, \$25 for Free). For all other parties, if the fee creates a financial hardship on the student or parent, please contact the High School administration about payment options. Unpaid fees will place students on the obligation list. Financial obligations may result in the loss of extracurricular privileges. Seniors are not permitted to participate in graduation ceremonies until all obligations and fees are paid.

Theft, Vandalism, Misuse, Neglect, Damage

Theft by unlawful taking or disposition

- Movable property - A person is guilty of theft if he unlawfully takes or exercises unlawful control over, movable property of another with intent to deprive him thereof.
- Immovable property - A person is guilty of theft if he unlawfully transfers or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another not entitled thereto.

Theft of property lost, mislaid or delivered by mistake

A person who comes into control of property of another that he knows to have been lost, mislaid or delivered under a mistake as to the nature or amount of the property or the identity of the recipient is guilty of theft if, with intent to deprive the owner thereof, he fails to take reasonable measures to restore the property to a person entitled to have it.

Damages, Repair and Replacement

Personal responsibility on the part of the student is a goal and a key for the success of this program. The computers are an expensive piece of equipment. Please carefully read the following information regarding possible damages, repair costs and replacement of equipment:

- Students, parents/guardians should not have repairs made or alter the laptops at a computer repair shop.
- If the student's equipment is lost or not returned to the GASD, the student, parent/guardian will be charged the full replacement cost of the equipment.
- In the event of negligent, malicious, or willful damage to the equipment (as determined by the high school administration) the student, parent/guardian will be responsible for replacing the equipment at full cost.
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the GASD Code of Conduct.
- The equipment is the property of the GASD and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy the laptop property in any way.
- While some liberties exist regarding non-school related work done at home, students should understand that they are required to follow the Acceptable Use of Policy of the GASD. Parents/guardians must also adhere to the terms and conditions of the Acceptable Use Policy.
- The GASD is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.) or other technological tool used with the GASD equipment.
- Computers will be subject to random checks and servicing by GASD Information Technology Staff.
- Parents/students agree to pay the full cost replacement value of the equipment for loss, negligence, or damaged beyond repair.
- In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence with the proper law enforcement agency. Incidents happening off campus must be reported to the police by the parent and a copy of the police report must be brought to the school by the next school day.
- Seniors must clear all records and pay all fees before participating in graduation ceremonies.

NOTICE OF NONDISCRIMINATION

The Gettysburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent of the Gettysburg Area School District, 900 Biglerville Road, Gettysburg, PA 17325. Telephone: (717) 334-6254 ext. 1298

24/7 Laptop Infractions and Disciplinary Guidelines

Student laptops are the property of the Gettysburg Area School District. Laptops will be assigned to high school students and must be returned in their original working condition at the conclusion of the current school year.

The high school administration reserves the right to adapt and revise the disciplinary code as necessary in order to assure a safe, secure, and productive learning environment for students and staff.

Students are to adhere to all policies and practices as dictated by the Acceptable Use of Technology and Equipment Loan Agreement. The administration reserves the right to withhold the privilege of participation in the 24/7 Laptop Program for any student who violates the stipulations set forth by this program.

Getting Started, Setup and Care Instructions

Internet Access

- High-speed wireless access is available in each school building in the district. The student laptops will be connected to this wireless network automatically.
- The laptop will be able to access other wireless networks, provided that the user has authorization to use that wireless network (the network may require a password for access). This includes home wireless networks.
- If Internet access is not available, students should be sure to have a copy of any network- based resources necessary for completing assignments.
- The laptops can be plugged in to a wired home network via standard (Cat5) network cable.

Some of the Applications that will be pre-installed on the laptops include:

- Adobe Acrobat Pro
- Adobe Photoshop
- Adobe Indesign
- Adobe Illustrator
- Microsoft Office 2013
- Microsoft Math
- Microsoft Worldwide Telescope
- Inspiration
- Google Earth
- Google Chrome
- Firefox
- Audacity
- iTunes
- Quicktime

Charging Laptops

- Charge the laptop battery fully and bring laptop to school every day.
- Failure to charge laptop is equivalent to not being prepared for class.

Proper Care of Laptops

- Food and drink should not be used near the laptop.
- Avoid getting the equipment wet or damp.
- Do not place your laptop on a pillow or other soft material when it's powered on, as the material can block the airflow vents (in particular, the rear vents) and cause the computer to overheat. Never place anything over your keyboard when operating in closed-lid mode. This can cause your computer to cycle on and off, which might create excessive heat and drain your battery. Never turn on your computer unless all of its internal and external parts are in place.
- Do not leave the equipment outdoors or inside a car in extreme temperature.
- Close the laptop gently. Push from the top center of the cover.

Carrying Your Laptop

- If you carry your laptop in a bag or briefcase, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your computer through an opening, such as the optical drive slot, or get stuck inside a port.

Cleaning Your Laptop Display

- Shut down your laptop and detach the power adapter.
- Dampen a clean, soft, lint-free cloth or paper towel with water only and wipe the screen. Do not spray liquid directly on the screen.

Cleaning Your Laptop

- Shut down your laptop and detach the power adapter.
- Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

GAHS 24/7 Laptop Program

Parent/Student Notification and Use Agreement

Program Responsibilities and Expectations

SIGN AND RETURN

I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges, school disciplinary action, and/or legal action. I accept full responsibility for guidance of technology use and for conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media. I further understand and agree that any violation of these regulations may result in the loss of tech privileges and school disciplinary and/or legal action.

I have received a copy of the GASD 24/7 Laptop Program Handbook for 2018-19. I acknowledge that I understand and agree to abide by the contents of this handbook.

Ownership- The laptop is owned by the GASD.

Students/Parents:

- Will be issued a laptop as an educational tool and it should only be used in that capacity.
- Are responsible for the care of the laptop issued to them whether in or out of school.
- Are responsible for bringing the assigned laptop to school each day, and ensure that it is charged and ready for use. A computer that is left at home will be treated the same as if textbooks or homework were left at home.
- Will lose laptop privileges and an alternative plan for access will be substituted if the student is responsible for any vandalism, hacking, or intentional damage (misuse and/or neglect) to the laptop.
- Will only use software that is permitted by the GASD to be installed and/or run on the laptop.
- Will NOT subject themselves to inappropriate content or behavior on the laptop, examples include but are not limited to: pornographic materials, inappropriate language, alcohol, drug, and gang related content.
- Acknowledge there is no expectation of privacy with files stored on the computers or with Web sites visited with the laptops. The GASD has the right to monitor laptops and/or block access to applications and Web sites via a content filter.
- Will NOT loan/borrow laptops to/from other students and will NOT share usernames and passwords.

- Will NOT leave their laptop unattended. Abandoned laptops will result in student disciplinary action.
- Will return all laptops and power cords at the end of the school year for maintenance and updates. Laptops will be re-distributed to students at the start of the following school year.
- Agree that if laptops and/or accessories are returned in any of the following conditions - vandalized, hacked, or intentionally damaged (misused and/or neglected) - the repair/replacement cost becomes the student and parent responsibility. Failure to pay the required repair costs will result in referral to the appropriate authorities.
- Agree that if laptops and accessories are not returned at the end of the school year the parent/guardian and student will be referred to the appropriate authorities.

Your signature indicates that you have received a school-issued computer laptop and agree to abide by all responsibilities and expectations listed on both pages of this form.

I have read and agree to abide by the guidelines as described above.

Print Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**GAHS 24/7 Laptop Program
Annual Use and Maintenance Fee**

SIGN AND RETURN

Distribution Information

Students will receive a laptop and charging cord for use during the school day and to take home for school-related assignments beginning August 22, 2018. In order for a laptop to be taken home, this form must be completed and returned to the high school by **August 31, 2018**. One form must be filled out for each student in the family.

Damage/Loss Information

The Dell User Agreement warranty program states that all student laptops are covered for **one** repair/maintenance request for malfunction and breakdown due to manufacturing or non-performance issues. Students/parents will receive estimate of the repair and will have the ability to choose to pay for the repair or to utilize the one free repair. The warranty does not cover negligent, malicious, or willful damage nor does it cover outright loss of the laptop or battery/power supply.

In the event of theft or fire, a police or fire report must be filed by the family and a copy of the report delivered to the high school main office within seventy-two (72) hours of the incident or discovery of the theft.

Your signature indicates acknowledgement and understanding that your student will be charged an annual Use and Maintenance Fee as part of the 24/7 Laptop Program, that this fee covers one repair for accidental damage and/or malfunction, and that this fee will be \$40/\$30/\$25 (depending on current status under the Federal School Lunch Program). Because the annual Use & Maintenance Fee will not cover negligent, malicious or willful damage to the laptop and/or accessories, parents/students will be responsible for the actual costs associated with repairing those instances.

I have read and agree to abide by the guidelines as described above.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Annual Use & Maintenance Fee Options (check one):

_____ A check/money order for the \$40.00 Annual Use & Maintenance fee is attached.
Check # _____ Check/money order should be payable to: "Gettysburg
Area School District".

_____ Our child qualifies for the federal reduced lunch program. A check/money order
for the \$30.00 Annual Use & Maintenance fee is attached. Check # _____
***(Please note: An approved Free and Reduced Meals Household Application
packet must be on file in GASD- see enclosed)***

_____ Our child qualifies for the federal free lunch program. A check/money order
for the \$25.00 Annual Use & Maintenance fee is attached. Check # _____
***(Please note: An approved Free and Reduced Meals Household Application
packet must be on file in GASD- see enclosed)***

