

BEACHWOOD MIDDLE SCHOOL



LEARNING WITH LAPTOPS

Policies and Procedures Manual

Learning with Laptops

Introduction

Learning is the focus of the Beachwood Middle School laptop program. Laptops support change/shift from lecture-based/instructor-centered to learning-based/student-centered. Laptops facilitate the change/shift through the use of the “anytime/anywhere” capabilities of wireless environments.

There are two major goals for this program. The first, as always, is to improve student performance. The second is to develop an effective model for web-based instructional strategies. Shifting classroom practices to a web-based model will enable students to develop skills required to be self-directed, independent, life-long learners which will help them compete in the global arena for college placement and employment opportunities.

Ownership of Machines

The laptops are the property of Beachwood City Schools and are being provided for the exclusive use of Beachwood Middle School students and their teachers. Due to insurance and liability issues, the laptops should not be lent to other individuals, groups, or institutions.

Asset Management

Beachwood Middle School is responsible for keeping track of the computers it assigns to teachers and students and those sent out for repair. Computers assigned to teachers and students will be entered into inventory and tagged. A small number of computers will serve as spares for teachers and students. Spares will be temporarily assigned to teachers or students whose computers have been sent to Apple for repair.

A student withdrawing from Beachwood Middle School will return the laptop before his/her last day. A new student entering Beachwood Middle School will be assigned a laptop. Returned computers will be re-imaged to their original state. Student laptops will be turned in at the end of the school year to be upgraded and serviced over the summer.

Insurance and Repairs

Insurance

All Beachwood Middle School families are asked to purchase an insurance policy from Student Insurance Partners to cover student use at school and at home. This policy covers replacement if lost and damage caused by accidents. It does not cover damage caused by negligence or recklessness, regardless of the intent. The cost of the insurance is \$50 with a \$100 claims deductible. Due to the value of the laptops, parents/guardians must purchase the

insurance in order for his/her child to get the laptop. The school contract with Apple includes standard Apple warranties.

In summary:

Apple – covers replacement and repairs of defects under warranty

Student Insurance Partners– covers loss and damage caused by accidents at school and at home

Repairs

Student laptops needing repair should be brought to the Beachwood Middle School library. Beachwood City School technology specialists will troubleshoot and repair. If the repair is a hardware issue requiring the computer be sent to Apple for service, it will take approximately 72 hours from the time it is shipped to its return. Problems with laptops should be reported to the Service Desk.

Student/Parent Repair FAQ's

1. What do I do when a MacBook needs service?

Bring the computer to the Beachwood Middle School library before school, at the beginning of lunch periods, or after school.

2. How long will it take to fix it?

The technology specialists attempt to troubleshoot and repair in a timely manner. Some repairs will require returning the computer to Apple. Please see the next question.

3. If a computer is sent to Apple, how long will I be without it?

Under normal conditions, 72 hours from the time it is shipped to Apple.

4. Will I get a replacement computer while my computer is being repaired?

There are a limited number of spare computers. Spare computers will be signed out to students whose computers have been returned to Apple. Spare computers are not replacements for computers experiencing software problems or any problems repairable in-house. Spares will not be provided to students who lose, misplace, or forget their computer.

5. Will I lose my files?

During the course of the repair files may be erased. It is important files be backed up before turning in the computer for repair.

6. Who will back up my files?

Every student is responsible for backing up his/her files.

7. What files should I back-up before my computer is repaired?

All of your important school files held in the Documents File. The Documents File is located on the Hard Drive inside the Users folder and inside the folder with your name. Instructions for backing-up files will be provided to all students and staff.

Acceptable Use Policy

All use of District technology and network resources is governed by District policy. Prior to distribution of the laptops, all students and parents (or guardians) must read, review, and agree to abide by the conditions set forth in the Beachwood City Schools Student and Staff Network and Internet Acceptable Use and Safety Policy (Board Policy 7540.03). These have been attached as Appendix A-1. In addition, the Middle School has developed a Supplementary Code of Conduct for issues unique to the One-to-One program. This is Appendix A-2.

These Codes contain very specific language regarding the use of laptops, the use of our network, user responsibilities, conditions that will result in loss of privileges and a disclaimer of liability.

It is important that everyone read and understand the provisions contained in these Codes. Meetings have been established for parents and students to have an ample opportunity to discuss these rules and ask questions. When you sign the Agreement (Appendix A-3) both parent and students are agreeing that they fully understand the conditions for using school equipment and accessing school resources.

Privacy

The District retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District reserves the right to monitor all activity by students and staff. Students and staff should have no expectation of privacy in their use of school computers including e-mail, stored files or Internet sites visited.

All users need to be aware that the District has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on hard drives and in our First Class e-mail system to monitor appropriateness. Users should also be aware that material stored or generated within District equipment or networks may constitute documents which can be obtained by authorized third parties under special circumstances. As a general rule of thumb, never put anything in email or on a hard drive that would be embarrassing, inappropriate or illegal. The Beachwood City Schools Student and Staff Network and Internet Acceptable Use and Safety applies to all students, teachers, and staff. See Appendix A-1 for a copy of the policy. Failure to comply with the rules and guidelines may result in loss of computer and Internet privileges and or legal/disciplinary action. With the laptop program, additional policies have been created. See Appendix A-2.

Internet Safety

The Internet provides unparalleled access to educational resources and opportunities for personal growth as well as entertainment. As an educational and entertainment tool, users can learn about virtually any topic. The Internet also contains content not appropriate for children.

Beachwood schools will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Middle school teachers will continue to use age-appropriate sites and monitor students at work. The district's filtering system will block inappropriate sites at school but will not be accessible when students connect at home. We believe the best way to assure your child is having positive online experiences is to stay in touch with what he/she is doing. All students will be required to sign a safe-surfing contract. See Appendix A-3.

Power Management

Laptop batteries may or may not last a full day depending on the amount of computer usage. The following settings and procedures will maximize battery life.

1. **Batteries must be fully charged at the beginning of each school day.** Charge your computer every night. A laptop charges faster when "off".
2. Whenever the laptop is not in use, put it to sleep by closing the lid.
3. Use a simple, light-color desktop image at school. Pick one of the preset images. Save deeper colors and large picture files for home and weekends.
4. Keep the laptop in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer. Never leave your MacBook in a car.
5. Cables should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery isn't charging, don't wiggle the power cord. Bring it to the tech office.

Caring for your MacBook

Enjoy your laptop and remember it is delicate, electronic equipment and needs to be treated with care.

Handling

1. Use the laptop on a flat, hard stable surface.
2. Avoid carrying the computer with the lid up...an accident is more likely to happen.
3. Close the lid from the center of the screen. Don't slam it shut.
4. Do not set books on top of a laptop.

5. Be careful not to leave pencils, pens, or papers on the keyboard when closing the laptop.
6. Don't pick the laptop up by the monitor
7. Keep your computer in its case whenever it's not in use.

Cleaning

1. Don't eat or drink when using the computer.
2. If using the laptop outside, avoid sand and dirt.
3. Wipe surfaces lightly with a clean, soft cloth.
4. Avoid touching the screen with your fingers, pens, and pencils. If you need to clean, clean carefully.

Be patient! Sometimes computers need a few seconds to think so don't start pounding on the keys if response is not immediate.

The BMS “Seven”

Rules for the Beachwood Middle School Laptop Program

1. The primary purpose of the laptop is for education. Treat it as a valuable tool for learning.
2. Keep your password secret.
3. You are responsible for keeping your laptop safe, secure, and undamaged. Take good care of it. Keep your laptop in its case when not used in class.
4. Bring your laptop to class charged and ready to go.
5. Use your laptop appropriately – No games, iTunes, iMovies, or other software on your laptop – unless it’s for a class assignment. Visit only appropriate sites. Send only appropriate email. Inform teachers of any problems or concerns.
6. Keep your laptop in a locked secure place when it’s not with you.
7. Understand that the laptop belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.

Beachwood Middle School Computer Use Policy

(Appendix A-2)

Computer Use is a Privilege, Not a Right.

Use of the schools computers, network and Internet services is a privilege, not a right.

Acceptable Use.

Beachwood City Schools provide students access to computers, network and Internet services for educational purposes and research consistent with the district's educational mission, curriculum and instructional goals.

The same rules and behavior expectations govern student use of computers as apply to other student conduct and communication.

Responsibility.

Each student is responsible for the security of the computer assigned to him/her. The laptop should be in the student's possession or secured at all times. Every student is responsible for all files on his/her computer and material posted from his/her account.

Beachwood City Schools assumes no responsibility for any unauthorized charges or purchases made by students at home, or for any illegal uses of its computers.

Privacy.

Have no expectation of privacy using school computers, including e-mail and saved files. Random checks will be made to maintain the integrity of the network.

Consequences.

Failure to follow the computer usage rules will have consequences. Inappropriate use of e-mail will result in loss of First Class privileges. Playing games in school, installing software, having inappropriate material on the computer will result in the loss of take-home privileges.

Losing take-home privileges will not excuse the student from class assignments. The student will be expected to complete all required work using the family computer or public library computers.

7540.03 - STUDENT AND STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The purpose of this policy is to offer Beachwood students and staff access to the latest computer technology including Internet, on-line research services and E-mail through the Beachwood Computer Network (BCN). It is the commitment of our District to provide a technology rich environment which includes high speed networked computers, scanners, digital cameras, and other sophisticated hardware and software. The goal in providing these resources, is to promote educational excellence in our schools by facilitating resource sharing innovation and communication. We believe that electronic information research skills are now fundamental for citizens and future employees. Providing enhanced telecommunications capabilities enables students and staff to explore thousands of libraries, web sites, databases, and other resources while sharing messages and projects locally with their classmates and teachers, and throughout the world with other students and scholars.

The Board encourages students and staff to utilize the BCN in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student and staff use of the District's computers, network and Internet services will be governed by this policy and the related administrative guidelines, bargaining agreements, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

With global access, also comes the availability of material that may not be considered of educational value. The Internet has been subject to abuses because there are no controls on the material placed there. Therefore, it is possible to find material that may be offensive to most people, such as obscene material, "hate groups" propaganda, insulting or harassing messages and fraudulent commercial offers. No commercial method has been devised that can completely filter this kind of material. And in some limited instances, access to this material may be warranted for educational purposes. The BCN subscribes to an Internet filtering system approved through the Ohio Department of Education.

The Board has implemented the use of a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection Measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

The Board utilizes software and/or hardware to monitor online activity of students and staff to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent is directed to prepare guidelines that address students' and the staff's safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and

disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent, Technology Coordinator, and Network Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' and the staff's use of the Network.

The Board directs the Superintendent to develop and implement guidelines in conformity with this policy and the following principles

A. Acceptable Use

The Beachwood Computer Network and all related software and hardware shall be used solely for academic purposes or other purposes which support the educational mission, goals and objectives of the Beachwood City School District. The following behaviors are not permitted on the BCN.

1. Sending, receiving or displaying offensive or obscene materials
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, components, software or networks
5. Violating copyright laws or plagiarizing others works
6. Using another's password
7. Trespassing, vandalizing or interfering in another's folders, work or files
8. Violating any local, State or Federal statutes
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Engaging in political or religious activity (except limited personal E-mail or at the direction of a supervising teacher)

The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

B. Security and Safety

The Internet and other computer networks may obtain information and images that are obscene, offensive, false, fraudulent or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

1. Should not reveal their name, address, phone number or other personally identifiable information without the express permission of a supervising teacher;
2. Should not participate in any real time communication (such as "chat rooms") without express permission of a supervising teacher;
3. Should not agree to meet any person, contacted through a computer network, without parental permission;

4. Shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student;
5. Should exit immediately any site containing sexually explicit material or other material deemed inappropriate under this policy;
6. Users shall protect their passwords and account numbers and may not allow other persons to use their passwords and account numbers.

C. Responsibilities of Users

It shall be the responsibility of the user to:

1. use the network only for appropriate purposes;
2. notify a teacher or administrator of computer or network malfunctions;
3. reimburse the School District for any damage or loss incurred as the result of inappropriate use;
4. be a courteous computer user by avoiding abusive, obscene, or disrespectful language;
5. avoid any use or practice which interferes with the use of the network by others;
6. respect the privacy of other computer users to the maximum extent possible.

D. Loss of Privileges

Access to the Beachwood computer Network is a privilege and not a right. A person who violates this Code of Conduct may have his/her access privileges suspended or revoked without notice. Disciplinary actions will be tailored to meet the violation and to help the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation involves a violation of the Student Code of Conduct or individual building policies, these will be handled according to applicable provisions. Employee violations of this Code of Conduct will be handled according to applicable District policies and terms under the collective bargaining agreement.

E. Right of Access

The Beachwood School District will make every effort to respect the privacy of students and staff using the Beachwood computer Network for E-mail and other purposes. However, routine maintenance, monitoring of the District's system and often user error may lead to a discovery that a user has violated this Code of Conduct, other School District policy, or the law. Network storage areas for both E-mail and text files should be treated like school lockers. Network administrators may review files and communications from time to time to maintain system integrity and insure that users are acting responsibly. Users should not expect that information stored on District servers will always be private.

F. Disclaimer of Liability

The District makes no guarantee that the functions or services provided by or through the Beachwood Computer Network will be error free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data, interruptions of service, or exposure to offensive material. The District is not responsible

for the accuracy or quality of the information obtained through or stored on the BCN. The District will not be responsible for financial obligations arising from unauthorized use of the system. Due to the nature of electronic communications, it is impossible for the District to guarantee the confidentiality of E-mail sent and received over the BCN.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246