Bath County Public Schools
Technology Integration Programs
Curriculum Loft - 1:1 Computer Guidelines

1. **WHAT GRADE LEVELS AND SUBJECTS WILL BE SUPPORTED BY THE LAPTOP COMPUTERS?**

    For the 2015-16 school year, Bath County High School students in grades eight through ten will be using the new resources in the four core content areas of English, Math, Science and Social Studies, as well as a few other subject areas. Computers, chargers and carry bags will be collected in June, with the same devices redistributed to students the following school year.

2. **WILL THE COMPUTERS REPLACE TEXTBOOKS?**

    The new computers will not immediately replace textbooks, but will utilize digital materials provided by our textbook companies, as well as other commercial and teacher-generated materials to supplement instruction. As instructional materials become more digitized, they will be used to further move away from paper. Certain assignments and evaluations will be completed and graded without making printed copies.

3. **HOW DO STUDENTS ACCESS INSTRUCTIONAL MATERIALS ON THE COMPUTERS?**

    Teachers upload presentations, videos, documents and assignments to the "cloud" (a protected website), and those files are downloaded to the student computers while they are at school (home internet is not required). Teachers may also request Windows 'apps' and other software to be installed on student computers.

4. **DOES THE BATH COUNTY PUBLIC SCHOOLS ACCEPTABLE COMPUTER SYSTEM USE POLICY APPLY TO THE USE OF THESE STUDENT COMPUTERS?**

    Yes. The Acceptable Use Policy applies to ALL use of school computers and tablets, as well as to ALL use of the division network and broadband resources.

5. **ARE THERE FEES FOR THIS NEW PROGRAM?**

    No. All equipment and services are provided by the school division, at no cost to students. Just as with school-issued textbooks, calculators and other school materials, students are required to take care of these resources so that they will receive the full educational benefit.

6. **WILL STUDENTS TAKE HOME THEIR COMPUTERS?**

    After an initial introductory period, students will be allowed to take home their computers. Many assignments to follow will require that the students have access to the computer and the downloaded documents to study, and to complete homework assignments. Students will eventually take their computers home each day.

7. **DO THE COMPUTERS HAVE PROTECTIVE CARRY BAGS?**

    Yes--good ones! The carry bags will go a long way to protect the computers with normal use. When not in use, the computers must be stored in the carry bags at all times. To protect the screen and keyboard, nothing should ever be placed between the computer screen and keyboard. Students may not write on or decorate computers or carry bags. Replacement carry bags cost $35.

8. **HOW WILL COMPUTERS BE CHARGED?**

When computers are initially taken home, they will include an AC charger. Students are responsible to return computers to school ready for the next school day. The AC charger should be kept in a consistent, protected location in the home. In general, after the last use of the day/evening, computers should be plugged into the AC charger and then turned off overnight. Computers should not be charged for more than 24 hours. Chargers should be unplugged when not charging school computers. It is probably not necessary to charge a computer with more than 75% left on the battery cycle, since that will be enough power to run the machine the following day; a full charge may provide 10 hours or so of use. Teachers will have an extra AC charger in the classroom, but "being ready for class" now includes having a charged computer with you. Replacement chargers cost $66. Only school-approved HP chargers may be used with the computers.

9. **CAN STUDENTS ACCESS THE INTERNET WITH THEIR COMPUTERS?**

Yes. Internet use will occur at school for many classroom projects. Internet browsing and internet-based software/app use may also occur at home or in other non-school locations with wireless access. Parents will decide whether or not their student's computer should access the internet outside of school. All project computers have an internet content filter active at all times--whether at school or away. The filter should do a good job of protecting students from inappropriate content, but students must ALSO apply good decision-making as they seek information available on the internet. Just as with other computer use, they should ALSO immediately inform parents and teachers if they accidentally access inappropriate content.

10. **CAN STUDENTS INSTALL COMPUTER SOFTWARE & APPS?**

No, only teachers can request software and apps after careful review for educational purpose.

11. **WILL GAMES BE AVAILABLE ON THE COMPUTERS?**

Educational games that reinforce curriculum content may be used on the school computers. Most 'popular' game software and apps will NOT be installed on these school devices. There is an incredible amount of appropriate useful, interesting, entertaining, information that can be accessed by the computers.

12. **MAY STUDENTS USE THE COMPUTERS FOR NON-SCHOOL PURPOSES, LIKE GENERAL INTERNET BROWSING?**

Yes, the computers may be used to access general internet sites of interest to students, as long as the content is reasonable and appropriate. Typically, web content blocked by the school web filter will also be blocked by the internal content filter when the device accesses the internet away from school. The general rule of thumb emphasized to students is to imagine that their teacher, parent, grandmother or other role model is sitting beside them at all times--go to websites that would be approved by these folks. We want to develop good digital citizens that monitor their own behavior and use technology resources to do the "right thing;" particularly because at times there aren't specific rules that apply to a given situation. Students have been reminded that all information that passes through or is stored on computers is subject to review by school personnel.

13. **MAY STUDENTS USE SCHOOL COMPUTERS FOR PERSONAL EMAIL?**

Yes—as long as it does not interfere with instruction or break other school rules. Students are reminded that ALL use of school computers is reviewable by school personnel, including any personal email account accessed by a computer--incoming or outgoing.

14. WHAT ABOUT HEADPHONES OR EAR BUDS?

It is not anticipated that headphones or ear buds will be necessary for school computer use. Students may, however, use these devices with school computers for personal use. Care should be taken to limit the volume when headphones or ear buds are used.

15. WHAT ABOUT OTHER PERIPHERAL DEVICES?

The computer's HDMI video-out port may be used to display video content to an HDMI-equipped monitor or television. Likewise, the Secure Digital and USB ports may be used to access digital content, as long as software/apps are not installed.

16. WHO MAY USE STUDENT COMPUTERS?

School computers are provided for the exclusive use of the student assigned to each computer. Although initially, students will log in to devices with a generic account, they will later have a unique user name and password. The students may not reveal their login credentials to ANYONE, as he/she is responsible for ALL use of the computer. That said, <u>students are expected to share with their parents their computer classroom assignments and other computer activity</u>. This parent-student interaction is hopefully a continuation of good communication established years before. Students must not allow another student or sibling to use their computer. Again, <u>passwords are private, and should not be revealed to anyone</u>--including other students or family members.

17. WHERE SHOULD COMPUTERS BE KEPT AT HOME?

Computers, chargers, and carry bags should be maintained at home in safe locations convenient for students to access, but away from young children (and pets) that may not be responsible with school equipment.

18. HOW ARE COMPUTER SCREENS TO BE CLEANED?

Computer screens are not touch-enabled, so care must be taken to avoid fingerprints. Keyboards and screens may need to be cleaned every month or two at school with a microfiber cloth, under the supervision of school staff. No sprays or liquid of any type should ever be used on the computer; likewise no other paper or cloths (even those intended for eyeglasses or other special glass) should be used.

19. WHAT HAPPENS IF A COMPUTER BECOMES DAMAGED OR BROKEN?

Students must report any computer problem to their teachers right away. If a computer fails due to normal use, it will be replaced by the school. If a "covered" insurance repair is required after the device has received unintentional damage through negligence, then the student/parent is responsible to pay a $35 insurance fee. If the device is damaged because of a "non-covered" (including intentional) problem, then the student/parent is responsible for all repair costs, up to full replacement cost—currently $345 (September 2015). If the device is lost, then the student/parent is responsible to pay the full replacement cost. A police report is required to replace a stolen computer.

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Information from the Insurance Company

THE COMPUTER INSURANCE POLICY WILL COVER
- We will cover direct physical loss caused by accidental damage, theft, burglary, robbery, fire, flood, vandalism, natural disasters and power surge due to lightning for the insured product.

THE COMPUTER INSURANCE POLICY WILL NOT COVER
- Corrosion & Rust: We will not cover loss or damage caused by or resulting from corrosion, rust or changes in humidity or temperature.
- Cosmetic Damage: We will not cover loss for Cosmetic damage. Cosmetic damage means damage or changes to physical appearance of the covered property that does not impede or hinder the normal operational function of the scheduled property such as scratches, abrasions, change in color, texture, or finish.
- Dishonest Acts: We will not cover loss or damage caused by your dishonesty or anyone acting for you. Nor do we cover any loss or damage arising from your illegal acts whether committed alone or in collusion with others.
- Electrical Breakdown: We will not cover loss or damage to electrical equipment caused by electricity other than lightning. If a fire results, we will pay for the loss or damage caused by the fire.
- Intentional Acts: We will not cover loss or damage caused by your intentional damage or destruction of property covered under this policy.
- Theft From An Unattended Vehicle: We will not cover loss or damage that is caused by or resulting from theft from an unattended vehicle except when it is securely locked, its windows are fully closed, and there is visible evidence that entry into the vehicle was forced.
- Unexplained Loss or Mysterious Disappearance: We will not cover loss or damage where the only proof of loss is unexplained or is caused by the disappearance of property without the knowledge as to place, time or manner of its loss. If your property was stolen, you are required to notify the local police immediately upon discovery. This policy does not provide coverage if you fail to notify the police.
- Wear & tear: We will not cover loss or damage caused by or resulting from wear and tear, gradual deterioration, insect or vermin. Wear and Tear means the reduction in value to the Insured Product stemming from routine use and exposure.

YOUR DUTIES IN THE EVENT OF LOSS OR DAMAGE
- Report the loss or damage to your child's teacher or principal by the following school day.
- Notify the local police immediately upon discovery of the loss if the loss is a theft, fire, or vandalism;
- Do everything possible to protect the property from further damage.

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Student & Parent Signatures

Please sign and return this page to indicate that you have read and understand the guidelines and other information described above. Please contact your child's teacher if you have questions about our 1:1 computer project.

_____   _____
              Student Signature   Parent Signature

_____   _____
                      Date   Date