



Exeter Township School District

**1:1 Computer Initiative**

**Student & Parent**

# **HANDBOOK**

at Exeter Township School District  
Junior and Senior High School

Exeter Township School District  
200 Elm Street  
Reading, PA 19606

# One-To-One Computer Initiative Student & Parent Handbook

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## Our Vision:

The Exeter Township School District is committed to ensuring students reach their full potential for learning. Appropriate technology resources support this objective in many ways, and both teachers and school administrators endeavor to provide technology resources for students in order to accommodate meaningful and effective learning experiences. Such is the case with student use of computers in the classroom. Use of a computer to research information, create products, or complete assignments is routinely accomplished throughout The Exeter School District in labs, libraries, and classrooms.

Widespread use of mobile technology and developments in the consumer markets have made personal, wireless technology affordable and highly effective as learning tools in education. The availability of free, open-source digital resources that provide customizable content, current information and collaboration opportunities are leading districts across our state and the nation to employ personal computers in instruction. Providing each student with a laptop is commonly referred to as a one-to-one (1:1) initiative; this initiative is increasingly becoming the preferred method of computer configuration for schools.

## Objectives:

The Exeter Township School District's 1:1 computer initiative will integrate technology in the classroom to :

- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.

## **Student's Technology Rights and Responsibilities:**

### ***Technology Obligations:***

Just as students are required to use classroom textbooks, print material, lab equipment, and other instructional resources, all students will need the laptops to be successful and prepared participants in our school. Students may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device.

As part of The Exeter Township School District's 1:1 Initiative, all students must sign a Laptop Use Agreement. This agreement verifies that all students have read and understood the Acceptable Use Policy (District Policy 815 <http://www.exeter.k12.pa.us/Page/444>), the 1:1 Handbook, and understands the responsibility and liability with the new information specific to the checkout of equipment for the 1:1 Initiative. By signing this Laptop Use Agreement, students and parents agree to use all School District equipment in a safe and ethical manner. The equipment subject to this agreement includes but is not limited to:

- All computer and electronic devices used at school (Desktop Machines, Laptops, iPads, Ipods, flash drives, headphones, printers, and other accessories)
- Laptop/Chromebook
- Power Adapter
- Protective Sleeve
- Any additional accessories or attachments

## Insurance and Liability:

Each student that is classified as a 9th-12th grade student and attends the SHS will be assigned a Chromebook to participate in the 1:1 technology program and is required to choose one of the two options below.

**Option 1: No fee, first time incident responsible for cost of repair up to \$50, second incident cost of repair up to \$100, third incident cost of repair or replacement not to exceed \$275.**

### **Participation Costs:**

Students participating in the 1:1 program will not have any upfront fees. If damage occurs to the equipment, the district will charge a deductible to cover the repair costs.

Deductible fee scale (per school year):

1st Accidental Damage Claim: \$50.00 or cost of repair whichever is less.

2nd Accidental Damage Claim: \$100.00 or cost of repair whichever is less.

3rd Accidental Damage Claim: Full cost of repair up to full cost of machine replacement cost of \$275.00.

Misuse, Neglect, or Intentional Damage will result in full cost of repair or replacement (see exclusions below)

Coverage:

1. Damage: Pays for damage to the laptop on school property, or at another location such as at home.
2. Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls, and collisions. An accident will be determined by administration.
3. Theft: Pays for loss or damage of laptop due to non-negligence theft; the claim requires an official copy of the police report.
4. Fire: Pays for loss or damage of the laptop due to fire; the claim must be accompanied by an official fire report from the investigating authority.
5. Vandalism: Pays for damage caused by vandalism.
6. Natural Disasters: Pays for loss caused by natural disasters.

Exclusions:

Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts. Examples include, but not limited to:

1. Lying or misrepresenting information on the damage reporting form.
2. Not carrying the laptop in the district-provided case.
3. Not reporting damages on time. (within 7 business days of damage occur)
4. Loss or misplaced hardware.

**Option 2: Insurance cost of \$10 per year per laptop that covers up to a total of two incidents per school year. Additional incident will be assessed at the actual value of the repair cost. Insurance covers laptop and power cord.**

### **Participation Costs:**

Students participating in the 1:1 program will be assessed a \$10 per year insurance fee. If damage occurs to the equipment, the district will cover the cost of the repair for **up to two incidents per school year.**

Additional Accidental Damage Claim: Full-cost of repair not to exceed the full-cost of machine replacement of \$275.00.

*Note: this is per school year including summer (August to August).*

Misuse, Neglect, or Intentional Damage will result in full cost of repair or replacement (see exclusions below)

### Coverage:

1. Damage: Pays for damage to the laptop on school property, or at another location such as at home.
2. Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls, and collisions. An accident will be determined by administration.
3. Theft: Pays for loss or damage of laptop due to non-negligence theft; the claim requires an official copy of the police report.
4. Fire: Pays for loss or damage of the laptop due to fire; the claim must be accompanied by an official fire report from the investigating authority.
5. Vandalism: Pays for damage caused by vandalism.
6. Natural Disasters: Pays for loss caused by natural disasters.

### Exclusions:

Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts. Examples include, but not limited to:

1. Lying or misrepresenting information on the damage reporting form.
2. Not carrying the laptop in the district-provided case.
3. Not reporting damages on time. (within 7 business days of damage occur)
4. Lost or misplaced hardware.

### **Unpaid Fees:**

All unpaid fees will remain on the student's obligation list and may restrict access to school services and records. Seniors will not be permitted to participate in graduation ceremonies until all fees are paid.

### Replacement Cost List

Item	Picture	Cost
Student Chromebook		Up to \$275.00
Genuine AC Adapter  NOTE: All adapter replacements must go through the IT department or the warranty will be void		Up to \$40.00
Case		\$15.00
Mobile Access Point		\$70.00

## Ownership and Repairs:

Students are expected to take care of their equipment and use due diligence when using and moving their equipment. All equipment is the property of Exeter Township School District and must be returned upon graduation or withdrawal or removal from any Exeter Township School District building. Any equipment that is not returned within 3 days of withdrawing or being removed from any Exeter Township School District school will be considered stolen and appropriate legal actions will take place.

- Equipment should be returned during the sign out process.
- Equipment will be accepted during normal business hours at the School or administration building Information Technology department.
- For students that are graduating a specific collection time and location will be established prior to the last day of school.

### *Repair Submittal Process:*

- Only Exeter IT Department staff are authorized to make repairs or alterations to any equipment, software, or accounts. Any unauthorized alterations or repairs will be billed to the student and parent/guardian at the assessed repair cost.
- Any and all problems, damages, or thefts must be reported immediately by filling out a support ticket at <http://webhelpdesk.exeter.k12.pa.us:8081/> .
- Students and parents that need to speak to someone about an issue can contact the:
  - Senior High building level technology support at 610-779-3060 extension 2520 or stop by room N209 at the SHS.
  - Junior High building level technology support 610-779-3320 extension 3209 or stop by room 209 at the JHS.
- Theft/fire damage must be accompanied by an official police or fire report. It is the responsibility of the student or parent to provide the district with the official report. However, please submit a support ticket immediately so we may assist in locating and replacing the equipment.
- The Exeter IT Department will assign temporary equipment to the student while the equipment is being repaired.
- Student will be given an invoice and parents will be notified through their primary email on record about the cost of repairs and liability. Liability will be decided by the administration based on the facts submitted.
- Upon completion of repairs, the student must return the loaned equipment, pay for the repairs in full (if not covered by insurance), and pick up their repaired/replaced equipment within 7 calendar days. Borrowed equipment must be returned before picking up repaired equipment.
  - Disputes about damage costs or liability must be made in writing and sent to the building principal within 7 calendar days of being notified of costs.
  - Senior High School Principals and the District IT Director will review disputes and notify the parent/student of the review.

## Student Computer Distribution Process:

Before the equipment is distributed, students and parents must do the following:

- Attend distribution meeting
- Review Student 1:1 Handbook
- Choose insurance option
- Sign Laptop Use Agreement Form/AUP

Please note: The protective sleeve and charger for the device are the possessions of the Exeter Township School District. Students will receive a laptop with a label which has the computer name, district information, and serial number.

## Student Responsibilities:

The Exeter Township School District's 1:1 Initiative provides all students with equal access/opportunities to learn new information and enrich learning experiences in and outside the classroom. While technology can provide new and exciting learning experiences for all students, it is important that students understand their responsibilities and use all technology in a safe and ethical manner in order to maintain the privilege of using the computer and/or other electronic devices in the District.

The following information outlines how students will use technology in a safe and ethical manner (as outlined in the technology agreements), as well as information on behaviors that would be considered unacceptable and in violation of our technology agreement.

**These rules apply to the use of the District's network resources while on or off campus.**

### *Students will:*

- Understand and abide by the 1:1 program objectives in the classroom, in the school building, and at home.
- Bring their laptop to school each day and every period.
- Computers are to be fully charged each night and arrive to school fully charged each day.
- Only access the system for educational purposes during school hours (this includes the use of cameras, videos, and printers in the building).
- Only create files, projects, videos, webpages, podcasts, and other activities using electronic resources that are directly related to classroom content and curriculum, or as directed by a teacher/administrator during class time.
- Use proper etiquette and codes of conduct in electronic communication.
- Use only their district issued network account with assigned username and password. Always keep passwords and personal information private; **do not share passwords with anyone.**
- Observe and respect license and copyright agreements.
  1. <http://www.copyright.gov/>
  2. <http://creativecommons.org/licenses/>
- Return their laptop to the school at the end of the school year for system updates and re-imaging (if requested).

### ***Consequences:***

- *First offense- teacher warning, zero for the day*
- *Second offense - Level 1 referral, zero for the day*
- *Third offense - Level 2, zero for the day, parent contact, detention*

### ***Students may not use network resources and assigned equipment while in or out of school to:***

- Attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content, or to conceal inappropriate activity.
- Use any electronic resources for unlawful purposes.
- Create, send, share, access or download material which is abusive, hateful, threatening, harassing or sexually explicit. Electronic communication (from school or home) that is identified as cyberbullying is illegal, and will be dealt with by the building and/or district administration.
- Give out personal information including home address and/or telephone number. Students should never reveal personal information (including home address, phone number, social security #, etc. )
- Access the data or account of another user.
- Download, copy, duplicate, or distribute copyrighted materials without specific written permission of the copyright owner.
- Video record staff or other students without their consent or knowledge. This includes:
  - Video recording on Laptops, Webcams, Camera, Cell phone, or any other digital recording device.

### ***Prohibited Actions***

Students are prohibited from:

- Putting stickers or additional marking on the computers, cases, batteries, or power cord/chargers. Student names may be placed on the Chromebook or charger using a label but may not be written directly on the machine. A student ID tag will be issued and is to be attached to the bag.
- Removing or interfering with the any identification placed on the computer i.e. Exeter Asset or Manufacture Serial Number Tag.
- Downloading software to the computer unless approved and directed by the Exeter Information Technology Department.
- Using a different adaptor/powercord than the one issued by the Exeter IT Department

## **Student Use in the Classroom:**

Students need to take their computer to class each day. It is the student's responsibility to charge their computers at home each night and bring their devices fully charged each morning. Students should consider the charging of laptops to be a nightly "homework" assignment. Teachers will be designing many of their lessons and classroom based on students having access to their computer. Students will be required to have their laptops with them and ready for all classes.

- Keep the computer on the desk (not in your lap).
- Only access content and websites as directed by the teachers. Students are expected to be on task at all times during class.
- Close the lid of the computer before standing up or moving the device.
- Use two hands when carrying or transporting the device when possible. **Do not carry the computer by the screen.**
- Shut down the computer or put it to sleep before walking away from it (this will prevent other students from accessing your documents/files in your absence).
- Follow all directions given by the teacher.

### ***E-Mail***

E-mail is to be used for educational purposes. Students may only use their District-provided Google email account to communicate with teachers/staff. The use of email for non-educational purposes by any student during instructional time may result in a disciplinary referral that will be referred to school administration.

### ***Web Cams***

Each computer is equipped with a camera that has the capability of capturing still images and video. These cameras are to be used for educational purposes only. If a student is caught using these applications inappropriately disciplinary action may be enforced by the administration. The district does not have the ability to remotely access the webcams.

### ***Listening to Music***

- At School: Listening to music on your computer is not allowed during school hours without permission from the teacher.
- The use of ear buds and/or headphones is required at all times.
- Earbuds will not be provided by The Exeter Township School District. It is recommended that students have a set of earbuds that they leave in the Chromebook case.
- At Home: Listening to music on your computer is allowed at home provided the student's family's household rules permit it.
- Music added to the computer must be properly owned by the students. Any copyright infringement will be the sole responsibility of the student and parent/guardian.

### ***Gaming***

At School: Online gaming is not allowed during school hours unless specified for an instructional purpose by the teacher.

At Home: Students are not allowed to install gaming software on their computer. Online gaming is subject to household rules and policies.

### ***Student Use in the Cafeteria***

- Laptops are not to be used during lunch time.
- Students should verify that they have their laptop upon leaving the cafeteria.

### ***Procedures for Online Assessment***

Students may be required to take assessments online through multiple methods. All applications have been selected to perform as optimal as possible. Students are expected to come prepared with a fully charged and functioning Chromebook the day of the assessment. If there are issues with online assessments, the teacher will need to be notified prior to the student leaving the room.

### **Use and Creation of Student Google Apps for Education Accounts**

All students are assigned a Google Apps for Education account (GAFE) which give access to the Chromebook, a variety of Google Products, and Gmail. Google accounts are to be used for academic purposes and should be used in accordance with the acceptable use policy. District email is not to be used for personal communication. GAFE Information: <https://www.google.com/edu/products/productivity-tools/>

#### Student Guidelines:

- Students should not share username or passwords.
- All documents or files uploaded to Google drive are to pertain to school.
- All email correspondence between students and between teachers are to occur through the district assigned email account.
- All email is archived and stored for legal purposes.

This district creates a managed Google account for each student. More information about student privacy and these accounts can be found here <https://www.google.com/edu/trust/>.

The Electronic Frontier Foundation has additional information about protecting student privacy.

Guide to Google Account Privacy Setting for Students:

<https://www.eff.org/deeplinks/2015/11/guide-google-account-privacy-settings-students>

Privacy Badger pop-up blocker : <https://www.eff.org/privacybadger>

### **Use of Schoology (Learning Management System) and Third Party Sites**

The district has also purchased Schoology to be used as the central virtual learning management tool. Students will automatically be added to their classes in this system and will be able to complete assignments using this portal.

In completing assignments students may use third party sites and software. Attached is a list of these sites along with the Terms of Service and Privacy Policy of each site. By agreeing to the Student Device acceptance policy student/parent/guardian are giving permission for an account to be created or for students to login to these services using their Google Credentials. If there are any questions or concerns about a product please contact the building principal or the Exeter Township SD Technology Department. List of approved 3rd Party Sites: <https://goo.gl/dga0xs>

## ***Student Printer Use***

We encourage the use of collaborative sharing tools, such as Google Drive/Google Classroom/Schoology to submit assignments/schoolwork to teachers.

- Anything that is printed from the student computers will be directly related to teaching and learning.
- Students will have very limited access to printers in the school, but will need to have teacher/supervisor permission before printing.
- Students are only allowed to print one copy of any document unless given permission by their teacher/supervisor.
- Students are not permitted to print personal items, images, etc.

## **Student Access and Monitoring:**

The computer is the property of the school, and the school has the right to search the computer at any time.

The District's filter allows the district to block websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in their home or other locations. The district's filter will continue to filter content in locations outside the school district.

Students who access inappropriate sites during the school day or are accessing sites not related to the class they are in will face disciplinary action from the teacher and/or administration. Additionally, students accessing inappropriate materials on their district-owned equipment outside of school will be subject to disciplinary actions.

All internet traffic is filtered in the District and on student devices to ensure the safety of our students. However, it is important to note that no filtering solution is 100% effective 100% of the time. If an inappropriate site is accessed by accident, the student must notify the teacher immediately. Additionally, we ask that parents and teachers work with technology staff to provide feedback on the success/failure of the filtering system. Educating students to behave ethically and safely online must be a cooperative effort between parents, teachers and district staff. While using the equipment at home it is the sole responsibility of the parent/guardian to properly monitor and guide their son or daughter on proper use and access of internet sites and resources. We encourage parents to establish clear guidelines for use of equipment at home. It is the student's responsibility to follow rules and procedures for internet usage as set up by his or her household. The following are some sites that have recommendation for parents and students to safely use the internet.

- <https://www.common sense media.org/blog/internet-safety-tips-for-high-school-kids>
- [http://www.isafe.org/outreach/media/media\\_tips](http://www.isafe.org/outreach/media/media_tips)
- <http://www.net smartz.org/streamingpresentations/internetsafetybasics>

## Student Responsibilities for Computer Care

### *Care of Computer at Home*

When students are at home, they should care for the computer in the following ways:

- Charge the computer fully each night.
- Store the computer on a desk or table, not on the floor.
- Protect the computer from:
  - Food and drinks
  - Extreme heat or cold
  - Weather
  - Small Children
  - Pets
- Students may not alter or personalize the physical laptop. No marking, stickers or decals may be applied. However, any case or sleeve that follows district policy may be purchased and appropriately personalized.

### *Traveling To and From School*

- Laptops should not be left unattended.
- Make sure the computer lid is closed before traveling.
- Keep the computer in the case provided when not in use.
- Do not leave the computer in a vehicle for an extended period of time.
- Laptops should not be exposed to extreme temperatures.
- Always carry the equipment in the assigned case.

### *Cleaning the computer*

Use a soft, dry, lint free cloth (microfiber is recommended) when cleaning the computer. Never use cleaning products containing acetone or ammonia.

### *Lockers*

- Computers should be stored upright.
- **Never** pile things on top of the device.
- **Never** leave it on the bottom of your locker.
- **Never** leave your computer in an unlocked locker.

### *Loaning and Borrowing*

- Equipment is specifically assigned to a student and all serial numbers and internal tracking numbers are recorded.
- Equipment may not be loaned to other students.
- Any damage to a laptop is the sole responsibility of the student issued the laptop.
- Do not share passwords or usernames.