

New Foundations Charter School
One-to-One Laptop Program



Grade Levels: 7-12
Academic Year: 2018 - 2019

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Students in grades 7th and 8th, in addition to High Schools Students taking classes in the Project Lead the Way (PLTW) pathways will be issued a Laptop by New Foundations Charter School. However, Parents & students must review the One-to-One Laptop Program Policy package, and then sign and return the Pledge documents before students will be allowed to receive a laptop.

1.2 Laptop Check-in

Laptops and accessories, will be returned approximately one month before graduation. Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment for any other reason must return their individual school laptop on the date of termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, if applicable.

1.3 Laptop Return/Management/Collection

Students in 7th and 8th graders will receive their laptops in late September and/or after they have completed in-school training on laptop usage for educational purposes and turned in their policy packet. Once received, the students will be responsible for taking the laptops home and charging them before they return the next day to school. Charging should be done at home daily. Students in High School PLTW courses will only be required to return the pack to the STEM Specialist and will receive their laptop and charger within the first two weeks of school. Laptop disbursement will include students name, ID and laptop tag# being registered in Asset Tiger, our device management database. During the last two weeks of school the Technology Team will coordinate with administration for laptop collection, review of damages and repairs, and any financial assessments.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Department. The school will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally. Students will be entirely responsible for the cost to replace a computer that is lost or stolen.

2.1 General Precautions:

- Students are responsible for keeping their laptop's battery charged for school each day.
- No food or drink is allowed next to your laptop while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the laptop.

- Laptops must never be left in an unlocked car or any unsupervised area.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of New Foundations Charter School.
- Serial number stickers are not to be tampered with. Serial number stickers that are rendered illegible will require replacement and **students will be fined \$25.00 per sticker.**

2.2 Carrying Laptops

All students are responsible to provide a laptop case that has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer outside and within the school. The guidelines below should be followed:

- ❖ Laptops should always be within the protective case when carried or transported outside of the cart.
- ❖ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- ❖ The laptop must be turned off before placing it in the carrying case.

Protective carrying cases (assorted colors available) are available for purchase from New Foundations Charter School. ***Laptops will not be issued without students showing a protective carrying case.***

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ❖ Do not lean on the top of the laptop when it is closed.
- ❖ Do not place anything near the laptop that could put pressure on the screen.
- ❖ Do not place anything in the carrying case that will press against the cover.
- ❖ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ❖ Clean the screen with a soft, dry cloth or anti-static cloth.

3. SOFTWARE ON LAPTOPS

3.1 Originally Installed Software

The software originally installed by New Foundations Charter School must remain on the laptop in usable condition and be easily accessible at all times, and may not be tampered with or removed. From time to time

the school may add or remove software applications for use in a particular course.

Licensed software provided with all new laptops includes:

- ❖ All PLTW Software (Full listing here:<https://www.pltw.org/pltw-software>)
- ❖ Microsoft Office 2007 including Word, Excel, Access, PowerPoint & Publisher
- ❖ Microsoft Windows 10 Pro
- ❖ OpenDNS Client

*These software specifications apply to P40 and 11e Laptops. All Chromebooks utilizes Google Suites.

3.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and other removable storage media for known viruses. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software.

3.3 Firewall

Students are not allowed to tamper with, disable, or remove any and all firewall systems. A student in non-compliance with this condition will be required to return the laptop, and may face disciplinary action by the administration.

3.4 Additional Software

Students are not allowed to load extra software on their laptops. If a student needs specific software for class or school work, the student must submit a software request to their teacher for approval.

3.5 Inspection and Returns

Students may be selected at random to provide their laptop for inspection. In addition to inspection, the school may request for a student's laptop to be returned at anytime.

3.6 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will remove all unauthorized software. The hard drive may require to be re-formatted. Authorized software will be installed and the data files reinstalled. The school does not accept responsibility for the loss of any personal software or student data due to a re-format and re-image.

3.7 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

4. LAPTOP TECHNICAL & PROGRAMMATIC SUPPORT

For all technical support needs please email studentsupport@nfcs.k12.pa.us or inform the teacher you are with during the technical issue. The Technology Integration Specialist and STEM Specialist will then follow-up with that student and log the support need in the online system and a member of of the Technology Team will follow-up with the student. Students are not to leave devices at home when not working, or leave them with a teacher, they must be returned to a member of the Technology Team.

Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and accessories

For all educational technology needs related to the One-to-One Laptop Program please contact the following individuals:

- Jessica Thomas, K-8 Technology Integration Specialist for Middle School - jthomas@nfcs.k12.pa.us
- Bryan Persons, K-12 STEM Specialist for High School - bpersons@nfcs.k12.pa.us

5. DAMAGES, LIABILITY, REPAIR AND REPLACEMENT

5.1 Repair/Cost for 7th & 8th Grade Accidental Damage

Replacement costs will be charged to the family if devices cannot be internally repairs and will be based on the following fee scale according to the assigned device:

❖ **8th Grade:**

- Lenovo ThinkPad 11e (Windows) - \$655.00 (Students enrolled in the Intro. To Computer Science Specialty)
- Lenovo ThinkPad 11e (Chromebooks) - \$365.00

❖ **7th Grade:** Lenovo ThinkPad 11e (Chromebooks) - \$365.00

❖ **Accessories:**

- ❖ Lenovo Power Adapter - \$25.00 up to \$60.00 (**online substitutes will not be permitted**)

- ❖ Laptop Bag Case \$16-\$25

5.2 Repair/Cost for PLTW High School for Accidental Damage

High School Students will be held responsible for loss of cords, pens, adapters. Accidental damage to their laptops including, but not limited to: broken screens, hinges, etc. Mechanical failure of hard drives/CPU will be covered by New Foundations Charter School.

In the event that a device and its accessories are **lost or stolen** which is not covered under the under Accidental Damage warranty, then the **replacement cost charged to the family** will be the following based on the assigned device:

- ❖ **High School PLTW Course:** Lenovo ThinkPad P40 Yoga Laptop - \$1,430.00
- ❖ **Accessories:**
 - ❖ ThinkPad Pen Pro - \$39.99 (**online substitutes will not be permitted**)
 - ❖ Lenovo Power Adapter - \$25.00 up to \$60.00 (**online substitutes will not be permitted**)
 - ❖ Laptop Bag Case \$16-\$25

6. CONSEQUENCES AND COMPLIANCE

6.1 Failure to Comply:

Students that engage in technology violations and/or any technology misuse or abuse will receive sanctions as aligned with the NFCS Code of Conduct and Student Handbook Guidelines for Level I - Level IV Technology Violations.

6.2 Digital Citizenship Management

Receiving a laptop requires students to exercise their digital citizenry which includes abiding to the “norms of appropriate, responsible technology use” (Ribble, 2017). Therefore, engaging in acts that are deemed inappropriate, harmful, damaging and/or disrespectful on online and offline environments, New Foundations Charter School would deem this as an extreme level of misconduct. These activities can include the following, but are not limited to these acts alone:

- ❖ Exploring websites not relevant to school-based activities, assignments and/or requirements.
- ❖ Downloading inappropriate content (music, images or text) and/or storing them to the device.
- ❖ Engaging in bullying in virtual spaces such as online communities and/or through any sanctioned school networks or with school-leased devices.
- ❖ Visiting social media sites (example: Facebook, Instagram, Twitter, etc.) is prohibited while using the school device.

7. PARENTAL RESPONSIBILITIES

Parents will be responsible for monitoring student's use of the laptop at home.

Parents are asked to monitor their student's activities on the Internet on a regular basis.

Parents are responsible for overseeing their child's use of the Internet while at home.

In addition you pledge to meet and uphold the following responsibilities with your student:

1. I will take good care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the laptop. I will not deface the serial number laptop sticker on any laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the New Foundations Charter School.
12. I will follow the policies outlined in the NFCS One-to-One Laptop Program Policy packet while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
15. I agree to return the laptop and all accessories/cords in good working condition.

NFCS One-to-One Laptop Program



Parent/Student Pledge

I, _____ (student) from Homeroom _____ with my Parent/Guardian _____ have read sections within the **NFCS One-to-One Laptop Program Policy Packet** and understand the expectations by New Foundations Charter School for receiving a laptop as part of the one-to-one laptop program. In addition to this policy, we have reviewed the **Computer and Technology Acceptable Use Policy**, as included in the NFCS Parent/Student Handbook.

We understand that the laptop, and all accessories, will be returned to the school, and if it is found that I have violated that policy in any way, I may also be subject to other disciplinary measures, at the discretion of the school, for any actions that I take to violate these policies.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Return Form By: _____

Received Date: _____