



The
Leader
inMe™

HOLY CROSS CATHOLIC SCHOOL

**1:1 LAPTOP
LEARNING PROGRAM**

HANDBOOK

TABLE OF CONTENTS

Goals	1
Benchmarks	2
Terms of Use	3
Communication.....	5
Laptop Use	6
Printing	8
Consequences	9
Personal Responsibility & Protection	10
Frequently Asked Questions (FAQ)	12
Laptop Loan Agreement.....	Available online*
Support Fee Agreement Form.....	Available online*
Acceptable Use Agreement	Available online*
Repair Form	Available online*
Incident Report	Available online*
Damage Report	Available online*
Laptop Replacement Costs.....	Available online*

IMPORTANT CONTACT INFORMATION

For general information and questions, please contact:

- Mrs. Mack <jmack@defianceholycross.org>
or office phone 419-784-2021

If the laptop is stolen or damaged, please contact immediately:

- Sr. Lynda Snyder <srlynda@defianceholycross.org>

or office phone 419-784-2021

- Mrs. Moore <cmoore@defianceholycross.org>
or office phone 419-784-2021

*www.defianceholycross.org/onetoone.html

GOALS

Holy Cross Catholic School's 1:1 Laptop Learning Program will offer every sixth, seventh, and eighth grade student an expanded set of new learning opportunities for both collaborative and self-directed learning. Every student will:

- 🍏 possess an integral learning tool to gain the 21st century skills required to excel and compete globally
- 🍏 be empowered by and engaged with the curriculum
- 🍏 increase his/her knowledge and understanding of technology
- 🍏 become constructors and designers of information and ideas

BENCHMARKS - Begin with the End in Mind

1. taking 'ownership'
 - a. personalizing the desktop/screensaver
 - b. creating desktop folders
 - c. creating bookmarks
 - d. creating username/password file
2. proficient in Internet use
 - a. safe searching techniques
 - b. computer ethics/copyright
 - c. as a tool of information
 - d. as a tool of communication
 - e. evaluate the accuracy, appropriateness, and bias of resources
3. proficient in WP/PP/SS
 - a. formatting
 - b. editing
 - c. inserting/working with graphics
 - d. word replacement
 - e. bullets
 - f. columns
 - g. tabs
 - h. citing
 - i. tables
 - j. tools
 - k. sorting
 - l. formulas
4. multi-media
 - a. downloading photos and video
 - b. Garageband
 - c. iMovie
 - d. iDVD
 - e. coding
 - f. 3D design and printing

LAPTOP GUIDELINES

TERMS OF USE - Be Proactive

Terms

Each student will be issued a laptop and accessories for school-related activities. He/she shall comply at all times with the Holy Cross Catholic School Student Technology Acceptable Use Agreement and the Laptop 1:1 Learning Guidelines. Any failure to comply may terminate his/her rights of possession effective immediately and the Principal may repossess the property. Holy Cross is the legal owner of the laptops and reserves the right to conduct random periodic checks to enforce the 1:1 Guidelines.

Troubleshooting and Repairs

Student laptops requiring repair of any kind must be brought to Tech Lab #33 with the completed Laptop Repair form immediately. Only the Holy Cross Technology personnel will troubleshoot, order needed replacement parts, and repair the laptop. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's laptop is available. To ensure loaners are available for students who need them, students need to immediately pick up their repaired computer upon notification. Failure to do so may result in disciplinary consequences.

Theft and Vandalism

In case of theft, vandalism, and other criminal acts, within 48 hours of the incident, a police report must be filed.

- 🍏 Students/parents are responsible for paying the deductible for the cost of repair.
- 🍏 Students/parents are responsible for paying the deductible for the cost of replacement.

Damage or Loss

If the assigned laptop is damaged or lost, the student will need to immediately file a Damage/Loss Report at the Principal's office. After an investigation to determine the circumstances of the damage/loss; the student/parents/guardians may be:

- 🍏 responsible for paying the cost of repair for damaged laptop/case
- 🍏 responsible for paying the cost of replacing the laptop/case
 - o the cost of replacing a new laptop/case is \$850
 - o the replacement cost declines by \$100 yearly

NOTE: Laptops will be examined periodically for damage. In any case of damage, loss, theft, or vandalism, students will complete a Damage/Loss Report. Once the Principal's office receives the signed Damage/Loss Report, the student may then be issued a loaner.

Repossession

Students must turn in their assigned laptop, accessories, etc. and pay all outstanding fees when requested. At the end of the school year students will, personally, hand in their laptops to the Technology Coordinator. At this time the Technology Coordinator and the student will review and sign the laptop return checklist together.

If students do not comply with all terms of the Holy Cross Catholic School Technology Acceptable Use Policy and the 1:1 Laptop Learning Program Guidelines, including the timely return of the property, the school shall be entitled to declare the student in default and arrange to take possession of the property.

Term of Agreement

The student's right to use and possess the property terminates on the last official student day of the current school year, unless he/she is released earlier from Holy Cross Catholic School. If the laptop is not returned the cost of replacing the laptop will be charged.

Appropriation

Any failure to return the property in a timely manner, and/or the continued use of the laptop for non-school purposes without the school's consent will be considered unlawful possession of Holy Cross Catholic School's property.

COMMUNICATION - Think Win-Win

Edmodo/GAFE

Edmodo is a secure, social learning platform for teachers and students. Edmodo will be used to provide students with a secure and easy way to receive classroom materials, homework, classroom notices, share links and ideas. Edmodo will be the source for storing and sharing all forms of digital content – blogs, links, pictures, video, documents, presentations, and more. Students will create an Edmodo account and join a teacher’s group. Once all students have joined a group the teacher will lock the group so no one outside of the classroom will be able to access the information posted to the site. Edmodo will offer teachers and students a way to share ideas and learn from each other.

GAFE (Google Apps for Education) is a secure cloud-based platform. Students can work simultaneously on documents and share the work with any teacher in the school. This is being used in most colleges and is a way of sharing without the use of printing.

Skype/Facetime

Skype and FaceTime are text/voice/video ways of communicating one-on-one. Skype and FaceTime are not to be used on the student laptops.

Web 2.0 Tools (i.e. FaceBook, Chat, Blog, etc.)

Students are not to use HCCS laptops to register and/or access personal social networks or any personal accounts.

USERNAME/PASSWORD REQUIRED WEBSITES

Only school related websites, requiring a username/password that have been assigned by a teacher or the Technology Coordinator, may be accessed by students. The Technology Coordinator or teacher will assign all usernames and passwords. No personal log-in webpage access will be allowed. No projects may be shared on any website without approval from the Technology Coordinator.

LAPTOP USE - Seek First to Understand, Then to be Understood

General Use

- 🍏 Students are prohibited from altering administrative set laptop configurations or accounts.
- 🍏 Keep food and drinks away from laptops.
- 🍏 Clean hands before using laptops.
- 🍏 Only use laptops on desk or tabletops. Laptops should not be placed on the floor or used while sitting on the floor. Laptops should not be carried around while opened. Laptops should not be used in a vehicle.
- 🍏 Do not use stickers, ink, or any other decorative items on any HCCS assigned equipment, other than the HCCS labels that are in place when the laptop is issued.
- 🍏 It is ***VERY*** necessary to read all message boxes that appear on the computer screen. Any messages that raise a question in the student's mind should be shown to the Technology Coordinator - either in person or by taking a screen shot.

Before and After School Use

- 🍏 Laptop use is limited to school areas with adult supervision and permission.
 - o Classrooms
 - o Technology Labs

NOTE: Hallways are off-limits for laptop use.

Screensavers

- 🍏 Only preinstalled MacBook screensavers may be used.

Sound

- 🍏 Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 🍏 When a teacher allows sound, student owned headphones/earbuds are required.

Music, Games or Software Programs

- 🍏 All media use is exclusively for educational purposes.
- 🍏 Permission must be obtained from the Holy Cross Technology Coordinator before using any non-school media (i.e. music CDs, DVDs, games, etc.)
- 🍏 Music apps or sites (i.e. Pandora, iHeart Media, etc.) are not allowed to be accessed.
- 🍏 Downloading and installing additional software, drivers, or widgets without school permission is prohibited.

File Management

- 🍏 Students are responsible for organizing and maintaining their files. The teacher will designate a specific day/time for backing up all files.
- 🍏 All laptops will be collected during Christmas break, Spring break, and at the end of the school year. Students will be responsible for saving all files.

Saving

- 🍏 Students will be required to save all documents to folders on the Desktop.
- 🍏 Students should save files to a backup FlashDrive. The Cloud may be used in special circumstances as required by a teacher.

Deleting Files

- 🍏 Do not delete any folders or files that you did not create or that you do not recognize.
- 🍏 Deletion of certain files may result in a computer failure and may interfere with the student's ability to complete class work.
- 🍏 If you are unsure about a file on your computer, ask the Technology Coordinator before deleting it.

Internet and File Server Access

- 🍏 Students will have wireless Internet access at school.
- 🍏 Students will be shown how to access wireless connection at home.
- 🍏 Students are allowed to plug their computers into home Ethernet ports that do not require special configuration.
 - o Macs, usually, recognize the Ethernet when it is plugged in.
 - o If there is a problem connecting at home, students/parents are not allowed to change/add configurations without first consulting with the Technology Coordinator.
- 🍏 Students are required to follow all Copyright Laws.
- 🍏 Any form of plagiarism will not be tolerated.
- 🍏 Any research and information obtained via the Internet should be properly documented and cited.
- 🍏 Students should not access, upload and/or download inappropriate video, audio, or other media to/from the Internet
- 🍏 Students must not clear their Internet history.

Other Accessible Student Workstations

HCCS has 20 desktop computers in the Technology Labs. Students may use these computers if they do not have their laptop. They will be able to access all school-related web based accounts on these computers and any online computer. (i.e. Edmodo, SumDog, GAFE, etc.)

PRINTING

- 🍏 Students will print to Tech Lab #21 after obtaining permission from a teacher or the Technology Coordinator.
- 🍏 Only academic related documents may be printed - no personal printing may be done at school.
- 🍏 When instructed by the teacher students may be allowed to print to alternate printers.

CONSEQUENCES - A leader always does what is right, even when no one is watching.

Disciplinary Consequences for Infractions

Consequences for computer violations will be in alignment with Discipline Procedures outlined in the Holy Cross Student/Parent Handbook and will be documented on MyStudentsProgress. An incident is considered an infraction when it does not follow the Acceptable Use Policy, the Laptop Agreement, and/or the Handbook.

Examples of various infractions:

- 🍏 violation of printing guidelines
- 🍏 unattended laptop
- 🍏 use of laptop in unsupervised area
- 🍏 not following basic laptop use and care guidelines
- 🍏 failure to bring charged laptop to school
- 🍏 failure to have earbuds/flashdrive/power cord
- 🍏 misplacing laptop
- 🍏 logging in to personal accounts
- 🍏 accessing sexual/violent/offensive material, illegal use of file sharing
- 🍏 altering the standard HCCS accounts or configurations, downloading inappropriate video, audio, or media of any kind

Consequences for minor infractions include:

- 🍏 Verbal warning
- 🍏 Incident Report signed by parent and presented to Principal
- 🍏 3 Incident Reports in a 9 weeks period will result in the loss of take-home privileges for a period of 2 weeks
- 🍏 4 Incident Reports in any time frame will result in the permanent loss of take-home privileges
- 🍏 More than 4 Incident Reports in any time frame will result in the removal from the laptop program

Consequences for all infractions will be in accordance to the infraction as deemed necessary by the administration and may include:

- 🍏 Parent/Student meeting with Administration
- 🍏 Total loss of computer privileges

Any type of loss of privileges will not be considered an excuse for not completing assignments. If a student loses take-home privileges or is removed from the laptop program he/she will be responsible for completing assignments by using available school desktop computers or a home computer.

PERSONAL RESPONSIBILITY & PROTECTION - Synergize

Personal Responsibility

- 🍏 Students are responsible for their laptop's proper use and maintenance at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns.
- 🍏 Students must bring their laptops fully charged to school daily.
- 🍏 FlashDrive, headphones/earbuds, and the power adapter should always be stored in the laptop case.
- 🍏 Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to use a computer in one of the HCCS Technology Labs or a home computer.

Security

- 🍏 The HCCS identification labels must remain on the laptop at all times.
- 🍏 During any time the computers are not in use, they must be in the laptop case, in a safe area, unless given instructions otherwise by a teacher or the Technology Coordinator.
- 🍏 All laptops are subject to inspection by the Teacher or Technology Coordinator at any time.

Respect Copyright and Fair Use Guidelines and Trademark Laws

- 🍏 Students will be taught and are expected to respect U.S. copyright laws and fair use guidelines.
- 🍏 Do not copy any programs to your own disks; this can be a copyright violation and is a federal offense.

- 🍏 Do not make unauthorized copies of text material, audio, video, or software found on school computers.
- 🍏 Do not give, lend, or sell copies of software to others without permission.

Loaning or Borrowing Laptops

- 🍏 Do not allow other students, friends, or relatives to access your computer for any reason.
- 🍏 Parents are allowed to access the laptop to monitor acceptable use of the Internet and student files
- 🍏 Do not borrow a laptop from another student.
- 🍏 Students are not allowed to log-in on another student's laptop

Transporting Laptops

- 🍏 Laptops must be kept in the HCCS carrying case when moving from class to class and when not in use.
- 🍏 All students must log-out of their desktop account when not using the laptop.
- 🍏 Students are not to carry the laptop around the classroom - laptops should only be used on a desktop.

Passwords, Access and Accounts

- 🍏 Protect your files on your laptop by keeping your passwords private – do NOT share passwords or usernames with others.
- 🍏 Unauthorized access to another person's account or computer without his/her consent or knowledge is considered hacking. This is considered a serious infraction and will result in disciplinary consequences.
- 🍏 Only the Technology Coordinator can set up accounts on the laptops.

Internet Safety

The Internet can provide a wealth of information. Unfortunately, there can be inappropriate or potentially dangerous sites. All HCCS computers are filtered, but this is not infallible. If inappropriate sites come through this filter, students are required to inform the Technology Coordinator, teacher, or building adult immediately.

When students are using the laptop at home, parents are strongly encouraged to monitor and be aware of their child's laptop activities. We suggest engaging your child in conversation about their laptop use. Ask questions, let them teach you!

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: *What should students do if the laptop is inoperable?*

A: Student laptops requiring repair should be taken to the Technology Coordinator in Technology Lab #33 with a completed Laptop Repair Request immediately.

Q: *What should students do if their laptop is lost, stolen or damaged?*

A: If a laptop is damaged, lost, or stolen, the student and his/her family may be responsible for the reasonable cost of repair or replacement. Loss or theft of the laptop should be reported to the Principal and Technology Coordinator within 24 hours of the occurrence.

- 🍏 If lost or suspected stolen while at school: immediately report the loss to a staff member, Technology Coordinator, or Principal.
- 🍏 If lost or suspected stolen while away from school: Inform the Technology Coordinator or Principal within 24 hours and file a police report.
- 🍏 If damaged: take the laptop to the Technology Coordinator with the completed Damage/Loss Report form.

Q: *What "Appropriate Use" guidelines should students follow?*

A: Students should follow the HCCS 1:1 Laptop Learning Program Handbook, the Laptop Agreement and the Holy Cross Technology Acceptable Use Policy.

Q: *Can students access the Internet from home?*

A: Students are not required to have Internet access at home. However, laptops can connect to wireless networks or via Ethernet. Students do not have administrative privileges and are not allowed to change any configurations on the laptop.

Q: *Can games, music and other software programs be installed, downloaded, or used on the laptops or accessed from external drives?*

A: Students are not allowed to install or download any type of file without permission from the Technology Coordinator.

Q: *Are students allowed to purchase music from the iTunes music store to download to their laptop?*

A: No!

Q: *Are students allowed to upload legally acquired music into iTunes?*

A: Only with permission from and under the supervision of the Technology Coordinator

Q: *Are students able to print at home?*

A: The school does not require students to print at home.

Q: *Can students download print drivers?*

A: Students are not allowed to download print drivers that are not previously installed on the laptop.

Q: *My laptop has a message box saying updates are available – what should I do?*

A: When you see this message take the laptop to the Technology Coordinator and she will install the updates.

Q: *What is the purpose of the \$50 Laptop Fee?*

A: The \$50 fee is a lease fee, covering insurance, upgrades and use costs. This fee is a yearly fee and is not refundable.

Q: *What happens to the laptop at the end of the 8th grade?*

A: There will be a \$50 buyout option when students leave the 8th grade.

Q: *What daily maintenance routine should students follow?*

A: *Charge the laptop each night and begin each day with a fully charged laptop.

*Have the laptop ready for each class period unless otherwise specified by the teacher.

*Transport the computer in its carrying case at all times.

*Log off your desktop account whenever the laptop is not in use.

*Avoid exposure of laptop to extreme temperatures. (Do not store in a hot or cold car, etc.)

*Protect your laptop from moisture, dust, and chemicals. Never spray any cleaner in or around the laptop. Do not use a wet cloth to clean the laptop – if any moisture gets under the keyboard the computer will be ruined. If the computer needs cleaned, students should take it to the Technology Coordinator for instructions.

*Do not set your laptop on a soft surface, such as a pillow or bed. Always place your computer on a surface that will allow airflow.

Q: *Are students allowed to access and ‘play’ educational gamesites on the laptop?*

A: There are many educational gamesites that enhance learning. Students are allowed to access these sites if they are allowed through the filter. We do ask that students ***Put First Things First*** and make sure all assignments and other responsibilities have been fulfilled before ‘playing’ these gamesites.

Q: *Who should parents contact regarding the 1:1 Laptop Learning Program at Holy Cross?*

A: For curriculum questions you may contact Mrs. Jill Mack @419-784-2021 or

<jmack@defianceholycross.org>

For technology questions you may contact Mrs. Carol Moore @419-784-2021 or

<cmoore@defianceholycross.org>

Questions of all concerns may be directed to Sr. Lynda Snyder @419-784-2021 or

<srlynda@defianceholycross.org>

My child and I have read the Holy Cross 1:1 Laptop Learning Program Handbook. We have discussed the content and realize the laptop is to be used as an educational tool, not for personal entertainment.

We both understand that misuse of the laptop will result in a consequence as deemed appropriate by the administration.

Parent Signature

Student Signature

Date