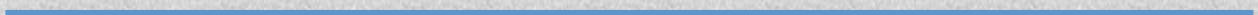




One:One

Policies \ Procedures and Information For
MCSC Issued One: One Computing
Devices



Mooresville Consolidated School Corporation One to One Laptop Program

The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and career readiness. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning with laptops integrates technology into the curriculum anytime, anyplace. Mooresville Consolidated School Corporation will provide students access to a wireless network and a personal laptop as a tool to enhance their education experience.

The policies, procedures and information within this document apply to all laptops used at Mooresville Consolidated School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING & RETURNING YOUR ONE-TO-ONE LAPTOP

Receiving Your One-To-One Laptop

Laptops will be distributed at the beginning of the school year.

Before a laptop can be issued to a Student, Parents/Guardians & Students must sign the Acceptable Use Policy and Pledge for MCSC One to One Laptop Use documents.

One-To-One Laptop Return

One-To-One Laptops must be returned to Mooresville Consolidated School Corporation at the end of each school year in order to perform any necessary maintenance. At the time of return, all laptops will be inspected by the Technology Department.

In the event that a student transfers out of Mooresville Consolidated School Corporation during the school year, the laptop must be returned to Principal office personnel on or before the students last day.

2. TAKING CARE OF YOUR ONE-TO-ONE LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Students must notify the designated contact in their school as soon as possible if a laptop is broken or fails to work properly.

General Precautions

- » Food or drink should not be consumed near the laptop.
- » Laptops should not be stored for an extended period of time in an environment subject to high moisture or extreme temperature (such as a vehicle).
- » Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- » Students should never carry their laptops while the screen is open.
- » When not in use, laptops should be shut down to conserve battery life.
- » Laptops must never be left in an unlocked car or any unsupervised area.
- » Students are responsible for keeping their laptop's battery charged for school each day.

Laptop Display Screen Care

The display screen is one of the more fragile components of any laptop and can be damaged if subjected to excessive pressure and rough treatment including bumping, dropping and placing objects on top of them.

- » Do not lean on the top of the laptop.
- » Do not place anything on top of the laptop that could put pressure on the screen.
- » Do not poke the screen.
- » Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- » Do not slap or slam the laptop closed.
- » Clean the screen with a soft, dry cloth or anti-static cloth.
- » When carried in a case or backpack, do not bump case or backpack against lockers, walls, car doors, floors, etc. as it will break the laptop.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students are responsible for bringing their laptop to all classes.

Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students are responsible for charging their laptops to 100% capacity prior to the start of the school day.

Laptops Left at Home

It is imperative that students come to school prepared for the day's activities, including bringing their One-To-One Laptop fully charged. If students leave their laptop at home, they may be unable to participate in required classroom activities for that day. The school has computer labs and a library that the student, at teacher discretion, may be allowed to access.

Accessing Inappropriate Content

Students will be disciplined for viewing, attempting to view or saving any content deemed inappropriate by school administration as defined by the schools Acceptable Use Policy. Inappropriate Content includes but is not limited to pornography, offensive content, malware, spyware, and other inappropriate material so determined by school administration. School administration will be responsible for determining on a case by case basis what is considered to be inappropriate.

Laptop Inspection

Students may be selected at random to provide their laptop for inspection by the Mooresville Consolidated School Corporation Technology Department.

Wireless Network Connectivity

While we strive to maximize the availability of the on campus wireless network for appropriate student/faculty use, Mooresville Consolidated School Corporation makes no guarantee that the on campus wireless network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

4. SOFTWARE ON LAPTOPS

Originally Installed Software

The software originally installed by Mooresville Consolidated School Corporation must

remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Unauthorized Software

As a security measure, students are prevented from installing additional software on their laptops.

Software upgrades

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

5. ACCEPTABLE USE POLICY

All students participating in the One to One computing program must sign and adhere to the Acceptable Use Policy.

6. PROTECTING & STORING YOUR LAPTOP COMPUTER

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- » Manufacturers serial number
- » Mooresville Consolidated School Corporation Asset Tag

Password Protection

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential.

Storing Your Laptop

Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school. Laptops should not be stored for an extended period of time in an environment subject to extreme temperature (such as a vehicle) or moisture.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it must be turned in as soon as possible to the Administrative Office of the school in which it was found.

7. LAPTOP TECHNICAL SUPPORT

Mooresville Consolidated School Corporation's Technology Department will be

responsible for coordinating all repair work for One to One laptops. Students should not attempt to repair, remove or install hardware components.

8. USE OF TECHNOLOGY RESOURCES POLICY

Regulations

The use of Mooresville Consolidated School Corporation's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Mooresville Consolidated School Corporation is not transferable or extendible by students to people or groups outside the corporation and terminates when a student is no longer enrolled in Mooresville schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the terms of the Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Possible Offences:

- » Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- » Violating copyright or other protected material laws.
- » Subscribing to mailing lists, mass e-mail messages, games, or other services that generate SPAM messages that can disrupt bandwidth to other users.
- » Intentionally wasting or misusing school resources, including printer paper.

Disciplinary consequences may vary depending on the severity of the offense. MCSC administration reserves the right to revoke a student's laptop privileges if a student's actions are serious enough on the first offense.

9. DAMAGED OR LOST LAPTOP OR LAPTOP COMPONENTS

Reporting Damaged or Lost Laptops or Laptop Components

In the event that a laptop or laptop component is damaged or lost, MCSC school administration must be notified as soon as possible. Students should be prepared to provide information regarding the circumstances involved.

Replacing Damaged or Lost Laptops or Laptop Components

It is the policy MCSC Administration to repair all non-working laptops in a timely manner and at a minimum cost to either the parent/guardian or the Corporation.

When the malfunction is deemed to be no fault of the student, the laptop will be repaired and returned to the student as soon as possible, with no further action required on the part of the student or the parent/guardian.

However, based on a case by case review of the circumstances of the damage or loss and at the discretion of MCSC administration, a charge for the repair or replacement of a laptop or its components may be assessed to the parent/guardian.

Below is a table of charges for laptop and common component replacement. The cost that the Parent/Guardian might be responsible for is listed in the "MCSC Charge to Parent / Guardian" column. For illustrative purposes we have also included the cost that MCSC pays for the component in question in the column labeled "Manufacturer Charge to MCSC".

COMPONENT	MCSC Charge to Parent / Guardian
Replace Entire Laptop	\$140.00
Screen Breakage	\$35.00
Power Adapter – Damaged or Lost	\$30.00

If circumstances warrant that a charge is assessed to the Parent/Guardian, it is expected that the financial obligation be satisfied before a replacement laptop or component is issued to the student.

In extreme cases of abuse or misuse of the laptop or its components, MCSC administration also reserves the right to revoke a student’s laptop privileges for a specified period up to and including the remainder of the school year.

10. STUDENT OWNED LAPTOP GUIDELINES

Expected Student Behaviors and Responsibilities

Mooresville Consolidated School Corporation accepts **NO** responsibility for personal property brought to the school by students. Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents/guardian. Students should take all reasonable measures to protect against the theft or damage of their personal laptop.

MCSC ACCEPTABLE USE POLICY (COPY OF HANDBOOK TEXT)

A copy of the Acceptable Use Policy was placed here for your convenience and so that you may review the policy with your student. The AUP that you will need to sign for the school year is placed in the front of the school handbook. Please sign the AUP in the student handbook and return to school within the first week of school beginning.

With the permission of your parent or guardian, Mooresville Consolidated School Corporation offers you an opportunity to use a computer and the Internet at school. We expect you to use the computers and the Internet while in our building only for educational purposes approved by Mooresville High School. This use is a privilege, not a right, and we may discipline you or take away your right to use the computer and the Internet at school if you misuse this privilege. You are responsible for your own actions while you are on a computer or the Internet at Mooresville High School and are also accountable for any online activities that occur by others because you have allowed them to use your account.

As a student, you should read the following regulations and then sign the Signature Form to show that you understand your responsibilities in using the computers and the Internet at this school. As soon as the Signature Form is complete, it is to be returned to school.

*** I will not change any computer file that does not belong to me.

*** I will report any equipment damage or problems using equipment or software to the teacher in charge and make no attempt to “fix” it.

*** I will not bring unauthorized software or disks into the school building and/or use unauthorized software on computers belonging to the school.

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*** While online, I will not use language which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, and hate.

**
*** I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.

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*** I will not use the Internet for non-school related activities.

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*** I will not send chain letters or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet or interfere with the work of others.

**
*** I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or products.

**
*** I will not use copyrighted materials from the Internet without permission of the author. I will cite the source where appropriate.

**
*** I will never knowingly give my password to others, nor will I use another's password.

**
*** I will never use the Internet to send or obtain pornographic or inappropriate material or files.

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*** Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.

**
*** I will never knowingly circumvent, or try to circumvent, security measures on either Mooresville Consolidated Schools' computers or on computers at any remote site.

**
*** I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.

**
*** I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

Students may bring laptop computers to school for educational purposes only. The school corporation is not responsible for damaged or stolen computers. Laptop computer use is at teacher discretion. No internet, network connection, or print usage is permitted. The student must follow AUP guidelines.