McMinn County Schools
Laptop
Procedures & Information
2019-2020
Questions - Call (423)745-1612
ext. 1335

MCS

MCMINN COUNTY SCHOOLS • EXCELLENCE IN ACTION

BACKGROUND INFORMATION

The focus of providing Laptop/Tablets at McMinn County Schools is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Laptop/Tablet. The individual use of Laptop/Tablet is a way to empower students to maximize their full potential and to prepare them for the future. According to studies and school reports, students who use a computing device in a one-to-one {1:1} education environment are more organized and engaged learners, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Laptop/Tablet is a device that makes learning more engaging and accessible.

Learning results from dynamic interaction between students, educators, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher. It transforms the teacher from director of learning to a facilitator of learning. Effective teaching and learning with Laptop/Tablet integrates technology into the curriculum anytime, anyplace.

Why use Laptop/Tablet?

● Personalizes learning: as teachers begin to create new ways of connecting with and reaching out to students, the Laptop/Tablet will play a vital role in allowing a world of knowledge to be at the fingertips of every student. With three points of accessibility, keyboard, touch screen, and active pen, it will allow all students to use what is best way to learn using the Laptop/Tablet.

● It's a blank canvas: the Laptop/Tablet is an engaging device which will transform the way young people learn.

● Instant-on and all day battery: it's possible to get on the internet instantly.

● Contextual Learning: the Laptop/Tablet is an "anywhere anytime" learning device.

● Personal Learning Studio: the Laptop/Tablet can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

● To increase students' productivity inside classroom when completing assignments, projects, and other activities as assigned by teachers.

● To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps.

● To facilitate mobile learning throughout the school.

● To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to gain information in ways that support specific curricular areas.

1. Receiving and Returning a Laptop/Tablet

1.1 Receiving a Laptop/Tablet

 a. Students will have an orientation session during _____ class at the beginning of the school year before they receive their Laptop/Tablet.

b. **Parents/guardians and students agree to this information by attending McMinn County Schools, to not participate in the Internet program, please sign the AUP form in the Handbook and turn in to guidance to opt out.**

c. Laptop/Tablet will be labeled in a manner specified by MCS; this will include a numbered Laptop/Tablet matched to the student's name.

d. Laptop/Tablet will be picked up from their charging cart each morning during the Laptop/Tablet pick-up period (   ).

e. Students who miss the (   ) Laptop/Tablet pick-up period MUST wait until the end of 1st period to pick-up their Laptop/Tablet. DO NOT interrupt a class in session.

e. The Laptop/Tablet and school-issued email account are the property of MCS and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Laptop/Tablet or a school supplied or supported email service.

1.2 Returning a Laptop/Tablet

Laptop/Tablet will be returned to the charging cart following your last period of each school day. Laptop/Tablet must be returned immediately when a student transfers out of MCS, is suspended or expelled, or terminates enrollment for any reason.

1.3 Fines Related to a Laptop/Tablet

a. Laptop/Tablet will be turned in to the Technology Department, when requested, in satisfactory condition. Laptop/Tablet will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Laptop/Tablet ($355). The MCS Administration will make the final determination of any fees assessed based on the type of damage to the device.

b. If a student fails to return the Laptop/Tablet, the student/parent/guardian will pay the replacement cost of the Laptop/Tablet.

2. Taking Care of a Laptop/Tablet

Students are responsible for the general care of the Laptop/Tablet they have been issued by MCS. Laptop/Tablet that are broken or fail to work properly must be returned to the MCS Technology Department's assigned work spaced in the school for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Laptop/Tablet or their login.

Laptop/Tablet are the property of MCS and all users will follow these procedures and MCS Acceptable Use Procedure.

2.1 General Precautions

a. While the Laptop/Tablet is considered scratch resistant, the Laptop/Tablet will scratch. Avoid using any sharp object(s) on the Laptop/Tablet.

b. Laptop/Tablet do not respond well to liquids. Avoid applying liquids to the Laptop/Tablet. The Laptop/Tablet can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Laptop/Tablet.

c. Do not attempt to gain access to the internal electronics or modify or repair the Laptop/Tablet. If a Laptop/Tablet fails to work or is damaged, report the problem to the MCS Technology Department.

d. There is no "jail breaking" of this device. Jailbreaking is the process of hacking these devices to bypass MCS restrictions, allowing you to run "unauthorized" software and to make other tweaks to your operating system.

e. Never throw or slide a Laptop/Tablet. Carry and handle the Laptop/Tablet very carefully.

f. Cords and cables must be inserted carefully into the Laptop/Tablet to prevent damage.

g. Laptop/Tablet must remain free of any writing, drawing, stickers, or labels that are not the property of MCS or approved by the MCS Technology Department.

h. Laptop/Tablet have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the MCS Laptop/Tablet Procedures & Information and grounds for disciplinary action.

i. Laptop/Tablet have a unique identification and at no time should the numbers or labels be modified or removed.

j. Laptop/Tablet should be placed appropriately on a flat surface. Putting any pressure on the screen should be avoided.

k. Laptop/Tablet must not be left in a vehicle or a location that is not temperature controlled.

l. Laptop/Tablet must be charged for school each day. This is the student's responsibility.

m. Laptop/Tablet are assigned to individual students and the responsibility for the care of the Laptop/Tablet solely rests with that individual. Students should not lend their Laptop/Tablet to another person.

n. **CONTACT THE MCS TECHNOLOGY DEPARTMENT WITH ANY ISSUES.**

2.2 Charges

Charges will be assessed as follows when a student is held responsible for damage:

Laptop/Tablet AC Adapter ……………………………..$30.00
Laptop/Tablet (full replacement cost new) ……………$355.00*
Laptop/Tablet (full replacement cost 1 yr. old) ……………$255.00*
Laptop/Tablet (full replacement cost 2 yrs. old) ……………$155.00*
*Subject to cost at time of purchase.
Laptop/Tablet repairs are to be determined on case by case basis by MCS Administration/Technology Department.

a. Laptop/Tablet are built to be durable devices and normal wear is expected over time. However, this device is a computer and should be treated with great care.

b. In the case of accidental damage (to be determined by administration) and normal wear of the device, students will not be held responsible.

c. AC Adapters should not be removed from carts. If lost or damaged, students/parents will be responsible for replacement.

d. The students and parent(s) are responsible for the cost of Laptop/ Tablet repairs due to neglect, misuse, and/or intentional damage not to exceed the cost of the Laptop/Tablet ($355). Determination of monetary responsibility will be determined by MCS Administration and/or Technology Department on a case by case basis after a full investigation.

2.3 Claims

MCS has purchased and insured these Laptop/Tablet and will generally assume the financial liability for Laptop/Tablet repairs or replacement due to normal and typical daily use.

a. Lost, damaged, or stolen Laptop/Tablet in the care, custody, and control of a student will be covered by the school's insurance policy.

b. All insurance claims must be reported to the MCS Technology Department. In cases of theft, vandalism, or other acts covered by school insurance, the student/parent/guardian must file a report with the Technology Department before a Laptop/Tablet can be repaired or replaced. **An official police report must be filed if the Laptop/ Tablet is stolen.**

c. In the event of a lost or stolen Laptop/Tablet, the MCS Technology Department may deploy location software which may aid in recovering the Laptop/Tablet.

d. Failure to report a stolen Laptop/Tablet in a timely manner may result in a request for compensation for the replacement cost of the Laptop/Tablet.

3. Using a Laptop/Tablet at School

Laptop/Tablet are intended for use at school each day. In addition to teacher expectations for the Laptop/Tablet use, school messages, announcements, calendars, and schedules may be accessed using the Laptop/Tablet. Students are responsible for bringing their Laptop/Tablet to all classes unless specifically instructed not to do so by a teacher.

3.1 Laptop/Tablet Undergoing Repair

Loaner Laptop/Tablet may be issued to students when their Laptop/Tablet are being repaired by the school. A limited number of "loaner" Laptop/Tablet are available, so having a "loaner" is not guaranteed.

3.2 Charging a Laptop/Tablet Battery

a. Laptop/Tablet must be plugged into their appropriate charging cart at the end of each school day.

b. Charging the Laptop/Tabletis the responsibility of the student.
1. Loaners will not be given to students who have failed to charge their Laptop/Tablet.

3.4 Sound, Music, Games, Software/Apps

a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

b. Students should provide their own headsets.

c. All software/apps must be school provided. Data storage will be available in their Office 365 cloud account.

d. Unauthorized apps not approved by MCS are not allowed on the Laptop/Tablet.

3.5 Legal Propriety

a. Plagiarism is a violation of the MCS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

b. Use or possession of hacking software is strictly prohibited and violators will be subject to MCS disciplinary action. Violation of applicable state or federal law may result in criminal prosecution.

3.6 Printing

Student printing can be discussed with teachers on a class by class basis. Our goal with Laptop/Tablet is to utilize as little printing as possible.

3.7 Using the Laptop/Tablet Camera/Recorder

The Laptop/Tablet comes equipped with both camera and video capacities. You must ask permission before recording or posting an image/video online. Cameras may never be used in a locker room or restroom. The taking of pictures and recording of videos with school Laptop/Tablet should only occur if they are part of classroom assignments/activities.

3.8 Network Connectivity

MCS makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

MEDIA GUIDELINES

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of media applications and content creation sites. To protect student privacy and ensure safety, the following guidelines are to be followed:

Teacher Responsibility

● Ensure suggested sites are age-appropriate for student use.
● Monitor student for on tasked work.
● Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and School Policies.

Student/Parent Responsibility

● Students will not share personal, identifiable information. (i.e. school name, location, etc.)
● Protect the Laptop/Tablet from damage and theft. If the Laptop/Tablet is lost or stolen, it should be reported to school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Laptop/Tablet that is not recovered in good working order by administration.
● Understand the MCS Laptop/Tablet Procedures & Information

Student User Agreement and Parent Permission
Form Information

Rules and Appropriate Usage

McMinn County Schools encourages the use of Laptop/Tablet devices and the network, including the Internet, as a tool for research and education. Laptop/Tablet devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Laptop/Tablet issued to students are the property of McMinn County Schools (MCS). The distribution of a Laptop/Tablet to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before being issued a Laptop/Tablet, students and parents or guardians must sign an Student Handbook. Students are expected to abide by the following rules and behavioral expectations within the school:

USE OF EQUIPMENT (Hardware and Software)

● MCS technology is to be used for educational purposes only.
● The use of the technology must not violate existing policies of MCS.
● Student may not destroy, deface, or alter Laptop/Tablet equipment or files not belonging to the student. Stickers and other markings are not allowed on the Laptop/Tablet.
● Students may not hide files or activity on the Laptop/Tablet.

THE NETWORK

● Online time must be used wisely to allow equitable access for all users.
● Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring Internet use.
● Engaging in activities that are pornographic, violent, or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
● Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
● Students may not change, alter, bypass, or attempt to bypass any Laptop/Tablet security measures including filtered Internet sites.
● Possession of malicious software items such as viruses, Trojan software, or spyware while at school or on the School network, or transferring to the School network, will be considered a violation.

PRIVACY

● It is a violation to share your password with anyone else (other than a parent) or to access any account belonging to other students, faculty, or staff.

APPROPRIATE LANGUAGE

● The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

● McMinn County Schools reserves the right to monitor all school technology use. The school also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of MCS technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

RESPONSIBILITIES

● Submit their Laptop/Tablet to school authorities upon request. Such a request may be made in order to ensure Laptop/Tablet do not contain any unapproved software or files, as well as to check browser histories and caches.
● Accept monitoring of student usage of the Laptop/Tablet at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Laptop/Tablet or stored on school technology are not private property.
● Charge their Laptop/Tablet overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Laptop/Tablet available to them at the start of each day.
● Protect the Laptop/Tablet from damage and theft. Parents or guardians are financially responsible for any lost or stolen Laptop/Tablet that is not recovered in good working order by administration.

● If the damage is deliberate, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Laptop/Tablet and/or AC power adaptor. Replacement cost for a Laptop/Tablet will follow the replacement scale located above.

Consequences for Breaches of any policy or procedure:

In the event a student breaches any part of policy or procedures there will be consequences imposed by the school, consistent with the Parent/ Guardian/Student Information and School policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Laptop/Tablet usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

STUDENT EXPECTATIONS

As a learner I will:

1. Look after my Laptop/Tablet very carefully at all times.
   ● Laptop/Tablet will never be left unattended unless locked in my locker.
   ● Laptop/Tablet must be situated securely on the working surface.
   ● Laptop/Tablet will not be subject to careless or malicious damage (i.e. as a result of horseplay)
   ● Laptop/Tablet will be transported as securely as possible and with extreme care.

2. Ensure that my Laptop/Tablet is charged every evening in cart and ready for use the next day (i.e. plugging it in for charging overnight)
3. Store my Laptop/Tablet in a safe place when not in use (i.e. lunch, PE class, etc.). No items will be stacked on top of the Laptop/Tablet.
4. Focus on the task assigned by my teacher at all times.
5. Printing is only allowed with teacher approval.
6. Not decorate the Laptop/Tablet and not allow it to be subject to graffiti.
7. Not install or download additional software.

Parents'/Guardians' Guide to Safe and Responsible Student Internet Use

● **Read and share with your child the MCS Laptop/Tablet Procedures and Information.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.
● Talk with your child about online behavior, safety, and security early on and continually.

CONSEQUENCES FOR VIOLATION OF LAPTOP-TABLET/INTERNET RULES: Like any property assigned to your student, you commit to the student expectations and understand the consequences for violation. If you want to opt out of the program please look in the school's student handbook for the information.