

Wayne County Schools

1:1 Notebook Program Student/Parent Handbook

INTRODUCTION

In an attempt to more fully leverage technology to enhance student learning, Wayne County Schools will be implementing a 1:1 Notebook Computer program beginning in the 2014-2015 school year. Notebook computers will be distributed to high school 9th grade and 10th grade students this first year then 9th grade students the following years, initially to deliver Math I and Math II content. More subject areas will be added as the project moves forward. This program will not only provide enhanced learning capabilities for the students but will also emphasize responsibility for the care and use of the computers. These computers will remain in the possession of the student until the student transfers or the end of the school year. Students will not be permitted to retain devices over summer break.

TERMS

Students will, at all times, comply with this handbook and the Wayne County Schools Acceptable Use Policy (AUP). Failure to comply may result in the revocation of this privilege and other action, as appropriate, based on this handbook and the AUP.

PROPERTY

Computers used in this program are and will remain the property of Wayne County Schools. Students will only be issued a notebook computer upon the dissemination and explanation of this Handbook and AUP, and the return of a signed agreement from both the student and parent/legal guardian. Students shall not deface the device by applying appliqués, paint, or other permanent markings or attempt to remove county applied tags or labels.

LOSS OR DAMAGE

Wayne County Schools will make every reasonable attempt to keep computers functioning correctly by providing warranty repair and local support. However, damage deemed abuse, vandalism or neglect, or loss or theft of device will be the responsibility of the student/parent. Theft or loss of a device must be reported to the school and the Technology Department at the Wayne County Schools Central Office the next school day and include any police report and/or insurance claim filed.

CONTENT

All curriculum content, applications, add-ons, or other necessary software requirements for the delivery of and participation in classroom instruction will be provided on the student devices. Beyond this, anything else added to the device will be the sole responsibility and risk of the student/parent. Wayne County Schools assumes no responsibility for student's personal content, installed applications, files, pictures, music, etc. All internet traffic at school and outside of school will be filtered by the West Virginia Department of Education's Netsweeper client software. There is no expectation of privacy for any content stored on the device. At any time the device may be reviewed for inappropriate content.

RETURN OF DEVICE

When a student terminates enrollment at their assigned school (transfers out) or at the end of the school year at a designated time, computers will be returned to the school. Upon return, the devices will be reimaged and prepared for the next school year. Any content left on the device will be permanently deleted. Failure to return the computer could be considered theft and will result in the Student being in violation of this handbook. Wayne County Schools will implement all legal remedy to recover said computer or compensation for the value of the device and any other action as deemed appropriate.

GENERAL RULES

- Students must comply with the Wayne County Schools Acceptable Use Policy and this Handbook at all times.
- Do not leave device unattended at any time. Student will be responsible whether in possession or not.
- Notebooks remain the property of the Wayne County Schools and are subject to audit/inspection at any time.
- Students are responsible for having the device at school each day, charged and ready to work.
- Students are responsible for keeping the devices secure and in good working condition.
- Students are responsible for all use of their assigned device.
- Students will demonstrate responsible and safe use of the Internet both at school and away from school.
- Students will respect teacher direction and use of device for instructional purposes.
- All software loaded on the device must be approved by the Wayne County Schools Technology Department. If not provided by the school/county, it will be the sole responsibility of the Student/Parent. Wayne County Schools assumes no responsibility to the loss or damage of personal software or content.
- Students are not permitted to modify, hack, or otherwise circumvent settings on the device including Internet content filtering software or asset tracking software installed on each device.
- Students shall not loan device or borrow another student's device.
- Students shall not disclose login credentials to anyone.

WARRANTY and REPAIR

An extended warranty has been included with the purchase of these devices and will cover most repair issues. Students/Parents will be responsible for reasonable cost of repairs not covered by the extended warranty. Damage caused by negligence, abuse or vandalism will be the sole responsibility of the student/parent.

All repair issues should be presented to the school technology contact as soon as possible to get the device back into use quickly.

Lost or stolen devices must be reported to the school and the county Office of Technology by the next school day after the loss or theft and should be accompanied by a police report or insurance claim report. Every reasonable attempt will be made to recover any lost or stolen device. If recovery is not possible, the replacement cost will be the responsibility of the student/parent.

LOSS OR THEFT OF DEVICE

Wayne County Schools has purchased tracking software for each device issued. Once the device is reported as lost or stolen information may be provided to local law enforcement authorities to assist in the recovery of the device. In the event the property cannot be recovered, parents will be responsible for the cost of the device.

SCREEN AND DEVICE CARE

The notebook being issued is considered a convertible device in which the touch screen is detachable from the keyboard. Both parts of this device may be damaged by rough use. Care should always be used when separating the screen from the keyboard by pressing unlock button and gently removing the screen. When separated, the screen portion acts as a tablet device with full touch screen capabilities. These screens can be scratched, cracked or otherwise damaged so care should be exercised at all times. The screen can be cleaned using a soft dry cloth.

TRANSPORTING

The size of the notebook being issued is such that it will easily fit inside a student book bag. To avoid having to carry multiple bags it is recommended that the student book bag be used to transport the notebook computer. To keep battery life at a maximum, the computer should be placed in sleep mode or powered down after class or when not in use.

CHARGING/CLASSROOM PREPARATION

The device will be issued with a charging unit and cable and students are expected to have the device charged and ready for use each day. Chargers are not covered under the warranty and damaged or broken chargers will be the responsibility of the student/parent. Students are encouraged to leave charging equipment at home as schools do not have sufficient capacity to charge every device. Charging stations will be located at each school on a restricted basis with access provided by school administration. During the time needed to charge the device at school, the student will be recorded as unprepared for class and could get behind in classwork.

END OF SCHOOL YEAR – START OF SCHOOL YEAR

At the end of each school year the devices will be returned to the school at a prescribed date and prepped for the next year. At the start of the next school year the students will be reissued the same device.

STANDARD/RESTRICTED PRIVILEGES

Each year the student will begin with standard privileges and will be able to take the device home each day during the school year. In the event the student abuses his/her privileges they may be placed in restricted access for a prescribed period of time during which the student may only use the device while at school and must leave the device at school each day. The student will be required to check the device out and in with School Administration each day.

CONSEQUENCES of FAILURE TO COMPLY

Failure to comply with this handbook and or the AUP may result in loss of privileges of not only the device but other technology at the school. Additionally, other actions including but not limited to suspension, payment for damages or legal remedy may result.

PROJECT CONTINUATION

This project will continue at the discretion of the Wayne County Board of Education.

**Wayne County Schools
1:1 Notebook Program
Student/Parent Agreement**

MUST BE RETURNED TO THE SCHOOL

Student and Parent signature is required for issuance of Notebook Device.

I hereby agree to comply with the 1:1 Notebook Program Handbook and the Wayne County Schools Acceptable Use Policy (AUP)

Student Full Name: (please print): _____ ID#: _____

Student Signature: _____ Date: _____

Student Grade: _____

Parent or Guardian Full Name: (please print): _____

Parent or Guardian Signature: _____ Date: _____

Questions concerning the Wayne County Schools 1:1 Notebook Program may be addressed to the issuing school technology contact or to the Wayne County Schools Office of Technology at 304.272.5116

Office Use Only _____

Device Number: _____ Asset Number: _____