

ONE TO ONE LAPTOP PROJECT

MANUAL FOR PARENTS and STUDENTS

SCHOOL DISTRICT #42 MAPLE RIDGE-PITT MEADOWS

**Please visit
<http://schools.sd42.ca/laptops>
for more information**

**or contact Rory Payment at
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Welcome to Year Seven

The One to One Laptop Project continues to be a very successful project that has grown over the years through the financial support of School District #42. The project is currently in 27 grade 6/7 classrooms and fifteen different elementary schools.

Purpose of the Project

The first four years of the project had a writing focus and we saw achievement levels of students rise considerably. We found that the laptops make it much easier for all students to produce better work, to work at their own level and develop important technology skills that will give them an advantage in the years to come.

This year the project focuses on developing critical thinking skills, which is very important for students' future success. Teachers involved in this project volunteer to participate and are involved in ongoing network meetings and in-service to support their work in the classroom.

Student Expectations and Rules

Each student is assigned a laptop computer. This computer is for the student's use throughout this school year. At the end of the school year, the laptop is to be handed back in good condition.

1. Never leave the laptop unattended.
2. Transport the laptop at all times in the backpack to protect from damage.
3. Keep the laptop between 5 and 35 degrees Celsius.
4. Keep the laptop out of direct sunlight, heat or moisture for extended periods of time.
5. Don't expose the laptop to resonating noises, for example loud bass noise from speakers, heavy machinery, etc.
6. Don't let your pets chew on the power adapter/charger.
7. Keep magnetic devices away from the laptop.
8. Ensure air can circulate under the laptop, especially when the laptop fan starts.
9. Do not install new programs on the laptop
10. Do not attempt to alter or circumvent passworded settings
11. Avoid eating and drinking near the laptop - water damage quickly destroys a laptop.
12. Ensure your hands are clean (especially just after eating) before using the laptop.
13. Keep the laptop clean. Do not put stickers on your laptop.
14. Backup your work often and charge it everyday before coming to school.
15. Keep the laptop dry, warm, and with you.

Home and School Responsibilities

Student use of the laptop is a privilege that can provide your son/daughter with many educational advantages. Any use or content on the laptop that is inappropriate for an educational setting may result in loss of this privilege. The laptop is the property of School District 42 and the teacher, principal or district staff may look through the contents and history of the laptop at anytime without notice, while the laptop is at school.

At home, it is important that the parents/guardians set appropriate rules about how and when the laptop should be used. Please feel comfortable in accessing the laptop just as you would your son/daughter's workbook. It will be made clear to students that they need to provide parents and teachers with complete access to all student work on the laptop. Some parents have found it helpful and healthy to forbid use of the laptop over the Winter and Spring breaks.

The laptop does not have built in Internet filters when the laptop is at your home. It is recommended that parents know the passwords and browsing habits of 10 to 12 year olds. Please take this opportunity to talk with your son/daughter about their Internet and computer use while they are younger. One of the big advantages of the laptop program is that setting positive Internet habits with grade 6/7 students is much more successful and easier than with secondary students.

In the event of theft, please contact your teacher immediately. Only after a police report has been completed can the built-in security software be activated to track the laptop's location and who is using it. Do not leave the laptop unsecured or in plain view. Failure to take reasonable care to keep a laptop safe would be considered negligent and you could be liable for replacement costs.

The laptops are set up to provide your son/daughter with access to an extensive array of educational resources. The laptop is designed to prevent downloading and installation of new programs without teacher approval.

Internet Acceptable Use Agreement

School District #42 wishes to allow its students to access curriculum based information resources no matter where they may be. To this end, the District permits its students to access the Internet. This interconnected worldwide web of computers can provide students with access to the most recent research and the most up-to-date statistics and opinions. However, the Internet can also provide the students with access to less than desirable information.

While it is in fact, impossible to completely protect students from accidental exposure to inappropriate materials it is important that the District have an Acceptable Use Agreement to provide guidelines for the use of this vital informational resource by its students. It is expected that students will conduct themselves according to the social and cultural norms of their community.

1. School use of Internet is under the direction/supervision of school staff, and students are obligated to use it appropriately. They should conduct themselves responsibly, ethically and politely while on-line.
2. Inappropriate use of the Internet is prohibited. The School District will not permit its Internet access points to be used for illegal, obscene, or inappropriate purposes.
3. Students should not become involved in online activities or discussions that are illegal or ill suited and that might include opening themselves to access by people wishing to make inappropriate contacts with students.
4. Students are expected to conduct themselves in a socially acceptable manner at all times while using the Internet.
5. Students will not use the Internet for any product and/or service advertisement or political lobbying.
6. The student and parent will not hold the teacher, school or District liable for any materials retrieved from the Internet.
7. Abuse of the Acceptable Use Agreement may lead to suspension and/ or termination of the students' access to the Internet or laptop.

Roles and Responsibilities regarding Internet Use

Parent/Guardian

Be aware of the consequences set out by the school and the District for unacceptable and inappropriate use.

Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.

Read the Acceptable Use Agreement and permit their son/daughter access by signing the Acceptable Use Agreement.

Student

Sign the Acceptable Use Agreement.

Understand the Acceptable Use Agreement.

Conduct all of his/her activities in accordance with the Acceptable Use Agreement.

Report misuse of the Internet to teacher or administrator.

Laptop Care

Liquid Spills

In the event of water or liquid spills, please immediately shut off the laptop by holding down the power button until it turns off. Leave the laptop off to dry for at least 48 hours.

Backpack and Power Adapter

Each student will also receive a backpack and power adapter. All of these items are expected to be returned at the end of this school year, given a year of wear. Please take a moment to familiarize yourself with these items and verify that they are present.

It is important that the student transport the laptop at all times using the provided backpack, which is well padded to protect the laptop. Please reinforce with your child the importance of taking good care of the equipment. Alternate backpacks may be used provided the classroom teacher has checked the backpack for adequate padding and support to protect the laptop. It is important to note that many “laptop” backpacks do not provide sufficient cushioning on the bottom of the backpack.

Insurance and Liability

Please check with your insurance agent to ensure that your house insurance covers loss or theft of the laptop. In your discussion with an insurance agent, they can advise if a rider is necessary or warranted to ensure coverage.

A student and their family will be held liable for the repairs or replacement of the laptop if it is deemed that the cause was willful damage or negligence. School District 42 recognizes that we are providing 11 to 13 year olds with a laptop and as such we expect that they will make decisions considered reasonable for a child of their age.

It is important that your child feel ownership for this piece of equipment and understand that it is their responsibility to care for it.

In the event of an accident, each case will be dealt with on an individual basis to resolve the situation to the best of all our abilities with the best interest of the child in mind.

Damages

If laptops are damaged willfully or from negligence, there will be a charge to replace the damaged part.

Laptop	\$1050.00	Keyboard (eg many keys missing)	\$96.00
Backpack	\$50.00	Logic Board (eg liquid damage)	\$795.00
Power Adapter	\$67.00	Display (cracked screen)	\$322.00
		Bottom Case (cracking on edges)	\$75.00

Please keep pages 1 – 5 for your records.

Student Acceptance of Expectations and Signature

Name of Student: _____

School Name: _____

I have read the “One to One Laptop Manual for Parents and Students” and agree to abide by the provisions therein.

Student’s signature: _____

Parent Consent and Signature

I have read the School District 42 “One to One Laptop Manual for Parents and Students” and agree to abide by the provisions therein. I give permission for my child to access the Internet, and receive a laptop for the purposes of the One to One Laptop Project.

Relationship to student: _____

Print name: _____

Parent’s signature: _____