



Student/Parent Handbook 2008/2009

Student/Parent Handbook for Power Up Learning

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I. Mission Statements

Technology has become an increasingly critical tool to advance learning at Pennfield Schools. We see great potential for its use in the learning process as we seek to meet our mission:

Pennfield Schools Mission Statement:

The mission of the Pennfield Schools is to ensure all students the opportunity to learn and to provide them with the necessary skills to be contributing members of society.

Pennfield Technology Education Mission Statement:

The mission of Pennfield Technology Education is to prepare all students to comprehend, contribute, and function within a technologically-based society.

II. Goals:

- 1) Students will attain higher levels of academic achievement.
- 2) Students will demonstrate a higher level of technology literacy.
- 3) Students will be more engaged in their daily educational experience.
- 4) Students will be more prepared for the requirements of college and the workforce.
- 5) Teachers will be able to use technology for more inquiry-based, student-centered instruction.

III. Hardware and software

A. What are you handed on distribution day:

- Gateway or Lenovo Laptop
- AC adaptor and cord

You must have a laptop safe bag with you to receive the laptop

B. On the laptop

- Windows XP Pro
- Office 2007 Pro (Word, Excel, PowerPoint)
- Student 2007 W/Encarta and Learning Essentials
- OneNote 2007
- Virus Software
- Acrobat Reader 9
- Applian FLV player
- Art Rage 2
- Audacity w/ Lame
- CamStudio
- Celestia
- Firefox
- Format Factory
- Freemind
- Geometer's Sketchpad
- Gimp Shop
- Google Earth
- Google Sketch Up
- Google updater
- iTunes/Quicktime
- Jing
- Kompozer
- MS Calculator Power Toy
- Paint.net
- Photo Gadget
- Photofiltre
- Photo Story 3
- Picassa 3
- Premiere Accessibility Suite
 - E-Text Reader
 - MS Voices
 - Predictor Pro Talking Calculator
 - Text to Audio
 - Ultimate Talking Dictionary
 - Universal Reader
- Real Player
- Scratch
- Skype
- Solfege
- Squire Morph
- Stamina (typing practice)
- Story Board Pro
- Virtual Magnifyer
- Vue

C. Backup and file storage

- Students can save documents to the hard drive of their computer (Q drive). It is the responsibility of the student to back up these files by saving them in their Home drive (H:) at school.
- The H: drive is backed up on a regular basis and is available online from Home.

- Music and movie files are not backed up and can be deleted by the district for reason of disk space and/or appropriateness as well as copyright
- Students may use a USB flash drives to store information as well.
- Students need to keep 5 GB free at all times for optimal operation.

D. Software support

- First avenue of support – application’s help system.
- Second avenue of support – consult with a classmate/teacher/staff.
- Support and application tutorials are available via Atomic Learning: www.atomiclearning.com. Login username: pennfieldstudent password: panthers
- Specific software guides will be available on the 1 to 1 laptop website – <http://www.pennfield.net/pul/pul.html>.

E. Troubleshooting

- The first step that solves most laptop problems is to **restart the laptop**. Save any work if possible, shut down the computer using the Start – shutdown buttons. If the computer will not shut down, then press and hold the power button until it shuts down. This is a last resort!
- Consult a classmate/teacher/staff.
- Consult the PUL Troubleshooting Guide
- Reimage the computer. Go to the troubleshooting guide for steps. Remember that this will not delete any data on the Q drive but it will restore the C drive to the original state. Any programs you have added will be gone.
- If the problem persists, take the laptop to the media center and fill out a repair request form. It may have to be re-imaged or repaired
- Troubleshooting assistance or help at home, reference the [Troubleshooting Guide at http://www.pennfield.net/pul/pul.html](http://www.pennfield.net/pul/pul.html)

IV. Student and Parent Responsibilities

A. Handling and Care by the student

- My laptop is a valuable educational tool, therefore, I will keep it with me at all times and I will take my computer to all classes.
- I will not leave my laptop unattended at any time.
- I will bring my laptop fully charged to school every day.
- I will not leave my laptop at school over extended vacation periods (longer than a weekend).
- I want to protect my laptop and will be keep it in an approved computer case when not in use.

- This laptop was issued to me and is my responsibility. I will not let others use my laptop unless directed by a staff member.
- I will be responsible for the care and up keep of my computer, and treat it with respect.
- I will not change the configuration of the computer.
- In order to protect my laptop, Pennfield staff and my parents have right to view the contents.
- I understand that while at school, the use of the Internet, computer equipment, and computer software must be in support of the Pennfield Schools Curriculum and will be used within the Pennfield Acceptable Use Policy.
- I shall be responsible for reporting damages to equipment, system, and software.
- I understand that any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning to a suspension.
- Food and drinks don't mix well with my laptop. I will be careful when eating and drinking near the laptop.
- I need to use the laptop on a flat, stable surface to keep it from falling.
- Since I do not want to break the screen, I will not set books on top of the laptop.
- I understand that is important to carry the computer correctly so I will avoid carrying the laptop with the lid open and will not pick up the computer by the screen.
- I will be careful not to leave pencils or pens or papers on the keyboard when closing the lid.

B. Parent Involvement

- I will support my child in the use of the computer by monitoring the above items when the computer is at use in my home or in my presence.
- It is important to have the student using the computer in a place where I can monitor what my child is doing and where they are going on the Internet.
- I need to ask questions and show interest in how my child is using the computer, especially in how it is enhancing their studies.

C. Financial responsibility

- To help offset the support, maintenance and recovery costs, we are requiring a \$50 yearly non refundable fee to be paid by parents.
- If you are eligible for the free/reduced lunch program, the fee will be adjusted...
 - Reduced = \$30
 - Free = \$20
- Upon graduation, parents/students will be given the opportunity to purchase a computer for a nominal fee.
- Lost or damaged items will be replaced at the parents expense. This includes:
 - Bag
 - Straps
 - Power adaptor and cord
 - Battery

D. If laptop is lost, stolen, or damaged

- If a laptop is lost, stolen or damaged, please notify building administration immediately on the next school day.
- If the laptop is lost or stolen, a police report will be required to start the recovery process. The district is purchasing Computrace licenses for each laptop. This program allows us to track stolen or lost laptops with a 100% guaranteed recovery rate.
- Damaged – Students need to take the laptop to the media center and they may be able to check out another laptop while theirs is being fixed.

E. Power management

- **It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.** The student should not need to swap a battery until the afternoon if the student has had high usage of the laptops in class that day.
- Use the Power Management schemes to extend the battery.
 - Dim the screens
 - Set the sleep mode to a shorter time.
- Plug in the laptop whenever possible to extend battery life.

F. Transport

- Laptop should be transported shutdown (turned off) or in sleep mode (screen closed) and in its protective case.
- Laptop should be locked up in the students' locker if they are at after school activities.
- Do not leave laptop in a vehicle for extended periods of time or overnight.
- Do not leave laptop in visible sight when left in vehicle.

G. Monitoring and Supervision

- While the student is at school, the computer is monitored and filtered during use.
- Laptop should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, e.g. use in a child's bedroom.
- The student assigned the laptop is responsible for all use of their laptop.

- You are to use your laptop only never share or swap with others.
- Use of laptop by other family members is not allowed.

H. Ethical and appropriate use

- Students are expected to adhere to the Pennfield Acceptable Use Policy which is available online at <http://www.pennfield.net/handbook/hs.html>
- Any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning to a suspension.
- Laptop appropriate use
 1. The first violation of the Acceptable Use Policy or misuse/abuse of equipment will result in probationary status for the remainder of the school year, and possible suspension from school or Power Up Learning program.
 2. The second violation of the Acceptable Use Policy or misuse/abuse of equipment will result in suspension from the Power Up Learning program for at least 30 school days and possible suspension from school.
 3. A third violation of the Acceptable Use Policy or misuse/abuse of equipment will result in suspension from school, and a further suspension from the Power Up Learning program.

Suspension from the Power Up Learning program means that a student will only have access to their computer during the school day. They will check it out from the Media Center after 7:20am, and return it to the Media Center at the conclusion of the school day. Failure to do so for the duration of suspension from the program will result in extending the length of suspension from the program.

If at any level of violation it is determined by the administration that the student intentionally or deliberately defaced or damaged the equipment, that student will be charged a repair or replacement cost.

- Students are reminded that copyright laws need to be followed
- Do not plagiarize work
- The right to use a laptop at home is a privilege. There will be consequences if students do not adhere to the Pennfield Schools Acceptable Use Policy and the rules and guidelines in this handbook. Consequences can range from warnings to suspensions.

I. Internet access at home

- Students are allowed to access the Internet away from school using broadband (e.g. SBC Yahoo DSL or Charter/Comcast cable), or wireless connection.
- A home Internet connection guide will be available to assist students with accessing the Internet from home.

J. E-mail and other online communication

Although primary uses of District provided technology resources are educational, a grade 9 - 12 student may use third party e-mail such as Google, Yahoo or Hotmail to access a personal e-mail account to a limited extent.

1. Thus, accessing any other e-mail account while using District technology resources is not a violation of this Acceptable Usage Policy; however, the user must understand that his/her use will be monitored and/or filtered, or both.
2. The District reserves the right to monitor each and every e-mail correspondence and its content while at school.
3. Examples of appropriate e-mail use are:
 - Communication with teachers
 - Communication with parents
 - Communication with a user or other users to support approved projects by the staff member
 - Communication with outside parties as approved by the staff
 - Limited checking of personal e-mail messages with staff approval
4. Examples of inappropriate e-mail use are:
 - Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
 - Disclosing personal information, location, and identity with anyone you do not know.
 - Accessing personal e-mail when it is not allowed by a staff member.
 - Accessing non-educational chat rooms and listservs etc.
5. Social Networking, Chating and other forms of online communications.
 - Proper uses include:
 - Communication with teachers
 - Communication with parents
 - Communication with a user or other users to support approved projects by the staff member
 - Communication with outside parties as approved by the staff
 - Limited checking personal accounts with staff approval
 - Examples of inappropriate use includes:
 - Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
 - Disclosing personal information, location, and identity with anyone you do not know.
 - Accessing personal accounts when it is not allowed by a staff member.
 - Accessing sites with inappropriate material
 - Using a site that allows you to go around the school proxy
6. Any violation of this Acceptable Usage Policy or inappropriate use of District technology while

accessing personal e-mail or other communication accounts will subject the user to discipline, including the possible termination of access to email, Internet, and/or other district technology, and including the possibility of expulsion from the District as an student.

7. While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

K. Printing at home

- Students are allowed to print to a home printer. For most USB printers, printer software already exists on the laptop and only requires setting up the printer.
 - For most USB printers, installation is automatic when a printer's USB cable is plugged into the laptop.
 - A printing at home guide is available to assist with setup.
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