



The Brompton Laptop Handbook

The focus of the One to One Laptop Program at Brompton is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. 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 the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Brompton's One to One Laptop Program integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Brompton School, 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 YOUR LAPTOP

To receive a laptop computer, students must:

1. Submit Laptop Loan Agreement each year.
2. Be in attendance on distribution day and be in good standing with your academic team.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Brompton.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school

2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Insert and remove cords, cables and removable storage devices carefully.
- Students should never carry their laptops while the screen is open.
- Shut down the computer when not in use to conserve battery life.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Stickers, drawings, or permanent markers may not be used on the computer.
 - Laptops have identification labels on laptop, battery, charger and case. Do not tamper, destroy or deface laptop labels. If you need replacement labels, please see an IT staff member for replacement.
- Do not vandalize the computers or any other school property.
- Laptops must never be left in a car.
 - Students are responsible for supervision of their assigned laptop. Do not leave laptop without supervision or under the supervision of any other person.

2.2 Carrying the laptop

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be carried within the protective case provided by Brompton.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop.
- The laptop must be turned off before placing it in the carrying case. Carrying laptops in the carrying case between class periods may be done while laptop cover is closed and laptop is hibernating.

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or papers).
 - **Regularly clean the screen with a soft, dry cloth or anti-static cloth.**

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 will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Repeat violations of this policy will result in disciplinary action.

3.1 Laptops Left at Home

If students leave their laptops at home, they may phone parents/guardians to bring them to school.

3.2 Laptop Undergoing Repair

Students will use computers in the classrooms while their laptop is undergoing repair.

3.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Power cords must stay with the computer at all times.

3.4 Screensavers

Screensavers and Backgrounds must be school appropriate. Presence of guns, weapons, pornographic materials, individuals not meeting school dress code (shirtless and or scantily dressed humans), inappropriate language, alcohol, drugs, gang related symbols or pictures, or other items deemed inappropriate by administration will result in disciplinary actions.

3.5 Sound

Sound must be muted. The use of headsets is allowed when permission is obtained from the teacher for instructional purposes in classrooms and other areas of the building.

3.6 Printing

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes; personal printing is not allowed.

3.7 Passwords

Use of passwords on screensavers or hard drive is forbidden. Use of passwords may result in disciplinary action including but not limited to cost of replacement hardware and /or software.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the local hard drive

Each student will have a user account and access to save in (Documents and Desktop) on the laptop. Each laptop has ample space to save any school-related work. All student work should be stored in their Documents. Students are responsible for backing up files stored on assigned laptop.

Removable storage devices

Students should also backup all of their work at least once a week using removable file storage; Removable flash drives and /or external hard drives.

It is the student's responsibility to ensure that work is not lost due accidental deletion; or failure to save important files. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by the Brompton laptop must remain on the laptop in usable condition and be easily accessible at all times.

Licensed software provided with all new laptops includes but is not limited to:

Microsoft Office School Edition including Word, Excel, and PowerPoint
McAfee Antivirus
Adobe Reader
Textbooks (Math, Science and Social Studies)
HP printing software

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.

5.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and other drives on boot up for known viruses. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

5.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop, which are required for classes and /or school activities. Any additional software must be appropriate for the school environment. Each student is responsible for ensuring that only licensed software is loaded onto his or her computers. Video games and computer images not licensed by KUSD and/or which contain graphic violence, obscene or pornographic material are banned.

5.4 Inspection

Students may be selected at random to provide their laptop for inspection. Any staff member who suspects or sees inappropriate behavior by the student on the assigned laptop may put the laptop in time out until consequences is served or student is cleared of issue.

5.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, all files and the hard drive will be reformatted.

Only authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to the re-format and re-image.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

6. ACCEPTABLE USE

6.1 General Guidelines

- (1). Students will have access to all available forms of electronic media and communication approved by administration, which is in support of education and research and in support of the educational goals and objectives of KUSD.
- (2). Students are responsible for ethical use of the technology resources of the KUSD district.
- (3). Access to the KUSD technology resources is a privilege and not a right. Each employee, student and /or parent will be required to follow the Acceptable Use Policy.
- (4). Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, music downloads, threatening or obscene material, and computer viruses.
- (5). Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

6.2 Privacy and Safety

- Do not participate in instant messaging or chat software/websites without permission.
- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher immediately so that such sites can be blocked from further access.
- This is not merely a request; it is a responsibility.

6.3 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation. 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.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by KUSD.

6.4 Consequences

The student is whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action.

Electronic messaging, electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The Wisconsin Open Records Act governs contents of messaging and network communications; proper authorities will be given access to their content.

7. PROTECTING AND STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

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

- Record of serial number and asset number
- Individual User account name and password
- Label on battery, laptop, charger and case

7.2 Storing Your Laptop

Nothing should be placed on top of the laptop. Students are required to take their laptops home every day after school. Extreme temperatures will damage your computer.

7.3 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, library, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Dell warranty

There is a 3 year warranty on the laptops. Laptops will also be serviced and repaired by the Instructional Technology personnel in KUSD in addition to the Dell Corporation.

8.2 Personal Insurance

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss or accidental damage. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

8.3 Claims

All insurance claims must be reported to Mrs. Loewen. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution.

The Brompton School will work with the Kenosha Police Department to alert pawnshops and police departments in the area to be aware of this Brompton-owned equipment.

9. LAPTOP FAQ'S

1. Can I use the laptop computer and software throughout my career at Brompton?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Brompton.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Brompton laptop program is also limited to provide maintenance service or assistance for only the laptop provided. For these reasons, other laptop computers will not be used on the District network at Brompton.

3. Can I have my laptop computer this summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and KUSD's policy regarding the ethical use of computers.

4. Where do I find a service technician?

The Instructional Technology personnel in KUSD along with the Dell Corporation will be responsible for making repairs to laptops.

5. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

6. Does Brompton provide maintenance on my laptop computer?

Yes. The Brompton IT staff will coordinate maintenance for students. Students are expected to keep the laptops in good condition. Failure to do so may result in fines as specified below:

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Students will use computers located in the classrooms while his/her laptop is being repaired/replaced.

8. Do I need a printer?

You need not own one since printers are located in the computer lab.

9. Will I need to buy a modem?

No. A wireless card is built into the laptop.

10. How do I connect to the internet at home?

You will need to talk to your Internet Service Provider (Time Warner, AT&T, et al) to purchase Internet access at home. Each company will provide specific instructions for accessing the Internet with your laptop.

11. What if I want to add options to my laptop later?

Only Brompton technology staff is authorized to add options and upgrades to your laptop computer.

12. What if I want to run another operating system on my laptop?

Only the operating system chosen by KUSD District will be authorized to run on a student issued laptop computer.

13. Will I be given a new battery if mine goes bad?

The manufacturer, for defects, will replace the laptop battery. You will be responsible for charging your battery and proper battery maintenance.

14. What has the school done to help prevent students from going to inappropriate sites?

We have a software product, which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to see Mrs. Loewen.

15. Are Student Laptops subject to school “snooping”; what if they bring their laptop in for repairs and “objectionable data” is detected?

Inappropriate material on laptops should be reported to the classroom teacher, and the Brompton staff immediately upon identification. Students, who have “objectionable data” on their laptop, but have failed or chosen not to report it, will be referred to Mrs. Loewen for appropriate consequences.

16. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are lost or stolen, you should report the items to the Office.

The cost to replace specific accessories is listed below:

- a). AC adapter and power cord:
- b). Battery:
- c). Bag and Strap: