



Washington Township Public Schools

1:1 Laptop Computer Initiative Student Guidelines

Vision Statement: Integrating instructional technologies throughout the curriculum will provide all our students with the tools to enhance learning, develop skills, and promote responsible citizenship to succeed in our global society.

I. Goals:

- a. Student's laptop becomes his or her primary mobile learning toolbox.
- b. Teaching and learning becomes more differentiated and student-centered.
- c. Engaging all students in authentic real-world activities and projects.
- d. Extending learning beyond the classroom and the school day.
- e. Promoting a culture of life-long learning and responsible digital citizenship.

II. Terms of Laptop Loan:

All students enrolled in Washington Township Middle Schools and High School will be issued a laptop for the school year. The laptop will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the laptop for the remainder of the school year in which it was issued until he or she is promoted from a middle school, graduates from the high school, or the student withdraws from school. The District retains the right to collect issued laptops at any time and inspect them for appropriate usage and care. Students are responsible for bringing the laptops to school, taking them home each day, and ensuring they are fully charged for use the following day. Loaners will not be provided should a student forget his or her laptop. Failure to bring one's laptop does not excuse the student from completing classwork or assessments during the period which they are assigned. The laptops are not to be left unsupervised at home or at school in unsecured locations. Students are responsible for the appropriate use of their laptop computer and to take care of their laptop to prevent it from being damaged, lost, or stolen in accordance with District Policy #7523. The District has extended warranty coverage on all the laptop computers that will protect against manufacturer defects during the time the laptop is assigned to a student.

III. Hardware and Software Issued:

- a. Laptop Computer
- b. AC Adaptor and Power Chord
- c. Protective Cover/Carrying Case
- d. Pre-loaded software for coursework, laptops come installed with Microsoft Windows 10 and are Internet capable. They also have web-filtering and anti-virus software which must remain turned on and active at all times. Additionally, all laptops have a tracking/monitoring system that is active when the laptop is on. The school does not have remote access to the web camera installed on each computer. Students may not download or install software or apps to their computers unless permission has been granted from the IT Department. Any software or apps must be installed by members of the Information Technology Department. The software/apps installed by the Washington Township IT Department must remain in usable condition and may not be uninstalled.
- e. Laptops are programmed to receive important software updates automatically in order to ensure they are up-to-date, secure, and ready for the new school. During summer break students should periodically leave their laptop on while connected to the internet for several hours so updates may be received and installed.

VI. General Laptop Care Guidelines:

- a. For prolonged periods of inactivity, you should shut down the laptop completely before closing the lid. This will help conserve the battery.
- b. Please be aware that overloading the backpack or case **will** damage the laptop. Take precaution when placing the case on a flat surface. When using the laptop, keep it on a flat, solid surface for air to circulate. For example, using a laptop while on a carpet or bed for extended periods of time can cause damage due to overheating.
- c. Students should avoid using their laptop while walking to avoid damage.
- d. Liquid, foods, and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. **Do Not** keep food or food wrappers in the laptop case.
- e. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen and take care when using the touch-sensitive screen by not using excessive force. The screen can be damaged from excessive pressure from the outside.
- f. Dimming the brightness of your screen could extend the battery run time.
- g. Never attempt to repair or reconfigure the laptop. **Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Doing so will render our warranty void. Any and all repairs may only be performed by the WTPS IT Department. If you spill a liquid on the keyboard, turn off the laptop and flip it upside down to drain, and bring it to the Tech Department asap, do not attempt to remove keys/keyboard to clean it yourself.**
- h. Take extreme care when inserting charging cord, cables, and other removable storage devices to avoid damage to the laptop ports.
- i. Do not expose your laptops to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- j. Labels have been applied to your laptop for ID purposes. If these labels are intentionally removed or other ones added the student will be issued a replacement/removal fine. Adding stickers to the laptop is considered defacing district property. Remember the laptops are the property of the Washington Township Public Schools.
- k. Keep your laptop away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- l. Students must report all damage to the IT Department immediately so they may be repaired.
- m. Misplaced laptops must be reported to the IT Department immediately; this will improve chances of locating the lost computer.

V. Cleaning Your Laptop:

- a. Always disconnect the laptop from the power outlet before cleaning.
- b. Clean the screen with a soft, lint free cloth, or if necessary use LCD approved anti-static screen cleaners or wipes. **Never use glass cleaner or any other liquid not approved for touch displays** as they can damage or ruin the display.
- c. Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

VI. Screen Care:

- a. Do not pick up the laptop by the screen.
- b. Avoid excessive force when touching the screen with fingers or stylus. Never use pens, pencils, or any sharp instrument.
- c. Do not lean on top of the laptop.
- d. Avoid placing excessive pressure or weight on the laptop screen.
- e. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- f. Clean the screen with a soft, dry cloth, or anti-static cloth. **Never clean the screen with glass cleaner or any other liquid not approved for touch displays.**

VII. Carrying the Laptop:

- a. All laptops must be carried in the school-provided laptop carrying case at all times including when moving in-between classes. The case helps prevent overall damage, including the ports, and excessive wear. Failure to take reasonable care by neglecting to use the district provided carrying case may result in repair and/or excessive wear and tear costs regardless of insurance coverage.
- b. Laptops, including when in the case, are never to be thrown or dropped.
- c. Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.
- d. Always close the lid before moving or carrying the laptop.
- e. Do not leave the laptop in a vehicle for extended periods of time or overnight.
- f. Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it in the case.
- g. Do not overload the laptop carrying case since it is likely to cause damage to the laptop. Textbooks, notebooks, binders, etc. are not to be placed in the laptop carrying case.

VIII. Security:

- a. **Never** leave laptops in unsupervised areas. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, **locker rooms**, media centers, classrooms, gyms, dressing rooms, restrooms, and hallways. Secure your laptop in your locker before going to class if it is in an unsecured area.
- b. Avoid using the laptop in areas where damage or theft is likely.
- c. When students are not using the laptops, laptops should be stored in their secured lockers. **Nothing** should be placed on top of the laptop in the locker. Students are expected to take their laptops home every night, regardless whether or not they are needed.
- d. Laptops should not be stored in a vehicle. If a laptop is placed in a vehicle temporarily, it **must not** be visible from the outside. During after-school events, students are still expected to maintain the security of the laptop. Students participating in sporting events will secure the laptops by locking them inside their student-assigned lockers. Unsupervised laptops will be confiscated by staff.
- e. Passwords may never be shared with anyone except with parents/guardians and authorized Washington Township personnel.

IX. Loaning Equipment to Others:

- a. Students may not lend laptops or chargers to others for any reason. This includes other family members.
- b. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments.
- c. Parent/Guardians are not to test the laptop's capabilities regarding blocked sites by typing inappropriate sites into the computer as web histories are logged. Should a student inadvertently access an inappropriate website the site should be reported to a teacher, administrator, and/or IT as soon as possible.

X. Power Management:

- a. It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
- b. Laptops should be placed in standby mode or hibernate if they will be used within the next 60 minutes. Otherwise, the laptop should be shut down when you are not using it to extend battery life. Hibernate mode will use less battery charge but will start back up a little slower.
- c. Dimming the brightness of the screen will extend the life of the battery.
- d. Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work, inability to participate in class activities, or complete assessments. Loaner chargers are not available.
- e. It is recommended that students carry their chargers (AC Adapters) to school in case there is a need and opportunity to recharge the laptop in a classroom. The availability and opportunity to recharge laptops during the course of the school day is not guaranteed.
- f. Be careful not to cause a tripping hazard when plugging in the laptop.

XI. Software and File Management:

General Information

- a. Laptops come with a standard pre-loaded image. This image may not be altered or changed in any way.
- b. Do not remove or add any software/apps or change computer settings, unless directed.
- c. All software must be approved and installed by Washington Township Public Schools IT Department.
- d. Do not change the computer name.
- e. Do not remove or change operating system extensions.
- f. The District does not accept responsibility for the loss of any data deleted due to re-imaging laptops or mechanical failure; it is the student's responsibility to regularly backup important files.

Music, Games, or Programs

The Washington Township Public Schools' **Acceptable Use of Computer Network/Computers and Resources Policy and Regulations #2361 (AUP)** states that students are expected to comply with ethical-use guidelines and abide by all federal copyright and Fair Use laws.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

Network Student Storage/Saving Files

Students should save their files in the cloud using their District provided OneDrive for Business Account.

Screensavers/Wallpapers

The laptop will come with standard screensaver and wallpaper. If a student wants to modify or change the screensaver/wallpaper one may do so as long as it is appropriate and in compliance with the District's AUP#2361.

Passwords

Students will login under their assigned usernames and passwords. We encourage our students to change their password within Office 365 if they didn't do so when they set up their email account. Students are forbidden from sharing their passwords with other students.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with the expressed permission from the teacher.

Printing

Students are to print documents and assignments at home if possible. Students who are not able to print at home may print in the Media Center before school, after-school, and during their lunch period. They may also print to the dedicated student printers in the café during their assigned lunch period.

XII. Email and Internet Usage:

- a. Email accounts are provided by the District. Students must follow the requirements for email usage as set forth in **Regulation #2361**. Electronic communication coming from or going to the school issued laptops can and will be monitored to make sure the terms of the agreement are being followed. Digital communication etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses and online collaboration sites.
- b. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school use on the laptop. Washington Township Public Schools cannot guarantee that access to all inappropriate sites will be blocked. NO FILTER IS AS RELIABLE AS ADULT SUPERVISION! Log files are maintained centrally with a detailed history of all sites accessed and sites whose attempted access has been blocked. It is the responsibility of the user to appropriately use the laptop, network, and the Internet in accordance with our **AUP and Regulations #2361** agreements students and parents/guardians signed. Washington Township Public Schools will not be responsible for any harm suffered while on the Internet or network while at school or outside the district.
- c. Students are required to notify a building assistant principal if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

XIII. Internet Safety:

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms.

We require students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if you accidentally access an inappropriate site.
- c. Never read someone else's email or open their folders or files without their permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person utilizing social networks from the Internet.
- f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- g. Protect your user account by keeping your password secure and logging off or locking the screen when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Passwords may never be shared with anyone except with parents/guardians and authorized Washington Township personnel.
- h. Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a non-descript username that does not identify you personally to online viewers/organizations you do not know.

Off-Site Internet Use:

Washington Township Public Schools will not serve as a home Internet service provider. While filtering capabilities extend off campus, it is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

XIV. Monitoring Laptop Usage:

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

- a. Students should never be left unsupervised while using laptops or other computers. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- b. Washington Township Public Schools' technicians and personnel will only be able to monitor student laptops through remote transmission while connected to the District network. Internet histories will be logged both when connected to the District network and an outside/home internet connection. District personnel do not have the ability to access the built-in camera when disconnected from the District network. District laptops are equipped with GPS capabilities.
- c. District personnel have the ability to push out software updates even when not connected to the district network. Student should periodically turn their laptops on during the summer months so updates may be applied.
- d. **Students must report damages and loss as soon as they occur.** Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to repair or replacement fees and disciplinary actions.

Privacy:

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Washington Township Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via Washington Township Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.
- b. All laptops have a limited GPS tracking system. The GPS system will be used to help district staff and/or law enforcement should a laptop become lost or stolen. The District does not have remote access to the web camera installed on each computer when not connected to the District network.
- c. **CAPTURING VIDEO, AUDIO, OR IMAGES WITHOUT THE CONSENT OF A CLASSROOM TEACHER IS STRICTLY FORBIDDEN.**

XV. Warranties, Damages, and Theft:

Hardware Warranty and Accidental Damage Coverage:

Washington Township Public Schools purchased a warranty with each laptop that covers repairs/replacement of the laptop caused by mechanical/electronic failure or factory defect.

- High School students shall report all laptop issues to the Township Tech Center in room C-19.
- BHMS students shall report all laptop issues to room B7 next to the Media Center
- CRMS students shall report all laptop issues to room 119 next to the Media Center
- OVMS students shall report all laptop issues to room 119 next to the Media Center

Damage Not Covered by Warranty:

- a. Peripherals such as chargers (AC adapters), batteries, and carrying cases are not covered under the manufacturer's warranty unless there is evidence of a factory defect. Replacement or repair fees will be charged for damaged chargers, batteries and carrying cases.
- b. *Accidental damage is not covered by the manufacturer's warranty and therefore is the responsibility of the student and their parents/guardians to pay for repairs and/ or replacement for the damage caused by an accident, negligence or theft.*

XVI. Insurance:

Washington Township Public Schools provides **optional insurance coverage** that students and their parents/guardians may purchase that covers accidental damage or theft of the laptop. If, in the determination of the insurance provider, Washington Township Public Schools, a student is guilty of negligence regarding damage to the laptop or loss of the laptop, the insurance coverage will not apply; at which time, the parent/guardian/student will be the responsible party to compensate the District for repairs or replacement. In order to maintain insurance coverage, students are required to use the district issued case/bag at all times. Doing so, significantly helps prevent damage and excessive wear and tear. Multiple insurance claims per year may result in the student and parents/guardians being dropped from insurance coverage or being charged an additional fee. Instances requiring complete replacement of the laptop due to loss, damage, or theft will result in the student being charged an additional insurance fee to cover the replacement laptop. Repeated incidents of repairs/replacement of a laptop caused by accidental damage, negligence, loss, or theft will result in disciplinary measures assigned to the student and/or additional fees to cover the cost of excess damages.

XVII. Theft and Loss:

- a. If at any point a laptop is lost/stolen during the school day; the student is to immediately report it to the Township Tech Center C-19 or administration at the high school or the middle school administration. At that time, the **District-Provided Technology Device Damage/Loss/Theft Pupil Report Form, Policy # 7523 Attachment B** will be filled out by the student and parents/guardians.
- b. If at any point a laptop is stolen off school property, it must be reported to the local police where the theft occurred by the parents/guardians or student and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration.
- c. Filing a false police report and insurance claim is punishable by law.
- d. If a student cannot locate his or her laptop, but does not necessarily believe it has been stolen, the loss must be reported to the IT Department immediately to assist in locating the missing device.

XVIII. Financial Responsibility:

- a. Optional insurance is provided through the District for student issued laptop computers.
- b. Students on a free or reduced lunch program are entitled to free or reduced fee insurance coverage.
- c. The insurance is meant to protect against accidental damage and theft.
- d. Laptops that are found to be damaged due to misuse, deliberate damage, or neglect will result in a fee being issued to the students/parents of the responsible parties for repairs or replacement.
- e. In the event of theft, vandalism, or other criminal acts, a police report **MUST** be filed by the student or parent within 24hours.
- f. Each student is issued a laptop, a battery, charger, and cover/case that are their responsibility until they turn it in for repair, leave school, or graduate. Failure to return each of these items in good working order before leaving school or graduating may also result in fees being charged for repairs or replacement.

**Table of Estimated Costs for Intentional Damage and Lost or Stolen Equipment
and Accidental Damage without Optional Insurance**

Parts/Repairs	Estimated Cost
Cracked and /or broken screen	\$260.00
Cracked and/or broken laptop external assembly	\$40.00
Cracked and/or broken laptop external and internal assembly	\$415.00
Cracked and/or broken palm rest	\$27.00
Cracked and/or broken trackpad	\$80.00
Damaged motherboard	\$682.00
Damaged and/or lost keyboard replacement	\$17.00
Damaged and/or lost power brick	\$50.00
Damaged and/or lost power cable	\$10.00
Damaged power adapter port	\$6.00
Damaged and/lost laptop protective cover/case	\$15.00
Replacement battery	\$40.00
Replacement of laptop damaged beyond repair and/or lost	\$800.00
Replacement of laptop identification labels from damage or removal	\$5.00

***Estimated costs are subject to change based on current parts and replacement unit prices.**



Washington Township Public Schools 1:1 Laptop Computer Initiative Student Guidelines Agreement

Please fill out, sign, and return this agreement when your student comes to pick up their laptop.

- **All students must submit this completed form in order to receive a laptop.**
* *(Families with multiple WTPS students must complete one form per student.)*

By signing below I acknowledge and agree with the following statements:

- I have carefully read and will comply with the WTPS 1:1 Laptop Computer Initiative Student Guidelines, Student Acceptable Use of Computer Network/Computers and Resources Policy and Regulations #2361 and School District-Provided Technology Device(s) To Pupils Policy # 7523 as published on the WTPS website.
- I understand that laptops that are found to be damaged due to misuse, deliberate damage, and/or neglect regardless of optional insurance coverage will result in the students/parents/guardians of the responsible party being charged a fee up to the full replacement cost of the laptops.
- Each student is issued a laptop, a battery, and a charger that must be returned in working order prior to graduating, transferring, or leaving school. Failure to return each of these items will result in a charge up to the full replacement cost of the laptop issued to the student and their parents/guardians.
- Insurance is available through the District for student issued laptop computers. This insurance is optional and meant to protect against accidental damage and theft of the laptop computer issued to your student.

By signing below, I acknowledge that I have read and understand the Washington Township Public Schools 1:1 Laptop Initiative Student Guidelines and acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Legal Guardian Printed Name: _____ **Date:** _____

Parent/Legal Guardian Signature: _____

For Administrative Purposes Only: Device Details

Device Model: _____ Device Serial #: _____ Asset Tag #: _____

Date issued: _____ Condition: _____ Insured: Yes _____ No _____

Optional Insurance Payment Information

Cost: \$65.00/year _____ Yes, I want the optional insurance. _____ No, I decline the optional insurance.

Check or money order # : _____ (**No cash will be accepted.** Checks or money orders to be made payable to: **"Washington Township Board of Education".** Checks or money orders must be hand delivered with the signed agreement when picking up laptop.)