

Student-Owned Laptop Handbook



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Section1: Student Expectations for Laptop Use

Getting Your Laptop Ready for School

A. Charging

- ✓ Bring your laptop to school EVERY DAY.
- ✓ Charge your computer each night so your laptop is fully charged and ready for use.
- ✓ Bring your power cord with you to school each day or have an extra power cord that you can leave at school.

B. Screensavers, Backgrounds, and other Laptop Personalizations

- ✓ Personalize your laptops in school appropriate ways.
- ✓ Laptop personalizations (screensavers, backgrounds, skins, etc.) must not violate the West Vancouver School District Guidelines for Student Access to District Electronic Information Systems.

C. Labeling

- ✓ Label your laptop and power cord with your first and last name.
- ✓ Attach something unique, like a luggage tag, to your laptop bag, backpack or sleeve to prevent another student from taking it by mistake.

D. Laptop Bag, Backpack, Sleeve

- ✓ Bring your laptop to school in a laptop bag, backpack or sleeve.

E. Anti-Virus Software

- ✓ Install virus-protection software that automatically downloads the latest anti-virus updates on your laptop. Keep this virus protection up to date.

Using your Device at School

A. Protecting/Storage

- ✓ Keep your laptop with you or locked in the classroom cart at ALL times.
- ✓ You must keep your power cord neat and make sure that it is not in way of anyone else's slot and not in the way of the cart doors.
- ✓ You are the only person permitted to use your laptop.
- ✓ Keep your username and password private.
- ✓ Take your laptop home every day.
- ✓ Always carry your laptop with two hands and with the lid closed.
- ✓ Protect your laptop when moving between classes.

B. General Use at School

- ✓ You are expected to bring your laptop to school **EVERY DAY.**
- ✓ Always save your files to at least two locations (My Documents, memory stick, virtual classroom, external hard drive at home, etc).
- ✓ Trouble-shooting computer issues is your responsibility and should be done at appropriate times; however, if you need assistance ask for help.
- ✓ Mute your computer sound at all times unless your teacher gives permission otherwise.
- ✓ When using your computer at school you must abide by the West Vancouver School District Guidelines for Student Access to District Electronic Information Systems.

B (1). Expectations and Consequences

We recognize that digital devices provide a significant educational opportunity for our students; however, we are also aware that students should be using devices at appropriate times, in appropriate places, and appropriate ways. Thus, we are establishing the following expectations:

Expectations

1. Handheld devices (iPods, iPhones, etc) are to be placed in your backpack, or secure storage in the classroom from 8:55 to 3:00 unless you have authorization from the teacher. They are NOT to be used at recess and lunch.
2. Digital devices are NOT to be used without staff supervision.
3. Devices may only be used in the library at lunch by presenting a Permission Slip from your teacher to the Librarian. At that point the Librarian must still provide you with permission.

Consequences

In keeping with the Code of Conduct, rising actions will determine the consequences for not following expectations in regards to the use of devices.

Should you not follow expectations you can expect:

1. Your teacher to collect your device and only after an after-school meeting will it be returned to you.
2. Your teacher to collect your device and contact your parents. Your parent will then need to come to the school and meet with your teacher to retrieve your device.
3. Your teacher to collect your device and submit it to the Principal/Vice-Principal. Your parents will be telephoned for a meeting and your device will only be returned to your parents.
4. Misuse of the Network or Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
5. Devices may only be used in support of learning activities and when students are following our school code of conduct. The expectations of student behaviour; respecting one another, being kind and the Code of Conduct are extended to all digital activities.

Section 2: Frequently Asked Questions

1) When can I use my computer at school?

- ✓ During all classes when permitted or requested by the teacher
- ✓ During lunch, but ONLY in the library and for school-related assignments. You must have your teacher's permission before doing so.

2) Are there times when I am NOT allowed to use my computer at school?

- ✓ Outside, before or after school, or during recess and lunch
- ✓ During practices or games after school – time will be given to put secure the laptop

3) Can I print at school?

- ✓ You cannot print from your personal laptop at school. You can print files from school - owned computers or from home.

4) What happens to my computer if it is left unsupervised?

- ✓ Any unsupervised laptop will be taken to the main office by staff members. There may be school consequences for leaving your laptop in an unsupervised location.

5) My computer is not working. What should I do?

- ✓ You are responsible for trouble-shooting your computer problems. You should not allow your computer issues to get in the way of your learning. You should ask your teacher for assistance promptly. Occasionally, the school's technology support teacher or district technology support person may be able to help, but you are not to expect immediate help.

6) What happens if my computer is lost or damaged?

- ✓ You are responsible for your computer at all times. If you give permission for someone else to use your computer and it is damaged, you are still responsible.

7) I am involved in an after-school activity. What should I do with my computer?

✓ Remember: You are responsible for your laptop at all times. Arrangements should be made with your parent or coach to keep your laptop safe.

8) Am I allowed to use my headphones at school?

✓ Yes. During class you may use your headphones with teacher permission.

9) Will I have a chance to charge my battery during the school day?

✓ Yes. When you are not using your laptop you will be placing it into your class charging cart and plugging into your power cord.

10) Can teachers and school personnel look at my laptop?

✓ Students and parents should be aware that permitted items of technology are subject to search by school officials if the school district has a reasonable suspicion that evidence of a violation of the student code of conduct is present on the technological device.

Section 3: Laptop Student Contract

As a learner I will...

1. Be on the task assigned by my teacher at all times. At school, a laptop will only be used for educational purposes.
2. Always carry laptops with two hands and with the lid closed.
3. Use laptops on flat, secure surfaces.
4. Always save files to at least two locations (My Documents, memory stick, virtual classroom, external hard drive at home, Google docs, etc).
5. Take responsibility for trouble-shooting computer issues.
6. Mute the computer sound at all times unless my teacher gives me permission otherwise.
7. Keep my username and passwords private.

8. Abide by the West Vancouver School District Guidelines for Student Access to District Electronic Information Systems.
9. Comply with the Student Code of Conduct.
10. Bring my fully charged laptop to school each day.
11. Bring my power cord with me to school each day.
12. Personalize my laptop (screensavers, backgrounds, etc.) in school appropriate ways.
13. Label my laptop and power cord with my first and last name.
14. Install virus-protection software with updates on my laptop.
15. Keep my laptop with me or locked in my locker at ALL times.
16. Be the only one to use my laptop at school.
17. Take my laptop home every day.

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Section 4: General Care of Your Laptop

Transporting/Holding the Laptop

- 1 Close the laptop lid before moving it. Dropping, jostling, or bumping will cause damage to the hard drive.
- 2 Shut down the laptop before packing it up for the day.
- 3 Do not place an excessive amount of additional objects (i.e., folders, textbooks) in your bag/sleeve with the laptop. Excessive objects can place too much pressure and/or weight on the laptop screen.
- 4 Be cautious about leaving the laptop unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, or stepped on.
- 5 Always hold the laptop by the bottom, never the screen. Use two hands.
- 6 Avoid storing laptops in a vehicle other than in a locked trunk. Extreme temperatures may damage the laptop.

Screen/Body of Laptop

- 7 Never twist the screen on its hinges.
- 8 Do not scratch or push on the screen.
- 9 Never close the lid on a pencil or pen left on the keyboard.
- 10 Don't slam the lid down.
- 11 Clean the screen with a lint-free cloth. Power Cord
- 12 Be careful when removing the power cord. Yanking it out of the laptop or the electrical outlet from afar will cause damage.
- 13 Do not wrap the cord tightly around itself. Instead, loosely wrap it in a figure eight pattern.

General Precautions

- ✓ Food or drink should not be placed near the laptop while it is in use.

Routine Laptop Maintenance

- ✓ Anti-virus software that automatically updates on a regular basis is recommended.
- ✓ Set your computer to automatically download new operating system updates.
- ✓ Downloaded software and screensavers often cause conflicts and use valuable memory. Remember that the laptop is a tool for learning and keeping it free of extras will keep it working quicker with less freezing.
- ✓ Defrag your Computer on a regular basis. Computer files can become fragmented in a number of different ways, such as being moved to a new location or improper shutdown of the computer. These fragmented files can pile up over time, causing the computer to run more slowly and possibly cause errors.
- ✓ Run Disk Clean Up or Disk Utility: With program installations, temporary Internet files and the recycling bin, unnecessary files quickly pile up on a computer. In order to get rid of these files, performing a disk cleanup is necessary.

Managing Files and Saving Work

- ✓ Files can be saved on the computer's hard drive but be aware if the computer crashes, all could be lost. Always back up all files in at least two places (i.e. My Documents, memory stick, virtual classroom, external hard drive at home, etc).
- ✓ Over the course of a month it is easy to accumulate a lot of unnecessary files on your laptop hard drive. Take the time once a month to go through your hard drive and examine the files there. Determine which files should be saved elsewhere for future reference and which can be trashed. If you download programs on a regular

basis to try new things or just to have access to new programs for projects, properly un-install those programs when no longer needed. A cleaner hard drive runs smoother.

Software

- ✓ Anti-Virus software is recommended. Student-owned laptops should have virus protection software that automatically downloads the latest anti-virus updates. There are many FREE versions available.
- ✓ Just as you keep your anti-virus and firewall software up-to-date, you should also keep your software programs updated. For many programs the updates will address security issues which help keep your laptop and data protected.
- ✓ Beware of Spyware. It is the latest computer security problem. Spyware is software designed to collect computer users' personal data without their knowledge. Spyware is secretly installed with many downloaded Internet software programs, and transmits information about computer usage and generates pop-up advertisements. Microsoft estimates that spyware is responsible for half of all PC crashes.

Liability/Responsibilities

- ✓ Repairs are the responsibility of the student and parent. School personnel will not be involved in repairing student-owned devices.

Section 5: West Vancouver School District Guidelines for Student Access to District Electronic Information Systems

Computers in schools provide access to a wide range of resources including software programs, library catalogues, the internet and, in some cases, email.

Schools are committed to ensuring that their network systems are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of computer networks. Students are given direct instruction on the safe use of the internet and network communications and are supervised at all times while using technology in the classroom.

Do

- ✓ Use computer networks for educational and school-work related purposes.
- ✓ Follow copyright laws.
- ✓ Respect the privacy of others.
- ✓ Follow established guidelines for computer use and etiquette.
- ✓ Report violations to teachers or supervisors or the school administration.
- ✓ Immediately leave an inappropriate internet site and tell the teacher or the school administration.
- ✓ Cite sources and attribute material to its proper owner when conducting research.

Don't

- ✗ Use networks for non-education purposes.
- ✗ Damage computers, computer systems, computer networks, peripherals, or software – either mechanically or by using viruses.
- ✗ Waste resources such as paper or time.
- ✗ Access, damage or destroy the files of another user.

- ✗ Use another person's password.
- ✗ Harass, stalk, insult or attack others.
- ✗ Send offensive messages or pictures.
- ✗ Use language that may be offensive to others.
- ✗ Use the network to access or to distribute/store illegal, illicit or offensive material.
- ✗ Use unauthorized copies of information or software.
- ✗ Use someone else's work.
- ✗ Employ the network for commercial purposes.
- ✗ Use networks for unlawful purposes.
- ✗ Attempt to access information or system levels for which you are not authorized.

Possible Consequences of Unacceptable Student Use

- Loss of network privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.

Section 6: West Vancouver School District Use of Personal Electronic Devices (PEDs)

Background

- The District recognizes the capacity within particular new and future technologies, and their educated use, to create opportunities for many constructive and positive applications that can aid the instructional process. Further, some regulated use of personal electronic devices in the school

and community may contribute to the safety and security of students and staff.

- Unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy and may compromise academic integrity.

Definition

- Personal Electronic Devices referred to in this section include, but are not limited to, cell phones; video/camera cell phones; PDAs (Personal Digital Assistants) such as Palm Pilots; wireless PDA/telecommunications hybrid devices such as the Blackberry; pagers, any camera or video camera, digital and conventional sound recording devices (e.g. digital voice recorders, MP3 recorders, Dictaphones, etc.); personal entertainment devices such as CD/MP3 players and portable video game systems; any form of listening device that may be used for eavesdropping.
- As similar devices with image taking and communications capabilities are developed and become available, they may be added to the definition.

Procedures

1. Without the permission of the administrator / teacher, Personal Electronic Devices (PEDs) are not to be operated during regularly scheduled instructional time, or during any school sponsored activity such as an assembly or talk by a guest speaker.
 - 1.1 PEDs are to be stored in silent mode during instructional and school sponsored activities.
 - 1.2 PEDs are not taken into test or examination settings unless students have been given permission to do so by the teacher administering the test or exam.
 - 1.3 PEDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

- 1.4 Students who bring PEDs to the school are expected to comply with all parts of Administrative Procedure 350 – Student Code of Conduct and Discipline. Students who consistently refuse to comply with the District’s procedures for use of PEDs in the school setting may be subject to disciplinary measures detailed in the school’s rules, as well as the steps outlined in Administrative Procedure 350.
- 1.5 In the event of an emergency such as a lockdown or evacuation, the Principal will develop and inform the school community of the acceptable use of PEDs in that emergency situation. (Current lockdown procedures request no cell phones be utilized until an “all clear” is given by those officials / administrators in charge.)
- 1.6 PEDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PEDs.

Section 7: West Vancouver School District and Ridgeview Elementary Strategies

The District employs a number of strategies in order to maximize learning opportunities and reduce risks associated with utilizing the Network and Internet. These strategies are as follows:

General

- Computer and internet sessions will be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school district may regularly monitor students’ internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

- Students will treat others with respect at all times and will not undertake actions that may bring the District or themselves into disrepute.

Network

- Students will access the network and internet with specific teacher permission and supervision and further understand that activities on any school computer may be observed directly or remotely.
- Students will not access or use files, utilities or applications capable of altering intended computer or network performance, settings or access.
- Students will not use or attempt to gain unauthorized access to student, faculty or administrative passwords; folders, work, files, or accounts; network administrative programs or equipment; and will protect the secrecy of home/school accounts and passwords.
- Students will refrain from using the Network for financial gain, political gain, and commercial activity or for any illegal activity.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Students will only download materials or images relevant to their studies.

- Students will be aware that any usage, including distributing or receiving information, school- related or personal, may be monitored for unusual activity, security and/or Network management reasons.

Email

- Students will use approved school district email accounts with responsibility
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Social Networking

- Students will only have access to chat rooms, discussion forums, blogs, messaging or other electronic forms of communication that have been approved by the District (i.e student Dashboards).
- The Dashboards will only be used for educational purposes.

School Web Site

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's Web site.
- The Web site will be checked regularly to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Students' work may appear in an educational context on Web pages.

- Personal student information including home address and contact details will be omitted from school Web pages.
- Students will continue to own the copyright on any work published.

Sanctions

Misuse of the Network or Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.