



CANAAN SCHOOLS



1:1 Program & Acceptable Use Policy 2013 – 2014

I. **Acceptable Use Policy** For Technology Assets and Services

To expand and facilitate teaching and learning, Canaan Schools supports the use of school-provided technology assets and services, including but not limited to laptops, computers, iPads, and iPods, as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, “Canaan Schools Technology Assets and Services”). Canaan Schools’ goals in providing Technology Assets and Services to students are to provide 21st Century learning to:

- stimulate creativity and innovation;
- encourage communication and collaboration;
- promote research and information fluency;
- support critical thinking, problem solving and decision-making;
- teach digital citizenship.

Access to Canaan Schools Technology Assets and Services

At school, students utilizing Technology Assets and Services must first have the permission of and be supervised by Canaan’s professional staff. Students utilizing Canaan Schools Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school.

Access to Canaan Schools Technology Assets and Services is a privilege, not a right. When making decisions regarding student access to Canaan Schools Technology Assets and Services, Canaan Schools will consider its educational mission, goals and objectives. Inappropriate, unauthorized, or illegal use of Canaan Schools Technology Assets and Services will result in disciplinary action.

Student Responsibility

The laptop is being loaned to you by Canaan Schools and may be used only for educational purposes. Failure to abide by the **Acceptable Use Policies** will result in disciplinary action. To retain the privilege of using the netbook, you must accept the following responsibilities (This list is not exclusive and should be used as a guideline for appropriate use):

- I will read and abide by the provisions of the **Acceptable Use Policy** and the **1:1 Laptop Program**. I will discuss the contents with my parents/guardians.
- I will bring the laptop to school every day. Students will, however, have access to a limited number of ‘daily loaners’ if they forget their laptop at home.
- I will keep the laptop in its laptop case at all times whenever it is not in use. The case reduces damage to laptops.
- I should bring the laptop to school fully charged. At the discretion of their teacher, students may be allowed to charge laptops at school.
- I will turn off the laptop at the end of the school day in order to log off of the network.
- I will take responsibility for reasonable care of the laptop and the case. I will not intentionally cause damage to the laptop or case by throwing it or dropping it on the floor. I will not deface or decorate the laptop or the case.
- I will not use or damage another student’s laptop.

- As a precaution, I will back up important files to a flash drive. Due to the possibility of wireless outages, student material may fail to properly save/sync to the school server and work could be lost. Flash drives will not be supplied by the school.
- At School, I will use the laptop in class only with teacher permission or with Canaan Schools staff supervision.
- I will not leave the laptop unattended except when approved by a teacher and stored in a safe secure location. Students are responsible for securing the laptop in their homeroom when not needed for classes, or while at lunch, etc. Laptops found unattended in a public space will be brought to the Technology Integration Specialist. Students will be allowed to pick up their laptop at the end of the day.
- I will not leave the laptop in my locker overnight.
- I will not change the configuration of the Laptop, including the network and security settings. I will not install or remove hardware or software.
- I will not attempt to hack the network.
- I will not change the desktop or screen saver settings.
- I will not put a picture on the subject folders.
- I will not play games, download pictures, take screen shots, or create videos unless related to homework and with teacher permission.
- I may download music for educational, school-related purposes with permission from a teacher.
- I will make the laptop available for inspection by a Canaan administrator, teacher, or staff member upon request. I understand that the laptop and its contents are the property of Canaan Schools.
- I will not use the laptop to access social networking sites, for example: MySpace, Facebook, or Twitter unless related to homework and with teacher permission.
- I will not delete my Internet browser history.
- I will avoid random web surfing.
- I will not access inappropriate websites. I will report accidental incidents to a teacher or staff member immediately.
- I understand that the laptop and its contents can be viewed by the Technology Integration Specialist when I am signed on to the Canaan Schools network.
- I will refrain from using excessive pressure on keys and the track pad.
- I will not slam or push the lid closed while any objects are lying on the keyboard.
- I will not leave the laptop in a vehicle where heat or cold will damage the laptop.
- I will not set heavy objects or books on top of the laptop and I will not carry the laptop in my backpack.
- I will use appropriate and respectful language in all communications when using the laptop. I will not transmit profanity or abusive or threatening language.
- I will adhere to copyright laws. Copyright material is protected by law. Any use of copyright material should be appropriately cited.
- Away from school, I will only use the laptop in a location free from food, liquid, and debris that could damage the laptop and on a flat surface.
- I will not travel with the laptop or use it away from home/school without my parent's permission.
- I will not loan out the laptop assigned to me. I understand the laptop is for educational use only. Family members are not permitted to use my laptop.
- I will not attempt to repair the laptop. I will immediately report all damage and/or any other problems, which cannot be addressed in class, to the Technology Integration Specialist.
- I will report loss/theft of the laptop to my parents and Canaan Schools immediately.
- I recognize that Canaan Schools has invested significant resources to provide me with the opportunity to use and learn with the laptop. I further recognize that I will be held responsible for any abuse of this opportunity.
- I will be responsible for the cost of repairs if damages are caused by neglect or misuse.

- I will not engage in any use that disrupts the educational or administrative goals of Canaan Schools.

Violations of the Acceptable Use Policy

After three violations of the Acceptable Use Policy are reported, parents will be notified. In circumstances where the violation is deemed severe (profanity, pornography, accessing inappropriate websites, negligence, inappropriate use of images of weapons, or gang-related material) parents will be notified immediately for an in-school conference. Canaan administration reserves the right to take the computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class if they suspect misuse. Serious and/or habitual offenses may result in more severe discipline as the situation warrants.

Parent Responsibility

The laptop is loaned to your child by Canaan Schools to expand his/her learning opportunities in accordance with our school mission. Students are required to understand and to abide by the **Acceptable Use Policy** to ensure the safe, efficient, and ethical operation of the computer. In order for your child to use the laptop in class and at home, Parents are being asked to accept the following terms and responsibilities:

- I will read the **Acceptable Use Policy** and the **1:1: Laptop Program** packet and discuss the contents with my child.
- I understand that if my child fails to abide by the **Acceptable Use Policy** there will be disciplinary action, including an in-school parent conference for more serious and/or repeated incidents.
- I will supervise my child's use of the laptop at home.
- I will discuss appropriate use of the Internet and will supervise my child's use of the Internet.
- I understand that Internet filters provided by the school server while students are in school will continue to protect the laptop once it is connected to my home Internet service.
- I understand that my child is prohibited from using the laptop to visit social networking sites.
- I understand the laptop is provided for educational use by my child and that the laptop should not be used by parents or other family members.
- I will remind my child to charge the laptop nightly and to bring it to school each day with a fully-charged battery.
- I understand that it is the student's responsibility to bring the laptop to school every day.
- I understand that the laptop will be kept in the case whenever it is not in use.
- Away from school, I will ensure that the laptop is used in a location free from food, liquid, and debris and on a flat surface.
- Recognizing that I am the best judge of whether my child can responsibly/safely use the laptop away from home, I understand that the School has not banned students from traveling with the laptop or from using it in locations other than home/school. I further understand that my child may not travel with or use the laptop away from home/school other than with my permission and that I am responsible for damage/loss that may occur.
- I understand that the laptop may be inspected by school staff upon request and that the laptop and its contents (whether created at home or at school) can be viewed by school staff when my child is on the school network.
- I understand my child should not delete the browser history and will be held responsible for any inappropriate use of the laptop at home or at school.
- I understand that my child may not deface or decorate the laptop or the laptop case.
- I will not attempt to repair, alter, or make additions to the laptop, its hardware or software.
- I understand that the laptop and its contents are School property. I will not remove any program/files on the laptop except for the personal documents of my child.

- My child or I will report all damage and/or any other problems to the Technology Integration Specialist.
- I will report loss/theft of the laptop to the Technology Integration Specialist immediately.
- I understand that I am responsible for certain costs related to misuse or damage to the laptop or loss of the laptop. I also understand that the School will arrange for all repairs from its vendor. I further understand that the School will not loan my child a laptop for home use if any repair/replacement charges remain unpaid.

Parent/Student Acknowledgement Form For the Acceptable Use Policy for Technology Assets and Services

Canaan Schools provides Technology Assets and Services, as defined in the Acceptable Use Policy in the 1:1 Laptop Program packet, to students in an effort to further Canaan's educational mission and goals. While the school may institute auditing and compliance programs to regulate student use of Canaan Schools Technology Assets and Services, including the Internet, students may find ways to access materials or to use Canaan Schools Technology Assets and Services not in compliance with Canaan's Acceptable Use Policy.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. While conducting school-related research outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, etc. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive.

As a parent or guardian of a student at Canaan Schools, I have read the **Acceptable Use Policy** and the **1:1 Laptop Program** packet. I understand that the school reserves the absolute right to access student data on laptops or networks at any time without prior notice or consent. I also understand that all students are required to strictly adhere to the school's **Acceptable Use Policy** and that any violation will result in appropriate disciplinary action. I agree to indemnify Canaan Schools from any losses, costs or damages, including reasonable attorney fees, incurred by Canaan Schools relating to or arising out of any breach of this **Acceptable Use Policy**, including any copyright violations.

As a user of Canaan Schools Technology Assets and Services, I understand the school may access my data at any time without prior notice or consent and that any violation of the school **Acceptable Use Policy** will result in appropriate disciplinary action. I agree to comply with the rules set forth in the **Acceptable Use Policy** and to use the Canaan Schools Technology Assets and Services in a constructive and ethical manner.

PLEASE SIGN AND RETURN THE ACCEPTABLE USE POLICY SIGNATURE PAGE FOUND ON THE FOLLOWING PAGE.

II. 1:1 Acceptable Use Policy Acknowledgement Form

Students will not be issued a laptop until this agreement is signed and returned to the school office.

Parent/Guardian:

Print Name: _____ Date: _____

Signature: _____

Student:

Print Name: _____ Date: _____

Signature: _____

Grade: _____ 4 _____ 5 _____ 6 _____ 7 _____ 8
_____ 9 _____ 10 _____ 11 _____ 12

III. Laptop Quick Tips

- ALWAYS keep the laptop in the carrying case when not in use. ALWAYS put the laptop in the “sleep” mode and close lid to extend battery life.
- Do not leave the laptop unattended!
- Do not store your laptop in your locker overnight! Laptop should either travel home with you or be left in your homeroom.
- Keep liquids and food away from the laptop.
- Back up important documents to an external flash drive regularly. Organize and maintain files.
- Do not change the pictures on the student folders.
- Report problems to the Technology Integration Specialist as soon as they occur.
- If you accidentally access an inappropriate Internet site, notify an adult as soon as possible.
- The laptop belongs to Canaan Schools and may be inspected at any time.
- Never attempt to access another student’s files, accounts, or hardware.
- Do not share passwords.
- Do not place anything between the screen and keyboard when you close the laptop.
- Do not scratch, hit, or push on the screen.
- Do not put heavy objects on the laptop!
- Do not use excessive force on the keyboard or track pad.
- Do not attempt to repair the laptop.
- Do not expose the laptop to extreme temperatures (hot or cold).
- Do not leave the laptop in your car.
- Never use the laptop on the bus.

IV. Frequently Asked Questions

1. **I am concerned about the fees for fixing the laptop assigned to my child. Can you describe the process in case of damage or loss?** Families will be responsible for any repair costs related to neglect or misuse. Families will also be responsible for the cost to replace a lost or stolen laptop. Examples of damage caused by student abuse include but are not limited to: missing keyboard keys, damaged track pads, cracked cases and display screens, liquid damage, and damaged power adapters.
2. **May students install software on the laptops?** No. As the owner of the Laptops, Canaan Schools must hold licenses for all software on the laptops.
3. **Are students allowed to access e-mail accounts on the Laptop?** Yes. Students are allowed to access their school provided email accounts.
4. **May students put music on the laptops?** Yes; **with teacher permission**, students may download appropriate music for school-related purposes. Music will not be backed up on the School’s server.
5. **Are students allowed to play non-educational games online while at home?** It is a violation of Canaan Schools policy to use the laptop for non-instructional purposes.

6. **What if the laptop isn't working correctly?** Contact the Technology Integration Specialist directly during school hours or by voicemail or email after school hours. A response will be initiated within 24 hours.
7. **My child already has a laptop. Can we use it instead?** Yes. For more information please reference the BYOD materials on the Canaan Schools website.
8. **May I use my home printer with the Laptop?** Yes. Most home printers are supported by laptops. If you cannot get your printer to work, do not install printer software at home. Bring the printer operating disc, or the name and model # of the printer to the Technology Integration Specialist for installation.
9. **How do I configure Internet access at home?** Contact your Internet provider for instructions.

V. Laptop Basics and How to Care for the Laptop

Tips for Getting the Most from your Battery

- Dim the screen by using the F1 and F2 keys.
- When not in use, put it to sleep by closing the lid. Always put the laptop to sleep if it will be used again within the next two hours. Restarting within two hours uses more power than "sleeping".
- Turn off the laptop at the end of the school day to log out of the student/school server.
- Use the laptop in moderate temperatures. Extreme temperatures will diminish the battery's capacity and can damage the laptop. **DO NOT LEAVE THE LAPTOP IN THE CAR.**
- Do not use or turn on the Bluetooth connection.

Cleaning

- Do not clean the outside of your laptop.
- To clean the screen, take a clean, soft, lint-free cloth, lightly dampen with water only and wipe the screen. Do not spray liquid directly on the screen.
- Keep the keyboard clean by cleaning your hands before each use! Clean the keys or the track pad by using a soft slightly damp cloth to gently wipe keys and pad. Do not spray cleaning products or water onto keyboard. Be careful when cleaning so that the keys do not pop off. Do not pick at the keys. If keys pop off, bring the keys and laptop to the Technology Integration Specialist.

Plugging In the Power Adapter

It is your responsibility to charge the Laptop battery and bring it to school fully charged. Chargers should not be used at school unless absolutely necessary. Provide space around your power adapter. A surge protector can help prevent damage from power surge.

WARNING: Use only the power adapter supplied with the laptop.

Using the Laptop

When using the Laptop or when charging the battery, it is normal for the bottom of the case to get warm. Use the Laptop when it is on a flat, stable surface. The bottom of the case is raised slightly to allow airflow that keeps the unit within normal operating temperatures.

WARNING: Do not place your Laptop on a pillow or other soft material as the material may cause the laptop to overheat. Never place anything over the keyboard before closing because it will damage the screen.

General Safety Instructions

Immediately disconnect the power plug and disconnect the Internet connection if any of the following conditions exists:

- The power cord or plug becomes frayed or otherwise damaged.
- You spill something onto the computer or case.
- The Laptop is exposed to rain or any other excess moisture.
- The Laptop has been dropped or the case has been otherwise damaged.
- You suspect that the Laptop needs service or repair. **WARNING:** The Laptop AC cord comes equipped with a three-wire grounding plug. This plug will only fit a grounded AC outlet. Do not insert the plug into an ungrounded outlet.
- Be sure that you always do the following: Keep the Laptop away from sources of liquids, such as drinks, washbasins, bathtubs, shower stalls, etc.
- Protect the Laptop from dampness or wet weather, such as rain and/or snow.
- Follow all instructions and warnings pertaining to the Laptop.

WARNING: Electrical equipment may be hazardous if misused. Never push objects of any kind into the laptop through the openings in the case. Doing so may result in fire or electric shock.

Connectors and Ports

- Never force a connector into a port. If the connector and port don't join with reasonable ease, they likely don't match.
- Make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.
- When removing the connector from the port, remove it by pulling on the connector, not the cable. Some types of connectors have a release clip that releases the connection. It's important to release these types of latches before removing the connector from the port. Failure to release this retention latch or abruptly pulling on the cord could cause damage to the connector or the laptop.

Laptop Assistance and Repair Process

Students should follow these steps to address problems with the laptop:

1. Ask a teacher or another student for help.
2. Take the laptop to the Technology Integration Specialist to determine the nature of the problem.
3. Laptop will be fixed in a timely manner and returned to student.
4. If the laptop is not repairable on a short-term basis, a loaner may be available for temporary use. There is no guarantee that a loaner will be available. The Technology Integration Specialist may repair the laptop on site or may send it to the manufacturer for repair.

NOTE: Do not seek technical assistance from outside providers.