

2018- 19

**Preston County Schools 1:1 Laptop
Program Student / Parent
Handbook**



Preston County Schools

2018- 19

INTRODUCTION:

Preston County Schools (PCS) will be providing the opportunity for students to participate in a 1:1 computing program during the 2018-19 school year. 1:1 computing promotes higher achievement, increased engagement and participation, and utilization of the necessary skills to prepare our students to be competitive in the 21st Century. The 1:1 computing program delivers technology directly into the students' hands on a continual basis both on and off site. The 1:1 program will be implemented at the secondary school level, beginning with 5th and 9th grade students and will continue to be implemented at these grade levels over the next three years. This will effectively allow Preston County Schools to have a student 1:1 computing program for all middle and high school students (grades 5-12) over a four-year span (current 6th & 10th were issued devices during the 2017-18 school year). Each year students will return the laptops back to the county prior to summer, and then receive the same assigned laptop back for the next academic year (this process will allow for needed updates and repairs). These student laptops are a smaller designed laptop that delivers the same power as a full-size laptop. Complete and updated information about the PCS 1:1 Student Notebook Program can be found at the PCS' website at www.prestonboe.com.

TERMS:

You will comply at all times with the Preston County Schools 1:1 Student Laptop Program Handbook and the Preston County Schools Acceptable Use Policy (AUP). Failure to do so may result in the student being unable to participate in the 1:1 Student Laptop Program and/or Acceptable Use privileges being revoked.

PROPERTY:

1:1 Student Laptops are property of Preston County Schools. Students will be issued laptops after completing the signed agreement with the policies and handbook set forth by Preston County Schools. A parent signature will be required on this agreement.

LOSS OR DAMAGE:

If the laptop is lost, damaged, or stolen, the student/parent is responsible for the reasonable cost of repair or its value. Loss or theft of the laptop must be reported to the Office of Technology at (304) 329-0580 x225 by the next school day after occurrence, along with any accompanying police reports or insurance documentation. A table of estimated pricing for a variety of repairs and replacement is included in this handbook.

RETURN POLICY:

On the scheduled date at the end of each school year, all laptops will be returned to the Office of Technology to be re-imaged with the latest software updates over the summer. When the students return the next academic year, the laptops will then be issued back to the student at the designated time. Failure to return the laptops in a timely manner will result in Preston County Schools declaring the student to be in default and all legal options will be implemented for the return of said property. Your rights to use and possess the property of Preston County Schools will terminate no later than the last day of the school year unless terminated earlier by Preston County Schools or upon withdrawal from Preston County Schools. Failure to return Preston County Schools' property or continued use of their property for non-school purposes without Preston County Schools consent may be considered unlawful appropriation of school property.

CHARGING:

Students are responsible for charging their laptops prior to coming to school. Schools do not have the capacity to charge every student's individual laptop. Arrangements for making school-time charges for individual laptops will be determined by the building principal. Students may bring the power bricks with them to school and each brick will be labeled to determine ownership; however, student/parents are responsible for power bricks that may become lost, stolen, or damaged.

GENERAL RULES:

- Must follow all Preston County Schools' Acceptable Use policies and guidelines.
 - Do not leave the laptop unattended/unsecured anywhere, even with a friend.
 - Laptops remain the property of Preston County Schools' and are subject to audit by county staff at any time.
 - Students will return the assigned laptop, case, charger, and cord in good condition at the scheduled date at the end of the school year and pick them up again at the beginning of the next school year. They will keep the same laptop until graduation (grades 5-8 and 9-12) or departure.
 - Students will be responsible for keeping their laptops secure and in good condition, and a work order will need to be submitted when issues with the laptop arise (work order process provided later in this document).
 - Students will demonstrate responsible and safe use of the Internet both at school and at home.
 - Students will respect teachers and use laptops only as directed in the instructional environment.
 - Students will respect peers and promote positive interactions among all classmates.
 - Students are responsible for all use of their laptops.
 - All software loaded on the laptop must be approved by Preston County Schools' Office of Technology.
 - Students are not allowed to paste stickers/adhesives, or decorate their laptops; nor deface manufacturer or county labels.
 - Inappropriate media may not be used as a screensaver or wallpaper.
 - Students are not permitted to use student-created passwords.
 - Any inappropriate content found on a laptop by the Office of Technology or individual school will be reported to the principal for disciplinary action.
 - Non-instructional music and games are not permitted to be downloaded from the internet. This may be a copyright violation and subject to criminal investigation.
 - Do not loan, borrow, or share your laptop or school login credentials with any other student.
- All student laptop internet traffic will be filtered by **Lightspeed client software** outside the K-12 network (i.e. at home or other locations outside of school). Information about Lightspeed client software can be found at the following link: <http://community.lightspeedsystems.com/products/web-filter3/>. The Lightspeed client software:
- Restrict the laptops' ability to access inappropriate content outside of the K-12 network.
 - Provides reporting options on individual device usage.
 - Provides options to control the level of access users have to specified sites.
 - Controls times in which the device can access the internet (cuts off at 10 PM for grade 5-8 students and at 12 AM for grade 9-12 students with service restoring at 5 AM)
 - We request that viable educational sites that are being blocked via Lightspeed please be reported to the Office of Technology (see work order process below) to allow them to be "whitelisted" for use.

TRANSPORTING LAPTOPS:

- Student laptops must be transported in the PCS-issued laptop case at all times. Students should contact the Technology Department in the event of a broken, torn, or lost case.
- Students should not have their laptops out of the case while being transported on school buses as per district policy.

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 or place any undue pressure on the screen.
- Do not place anything on or in the carrying case that will press against the cover.
- Do not poke the screen with sharp objects and clean the screen with a soft, dry, anti-static cloth .
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

DEVICE SPECIFICS / PRICE LIST

- The device selected for the 1-1 Computing Program this year is the HP Stream Pro 11 G4 Education Edition.
- Device specifications for the HP Stream can be found at the following link: <https://www.microsoft.com/en-us/education/devices/hpstream11prog4ee/default.aspx>.
- Each student device will be inventoried by the PCS Technology Department. A label with the students' name and device id will be placed on the top cover of the laptop for identification purposes along with the device case and power brick.
- The replacement cost for the device, which is subject to change reflecting market value, is currently \$259 (which includes the four-year warranty for the device and battery). A replacement bag can be purchased for \$16.25.
- The cost for a replacement screen for the device will be based on current market conditions but can currently be purchased for \$34, and the cost a replacement power brick for the device will be based on market conditions but can currently be purchased for \$15.

WARRANTY AND INSURANCE:

- The individual student laptops are covered by a limited four (4) year warranty purchased by Preston County Schools that protects the notebook from general use, repairs, and/or equipment default. There is also a three (3) year battery warranty. Examples of what is and is not covered by this warranty is included in the chart below.
- Preston County Schools also recommends consideration of the purchase of a one (1) year insurance policy through Worth Ave Group. The insurance option protects against: accidental damage (i.e. drops and spills), cracked screen, liquid submersion, flood/fire damage, theft/vandalism, natural disasters, and power surge due to lightning. This laptop policy will provide replacement cost coverage and protect the notebook worldwide (on and off school grounds).
- For complete details, please see the enclosed form if you are interested in this option. Policy purchases can also be made at our district portal at <https://my.worthavegroup.com/prestonwv>. If you have any claims or questions, please contact **1-800-620-2885** or customerservice@worthavegroup.com. This policy is a one-year policy and can be renewed each year.
- Insurance claims are determined by the coverage carrier and not Preston County Schools. Before purchasing, read the coverage options carefully.

➤ Examples of the PCS purchased Limited 4-year warranty:

COVERED BY LIMITED 4-YEAR WARRANTY	NOT COVERED BY LIMITED 4-YEAR WARRANTY
Hard Drive Failure	Hard Drive Failure After Being Dropped
Screen Backlight Goes Bad / Screen Shifts	Screen is Visibly Broken / Cracked / Damaged
Properly Cared for Power Cord Goes Bad	Power Cord is Twisted, Kinked, Cut
System Board Failure	Laptop is Dropped / Damage is Noticeable/ Liquid Spilled on Laptop
One (1) Key Popped Off the Laptop	Multiple Keys Popped Off the Laptop

WORK ORDER PROCESS:

- When a technical issue arises with a student laptop, the following procedural steps should be taken to address the issue in a timely manner.
 - When technical issues arises with a 1-1 laptop, the issues can first be reported to a student's classroom teacher and/or the TIS or TSS servicing the particular school (see chart below). If the issue is a quick or simple fix, these issues might be quickly resolved without the need for the issuance of a formal technology work order.
 - More significant issues that require more formal intervention, will require the issuance of an online technology work order. An online work order system is currently in place for all district schools on the PCS website @ www.prestoncountyschools.com under the Employees link @ the following url: <http://www.prestonboe.com/technologyforms.html>. Classroom teachers, TIS, and/or TSS staff can submit needed work orders for students via the previously mentioned system. Issues that cannot or are not being addressed at the local level can be reported to PCS Network Administrator Paul Sines at (304) 329-0580 ext. 333 or via email at psines@k12.wv.us and/or Director of Technology Brad Martin at (304) 329-0580 ext. 225 or via email at brrmarti@k12.wv.us.

School	Name	Email
Aurora School	Jayne Lazare	jlazare@k12.wv.us
	Mary Martin	memartin@k12.wv.us
Rowlesburg School	Ange Williams	awilliam@k12.wv.us
	Mary Martin	memartin@k12.wv.us
Bruceton School	Sophia Tichenor	stichenor@k12.wv.us
	Melissa Kent	mkents@k12.wv.us
Terra Alta / East Preston School	Mary Martin	memartin@k12.wv.us
	Tiffany Forman	tforman@k12.wv.us
South Preston School	Jenny Zinn	jzinn@k12.wv.us
	Sophia Tichenor	Stichenor@k12.wv.us
West Preston School	Rebecca Herko	rherko@k12.wv.us
	Tammy Ashcraft	tbiceash@k12.wv.us
Fellowsville Elementary School	Rhonda Phillips	rlphilip@k12.wv.us
	Rebecca Herko	rherko@k12.wv.us
Kingwood Elementary School	Michelle Liga	mliga@k12.wv.us
Central Preston Middle School	Ashton Carr	ashton.carr@k12.wv.us
	Michelle Liga	mliga@k12.wv.us
Preston High School	Brian Bailey	bebailey@k12.wv.us
	Allen Corbitt	acorbitt@k12.wv.us

TO REPORT THEFT:

1. File a theft report with local law enforcement.
2. Contact the PCS Helpdesk at (304)-329-0580 x225 and/or brmarti@k12.wv.us.
3. Provide a written copy of the report filed with the county or municipal police department.
4. Once this process has been completed, a replacement device will be provided by the PCS Technology Department (pending immediate availability).

STANDARD PRIVILEGES / SUSPENDED PRIVILEGES:

- Every Student will begin the school year with Standard Privileges.
- Standard Privileges will allow a student to take their notebook home with them each day, over weekends, and during holidays

CONSEQUENCES of FAILURE TO COMPLY:

- Failure to comply with the handbook/policies as set forth here may result in loss of privileges to use Internet and network computers indefinitely and may also result in further disciplinary action (See Preston County Schools' Policy 11-13-4 – Inappropriate Behavior & Meaningful Interventions & Consequences Under SBP 4373) up to and including suspension and/or expulsion.

Student/Parent 1:1 Notebook Program Agreement:

PLEASE RETURN TO SCHOOL

I hereby agree to comply with the Student/Parent 1:1 Notebook Program Handbook and the Preston County Schools' Acceptable Use Policy.

Student Full Name (please print) _____ Grade _____

Student Signature _____ Date _____

Parent or Guardian Full Name (please print) _____

Parent or Guardian Signature _____ Date _____

- If you have any questions about this Student/Parent 1:1 Notebook Program Handbook, please contact Preston County Schools Office of Technology at (304) 329-0580 x 225. Complete and updated information about the PCS 1:1 Student Notebook Program can be found at the PCS' website at www.prestonboe.com.