

Yukon-Koyukuk School District

Parent & Student Handbook

**VPSC
DIGITAL LEARNING
PROGRAM**



2008-2009

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Introduction

Yukon-Koyukuk School District is proud to enter into the first year of the Digital Learning Program. This Program loans a school-owned laptop computer to every student in 6th through 12th grade for school and home usage to expand and extend the educational process and to carry out and support the curriculum set forth by the school board. These Acer Laptops will be an important tool for student learning. We are excited to be able to offer the laptop computers as instructional resources for our 6-12th grade students. The students share this excitement. The impact on teaching and learning has been enormous. The students now have access up-to-date information to enhance their learning. Simultaneously, students will increase their technology skills and prepare for higher education and the workforce of the future.

In order to ensure success for our students, we want to be sure they understand that along with this great privilege also comes responsibilities. Since each student and family is responsible for the proper care of this equipment, we know that they will appreciate these procedures to provide them with guidelines on how to keep their Acer Laptops in optimal condition. The steps outlined will help students understand how to handle and care for the computers properly and to store them safely, so that they will always have access to their valuable data and programs.

This handbook has been developed based on Yukon-Koyukuk School District policies. Students and families are responsible for upholding district policies and procedures governing the use of school equipment. No modifications to any software, hardware or any of the equipment or services is permitted without prior permission from a designated Yukon-Koyukuk School District Program representative (School Principals or District Technology Staff).

As the Digital Learning Program proceeds, it may become necessary to modify these procedures. Procedures are periodically reviewed and are subject to change at any time. Appropriate notification will be issued as the procedures are updated.



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Student Expectations

YKSD is providing student access to its laptops, networks and Internet service for educational purposes and research consistent with the curriculum and instructional goals of the district and expect the student to:

- Follow all district policies and procedures governing the use of school equipment.
- Laptops are for use in the schools and may **only** be taken home with permission from the school principal or designee. If the laptop is approved to take home:
 - Come to school with laptop batteries fully charged.
 - Charge laptops for a period of at least five hours.
 - A dead battery is **not** an excuse for late or missing work unless due to maintenance issues.
 - A lost document is not an excuse for late or missing work.
 - Use laptops for educational-related purposes only
 - School laptops are not to be loaned or leased to anyone else.
- Have laptops available for inspection at teacher or administrator's discretion.
- Understand that the same rules and expectations that apply to non-technology related conduct and communication, also govern student use of computers.
 - Just as passing notes, listening to iPods (or anything with a headset) and playing video games are not acceptable school behavior, neither is instant messaging, listening to music, or playing non-educational games on the laptop.
- Help conserve resources by using print preview, obtaining teacher permission before printing, and/or printing documents digitally to PDF.
- Software, hardware, or additional plug-ins **are not** to be loaded on these laptops.
 - Students are responsible for damages caused by any attempt to do so.
 - Make arrangements for tech department staff to properly install any necessary print drivers or Internet provider software.
- Properly store, care for and maintain laptops and associated equipment as outlined in "Laptop Handling and Care Instructions" (see Appendix C).
 - **The laptop comes with a protective carrying case for ease in carrying. Use this whenever carrying the laptop when moving within the building between classes, as well as outside of the building.**
 - **To ensure safety and to reduce the possibility of damage, the laptop is to remain in its case at all times while on a school bus or at lunchtime.**
 - **Keep laptop and computer bags clear of any stickers, decorations or other personal markings. Ensure YKSD tag is visible.**
- Understand that intentional mishandling can result in loss of laptop use, disciplinary consequences and/or deductible insurance costs for any needed repair or

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Student Expectations contd.

replacement.

- Notify appropriate building personnel, fill out appropriate forms (*Appendix E*) and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it repaired and returned quickly!
 - Damage reported as accidental will be relayed to School administration who will review this information and report their findings to the student and parents.
- Make no changes or alterations to the configuration of these laptops, other than personal Internet setting changes, when necessary.
 - Changes to the base configuration can result in errors, which can be difficult and costly to fix, charges will be assigned to the student for technology time.
 - Students will be held responsible if any alternations are made and this will result in appropriate disciplinary action.

The building principal shall have final authority to decide appropriate consequences if students are found to be responsible for any unacceptable activity.

Parent Expectations

For students to experience all of the success and benefits that this program can offer, the district encourages parents to:

- Share in their son's or daughter's excitement about this great opportunity and learn along with them as they use this instructional tool to enhance their learning, and to prepare for their future in the 21st century.
- Monitor appropriate Internet use and adherence to Internet guidelines by the student when using their laptop. (*Appendix D*)
 - While Yukon-Koyukuk Schools will provide some internet security via a proxy server, (meaning some sites will be blocked), during home use the Yukon-Koyukuk School District is not able to monitor appropriate student Internet use. Parents should ensure that their child adheres to Internet guidelines established at home and at school. (*see Appendix G*)
- Oversee that students do not load software, hardware or plug-ins.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen (*Appendix E or F*) and report it no later than the next school day.
- Sign and follow the DLP Participation Agreement (*Appendix B*)
 - Reimburse the School District for any damage or loss (including theft) of the computer equipment, to the limits of the deductible, if such

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Parent Expectations contd.

damage or loss is found to be due to negligence or misuse on the part of the student. The policy on deductible amount is described in detail on *Appendix B*.

- Ensure that only the student and family members will use this computer for school-related purposes.
- Return the equipment at the end of the school year or upon leaving the district.

Usage Fees & Options

- Each student who participates in the Digital Learning Program will be required to pay a \$50 non-refundable usage fee **OR** complete 5 hours of community service (*see Appendix H*) before taking possession of their laptop.
- Students may purchase 3 year old computers at the fully depreciated value set by the district.
- Seniors who have passed all 3 sections of the High School Graduation Qualifying Exam may have the option to keep their computer at no additional cost.

Be Safe . . . Have fun . . . Learn!

Remember:

- Keep personal information about yourself or others off of the Internet.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- The laptop is for your own use only...this is one situation you should not share!
- Notify a teacher immediately if you suspect problems with your laptop, including breach of security.
- Follow all rules so you won't lose privileges and/or have to go through disciplinary actions.
- To prevent loss, damage, or to your laptop NEVER leave it unattended or have it out of its protective bag on the bus or in the cafeteria during lunches.
- Keep your closed laptop in its bag when traveling between classrooms.



Copyright Laws

- Respect the rights of copyright owners.
- If you have any questions concerning what is considered legal, please speak to your teacher or administrator.

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Prohibited Use & Consequences

- The user is responsible for his/her actions and activities involving School District computers, networks and Internet services and for his/her files, passwords and accounts. Refer to *Appendix C*, for details on acceptable use.
- Consequences for non-compliance with the policies and procedures laid out in this document will be aligned to the consequences in the School Student Handbook for similar situations. This includes disciplinary actions and financial responsibilities.
- The building principal shall have final authority to decide appropriate consequences regarding non-compliance.

Expectation of Privacy

- There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the district computers and / or network..
- Teachers and/or school district administration may conduct an individual search of a student's computer files, music, video, e-mail or other related items.
- The district will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through the district computer systems.

Repair, Replacement Requests & Support

- In the event that your laptop requires replacement, or is lost or stolen, the parents and student are to fill out the attached Computer Equipment Report (*Appendix E*) and are to turn it into the main office right away. The main office will then notify the Technology Director.
- Every effort will be made to repair or replace it in a timely fashion. If available, a replacement will be supplied to the student until the laptop is returned.
- **Technical support is only available during school hours.**
- For simple problems, issues or questions, fill out an Incident Report (*Appendix D*) and send it in with your child, and we will contact you as soon as possible.

