



Parent/Student Technology Handbook

Park Ridge School District

Overview

The Park Ridge School District is committed to the mission of educating all students to achieve the New Jersey Common Core at all grade levels. In order to nurture all students to be life-long learners, ethical and responsible citizens, and independent, productive members of a global society, the district committed to supporting the growth of the one-to-one laptop program for student in grades six through twelve. This program immerses students in an enriching learning environment and assists teachers as they support students in acquiring the skills and knowledge for success – both in college and career – in the 21st century.

Once read and signed, the information within this handbook establishes a contract for the rules and responsibilities agreed to by the parties involved in the privilege of the laptop program. The Park Ridge School District reserves the right to change or modify the handbook at any time, and any change to the handbook will be effective immediately upon posting. For any changes to the handbook, reasonable steps will be taken to notify you of such changes. In all cases, continued use of district technology after publication of such changes, with or without notification, constitutes binding acceptance of the modified handbook.

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Support students in making the shift from seeing technology as a device for entertainment to a device for productivity.

Parent/Guardian Responsibilities

In order for a student to receive a laptop, a parent/guardian must:

- ✓ Review the technology handbook with your child/children
- ✓ Sign the Laptop Agreement Form and Acceptable Use Policy
- ✓ Make the Laptop Insurance Program payment
- ✓ Monitor student use and ensure proper care of the laptop at home by setting rules/expectations for laptop use
- ✓ Ensure the return of the laptop and all accessories at the end of each school year or before withdrawal from school

Laptop Rules & Guidelines

The following is summarized from the district's [Acceptable Use Policy](#). All rules and guidelines are in effect before, during, and after school hours, for all Park Ridge School District network/computers, whether on or off the school campus. Students must understand and follow these rules and guidelines. Violations of these rules and guidelines will result in disciplinary action.

DO:

- Use district network/computers for educational purposes
- Use network/computers appropriately and keep equipment (i.e. laptops, batteries, power cords, and cases) in good condition
- Use good judgment

DON'T:

- Use network/computers for anything illegal or indecent (e.g. No illegal activity, bullying, harassing, inappropriate images, or plagiarism)
- Use network/computers in a manner that is disruptive to other users, services, or equipment (e.g. No spam or viruses, large amounts of data, or trying to hack systems)
- Use network/computers for commercial purposes or personal gain

ACCEPTABLE USE PROCEDURES

General Guidelines

All use of technology must:

- ✓ Support education
- ✓ Follow local, state, and federal laws
- ✓ All files on the network/computers must be school appropriate

Inappropriate Content

Inappropriate content includes explicit or implicit references to:

- ✓ Alcohol, tobacco, or drugs
- ✓ Gangs
- ✓ Obscene language or nudity
- ✓ Bullying or harassment
- ✓ Discriminatory or prejudicial behavior

General Guidelines

Laptops are intended for use at school each day. Students will retain their original laptop each year while enrolled in the Park Ridge School District.

- ✓ Charge the laptop fully each night. The charger should remain at home.
- ✓ A loaner laptop will not be given if the laptop was left at home or is not fully charged.
- ✓ Students leaving laptops at home or having a drained battery will be required to complete assignments using alternative means as determined by the teacher.

LAPTOP USE AND CARE

Energy Saving

Fully charged laptops have a battery life of eight hours. The following tips will help save battery life:

- ✓ Turning off the keyboard backlight and dimming the screen brightness
- ✓ Quitting all applications not in use
- ✓ Shut down completely before closing the screen for prolonged periods of inactivity

Classroom Routines

Follow all directions given by the teacher

- ✓ Keep sound muted
- ✓ Center the laptop on the desk
- ✓ Lock the computer before walking away from it
- ✓ Close the screen of the laptop before standing up or moving and/or transporting, taking care not to close the screen on objects inside the laptop
- ✓ Students may not loan laptops or accessories to other students for any reason

Saving Data

Students are responsible for backing up all data saved to the laptop

- ✓ All district rules and guidelines apply to any data storage device plugged in to a PRSD laptop
- ✓ Storage devices include: flash drives, cloud services, and external hard drives
- ✓ All data must be backed up by the student prior to servicing at the Technology Office since data is likely to be destroyed if reimaging is required

Software

Students should not attempt to install, uninstall, or modify any application, game, or operating system component

- ✓ Students may not download or install software applications on the laptop
- ✓ All software and applications are district provided

Hallways

Never leave the laptop unattended or unsecured for any reason

- ✓ Keep the laptop in the case at all times to protect from bumping
- ✓ Zip the case completely before carrying the laptop and do not store anything but the laptop in the case
- ✓ Use a backpack or carry the case by the handle

Lockers

Laptops should be stored in a **locked** locker when they are not in use

- ✓ Laptops should be stored on the hook or on its side standing up
- ✓ Never pile things on top of the laptop or leave it on the bottom of the locker
- ✓ Unattended laptops will be confiscated and disciplinary actions will be taken

Laptop at Home

Ensure care of the laptop and its use at all times

- ✓ Use the laptop in a common room of the home (e.g. living room or kitchen)
- ✓ Do not cause a tripping hazard when using the power cord/charger
- ✓ Store the laptop on a desk or table – never on the floor!
- ✓ Protect the laptop from extreme hot or cold, food and drinks, small children, and pets

Traveling

Ensure the laptop is not lost, stolen, or damaged

- ✓ Do not leave the laptop in a vehicle
- ✓ If threatened for the laptop, give it up and report the theft to school administration and the police as soon as possible
- ✓ Laptops are not allowed on school sponsored field trips or athletic events

LAPTOP USE AND CARE (continued)

Personalization	<p>The laptop and accessories are property of the Park Ridge School District</p> <ul style="list-style-type: none">✓ Do not remove district identification tags or barcodes✓ Do not place stickers or otherwise mark the laptop or accessories in any way✓ Laptops are to remain in both the hard and carrying cases. Personal cases are not permitted.
Cleaning	<p>Use the laptop with clean hands and avoid touching the screen</p> <ul style="list-style-type: none">✓ Do not insert foreign objects (e.g. paperclips or pens) into the laptop✓ Do not use Windex or other cleaning solutions✓ Wipe surfaces with water using a damp, clean, soft cloth

TROUBLESHOOTING AND LOANERS

Procedure	<ol style="list-style-type: none">1. Student attempts to resolve the issue:<ul style="list-style-type: none">- If appropriate, student may ask for help from a classmate or teacher if time permits.- Students should not waste excessive class time troubleshooting issues- Students should never attempt repair or reconfiguration of the laptop. Under no circumstances are students to attempt to open or tamper with the internal components of the laptop. Doing so will render the warranty void and will result in disciplinary action.2. If the issue is not resolved, the student should contact the Technology Office<ul style="list-style-type: none">- The Technology Office is open from 7:30 am – 4:00 pm Monday-Friday. The office is located across from the cafeteria in the Junior/Senior High School.- Visit the Technology website for a video library of tutorials and FAQs.3. Students must back up any work saved on the laptop to a storage device prior to delivering laptop for servicing in the Technology Office.4. If necessary, student will receive a loaner laptop to return to class.5. When the student's original laptop is ready to be picked up, student will be notified.6. Student returns loaner in exchange for original laptop either by the end of school or beginning of school the next day.
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E-MAIL

Purpose	<p>Students are issued a Microsoft Outlook e-mail account. Outlook allows students to safely and effectively communicate and collaborate with teachers and classmates.</p>
General Guidelines	<p>E-mail should be used for educational purposes only</p> <ul style="list-style-type: none">✓ E-mail transmissions may be monitored by staff at any time to ensure appropriate use✓ All e-mail and contents are property of the District✓ E-mail should only be used by the authorized owner of the account✓ Students must protect their password
Unacceptable Use	<p>Examples include:</p> <ul style="list-style-type: none">✓ Non-education related forwards (e.g. jokes, chain letters, images, etc...)✓ Harassment, profanity, obscenity, or racist terms✓ Cyberbullying, hate mail, or discriminatory remarks✓ E-mail for individual profit or gain, advertisement, or political activities

WEB CAMS

Purpose	Each laptop is equipped with a web cam. This feature offers students an extraordinary opportunity to experience a 21 st century tool and to develop 21 st century communication skills.
Examples of Use	Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include: <ul style="list-style-type: none">✓ Recording videos or taking pictures to include in a project✓ Recording one's practice and watching it back for rehearsal and improvement
Safety	Refer to the Digital Citizenship section of this handbook for suggestions on monitoring student use of technology.

Note: You may not record or take pictures of your classmates and/or teacher without his/her permission.

LISTENING TO MUSIC AND WATCHING MOVIES

At School	Listening to music or watching movies on the laptop is not allowed during school hours without permission from a teacher. Permission will be given only to complete a school assignment.
At Home	Listening to music or watching movies on the laptop is allowed at home with permission from parent(s)/guardian(s).

GAMES

At School	Gaming on the laptop is not allowed during school hours unless a teacher has given you permission. Any games must be in support of education.
At Home	Gaming on the laptop is allowed at home with permission from parent(s)/guardian(s). The following conditions should be met: <ul style="list-style-type: none">✓ All school work is complete✓ The content of the game is school appropriate✓ The game is in support of education

INSTANT MESSAGING

At School	Instant-messaging on the laptop is not allowed during school hours without permission from a teacher. Permission will be given only for instant messaging that is useful in completing a school assignment. All communication must be related to the school assignment.
At Home	Instant-messaging on the laptop is allowed at home with permission from parent(s)/guardian(s). The following conditions should be met: <ul style="list-style-type: none">✓ The content of the messages is school appropriate✓ The messages are in support of education

PRINTING

Purpose	The district encourages students and teachers to conserve paper and limit printing as much as possible.
At School	Students should print to the printers in the library.
At Home	Students are allowed to connect to printers at home. Laptops have printer drivers installed for the most popular and latest printers. Students can connect to home printers using the USB cable to install home printer drivers and print documents.

COPYRIGHT AND PLAGIARISM

Considerations

Students are expected to follow all copyright laws. “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover any expression of an idea.

Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Plagiarism is a violation of giving credit to source material even if done so innocently or unintentionally. Utilizing sites selling written papers, book reports, and other student work is not permitted. You must give credit when using:

- ✓ Quoted or summarized text (including e-mail and Web information)
- ✓ Graphics
- ✓ Art
- ✓ Photographs
- ✓ Movies
- ✓ Music
- ✓ Software

Violations

Violating these rules and guidelines will result in disciplinary action

Network Access & Filtering

- A current content filtering solution is maintained by the district for school use on the laptops to block inappropriate or objectionable material.
- It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. Each user is responsible for avoiding inappropriate sites.
- Students will log in to the PRSD network using their assigned username and password, which will be distributed at the beginning of the school year.
- The district content filter will continue to filter content outside the PRSD network (i.e. from home).
- Attempting to disable or circumvent district Internet content filters and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.
- Student use of the Internet is monitored at school, and it is the responsibility of the parent/guardian to monitor at home.
- Students are allowed to connect to WiFi networks at home and other public locations (e.g. Barnes & Noble, Panera Bread, airports, etc...)
- Only Park Ridge School District computers are allowed access on the district network. Personal devices are not allowed on the network.
- Use good judgment and behavior on the Internet:
 - Never reveal personal information about yourself or someone else
 - Do not publish student pictures or names on any website without school permission
 - If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately

Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you his or her work often.

Security & Privacy

As per the Anti Big-Brother Act, (N.J.S.A. 18A:36-39 P.L. 2013, c. 44), you are hereby notified that school issued electronic devices may record or collect information on user's activity both online and offline.

The Park Ridge School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.



VIRUS PROTECTION

All laptops have antivirus protection software installed. The virus software will automatically scan any unprotected storage space at startup. Do not attempt to remove or add virus protection software.

Students who identify or know about a security problem are expected to convey the details with a teacher or administrator without discussing it with other students.

ONLINE ACCOUNTS AND PASSWORDS

Students may be asked to create online user accounts (i.e. Schoology, Google, etc...) for educational purposes. Teachers are responsible for supervising the use of these accounts during instructional time. Parent(s)/guardian(s) will be notified of the use of accounts within the course syllabus or via the teacher's website.

DO:

- Keep passwords safe and confidential
- Logout of programs and accounts before quitting an application or shutting down the laptop

DO NOT:

- Share your password or use someone else's account. Students are responsible for anything done using their login
- Develop programs to harass others, hack, bring in viruses, or change others' files

USER DATA

All files stored on the PRSD laptop or network is the property of the district and is subject to regular review and monitoring for responsible use. Internet history and e-mail checks may occur at the discretion of District Administration.

Staff maintains the confidentiality of student data in accordance with federal law (FERPA). Permission from parent or guardian is needed to publish student work.

WEB CAMS

The district will not have the right or ability to remotely access the laptop's web camera.

MONITORING

Teachers and administrators may search computers for inappropriate material if they have reasonable suspicion of its existence.

Technology staff will have the ability to remotely control computers and monitor all network traffic to troubleshoot issues.

RESTRICTIONS

Restrictions on the network and computers will block certain functions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.

Damaged or Lost Equipment

DAMAGED EQUIPMENT

Repairs	Unexpected problems may occur with the laptops that are not the fault of the user (i.e. computer crashes, software errors, etc...). The Technology Office will assist students with resolving these issues.
Loaner Laptops	Temporary replacement laptops, known as “loaners,” are available so learning is not disrupted by the repair process. Students are responsible for the care of the loaner while it is issued to them. The same rules and guidelines apply to loaner laptops. Students are required to make frequent data backups to a storage device in case they need to be issued a loaner.
Accidents v. Negligence	Accidents happen. However, there is a difference between an accident and negligence. After investigation by school administration, if the laptop is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.
Reporting	Students are responsible for the laptop and all accessories they have been issued. Laptops in need of repair must be reported to the Technology Office as soon as possible (e.g. same day or no later than the next school day). Failure to report damage may result in disciplinary action and fees.

LOST EQUIPMENT

Reporting	The student or parent must report lost equipment to the school immediately.
Financial Responsibility	The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be financially responsible for damaged or lost equipment.

STOLEN EQUIPMENT

Reporting	<p>If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the cost of replacing the item(s).</p> <p>Failure to report the theft to the proper staff and follow the proper filing procedure may result in the student/family being responsible for the cost of replacing the item(s).</p>
Financial Responsibility	Laptops are covered by the district's Laptop Insurance Program. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

LIABILITY

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- ✓ Not returned
- ✓ Intentionally damaged
- ✓ Lost because of negligence
- ✓ Stolen, but not reported to school and/or police



Owl Care Insurance Program

- Owl Care covers all minor laptop repairs, and it provides a one-time replacement if a laptop is accidentally damaged beyond repair. Owl Care does not cover laptops intentionally damaged or situations where it is determined a student was negligent (which is determined by the assistant principal or principal). Power cords and/or other accessories are not covered under the manufacturer's warranty, or Owl Care Insurance Program.
- Each first time laptop program participant will pay \$50 (new registrations/transfer students, as well as 5th and 6th graders), for the premium of approximately \$1,000 in coverage.
- At the end of each school year, the balance of the fund is reviewed. If the fund drops below a pre-determined level, an additional charge will be incurred by grades 7-12 parents to bring up the balance.
- When a student uses their one-time, school-career "oops," parents can choose to renew the Owl Care Insurance on the machine at a cost of \$200. This would give the student one additional "oops" on their laptop. In the rare case that the student has another accident that results in destruction of the machine and this second "oops" is used, the Owl Care Insurance may be renewed one more time at a cost of \$500. Although renewing the Owl Care after an initial "oops" is optional, it is important to consider that replacing the laptop at an out-of-pocket rate could exceed \$900.

Technology Discipline

School-Based Discipline	The discipline policies at each school encompass the one-to-one environment. The use of district network/computers is a privilege, not a right, and inappropriate use includes assisting, observing, or joining any unauthorized activity using the district network and/or computers. The Park Ridge School District Staff/Administration may confiscate a laptop from a student and/or restrict a student from accessing the network at any time without notice if the user is engaged in any unauthorized activity.
Compliance Checks	Students will provide access to any computer and/or accessories that they have been assigned upon the district or school's request. An individual search of the laptop and other stored student files may be conducted by teachers and administrators if there is suspicion that rules or guidelines have been violated.
Progressive Discipline	Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.
Classroom Interventions	For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.
Consequences	Consequences may include, but are not limited to: <ul style="list-style-type: none">✓ Assignments that re-teach or reinforce correct behaviors✓ Office referrals✓ Detentions / suspensions from school✓ Restricted network or laptop use

CYBERBULLYING

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." – Bill Belsey, President of Bullying.org

Cyberbullying in any form is unacceptable. Students will not engage in any cyberbullying activity. Discipline for cyberbullying will be handled on a case-by-case basis as deemed appropriate by school administration.

Digital Citizenship

The Park Ridge School District has partnered with Common Sense Media to provide students, parents, and teachers information and resources about digital literacy and citizenship.

Parents and students should review the resources together to be informed about Internet safety and responsibilities of living in a digital world. There are Family Tips for students in grades K-5, 6-8, and 9-12.

Resources can be found at www.commonsense.org