



New Egypt High School

Plumsted Township Laptop Take Home Program Handbook



Plumsted Township School District

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New Egypt High School's Laptop Take Home Program

A Message to Students and Parents/Guardians:

A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The Plumsted Township Board of Education, New Egypt High School, administrators and staff, are continuing this exciting educational opportunity for students in grades 9-12 that will help meet these expectations and prepare students for the workforce.

Through the use of technology, the Laptop Take Home Program will focus on achieving the following goals for our students and our community:

- Improve student engagement, achievement, and acquisition of 21st century skills, including (from the National Educational Technology Standards):
 - Creativity and innovation
 - Communication and collaboration
 - Research and information fluency
 - Critical thinking, problem solving, and decision making
 - Digital citizenship
 - Technology operations and concepts
- Enhance instructional strategies through the effective use of technology and 21st century teaching methods
- Improve educational access, participation, and communication by all students, parents, and members of the community
- Promote growth and economic development within the community
- Increase student accountability in the learning process

To help achieve these goals, students in grades 9-12 will be issued a laptop computer that will travel with them throughout the school day and may also be taken home after regular school hours. The laptop, software, and all accessories remain the property of The Plumsted Township School District at all times and are loaned to the students primarily for educational purposes. At the end of the academic school year, some laptops may be collected for routine updates, maintenance and cleaning.

Before your student receives his/her laptop, please read through the important information on the following pages regarding expectations and policies related to this Initiative. You and your student must also sign the accompanying Acceptable Use of Technology form and return it to New Egypt High School.

Anticipated Instructional Impact:

Through the Laptop Take Home Program, teaching and learning will be improved in the following ways:

- Increased student engagement
- Increased student achievement
- Increased student attendance
- Increased student interest in school
- Increased personal responsibility
- Improved teaching methods
- Accessible learning tool (laptop) available 24/7
- Cross-curricular collaboration
- Revision of current educational curriculum

Benefits to Students and the Community:

The central focus of this Initiative is to make a positive impact in the education of students and to offer a number of advantages to the community of New Egypt and its outlying areas. By loaning each student a laptop computer that can be taken home, the district is providing a valuable tool to families that will give them access to a variety of positive resources available in our technology-driven society. This provides students with a mobile learning tool that they can access at any time while also sharing the technology with the members of their household.

We live in the age of technology; the 21st century workplace demands employees who are comfortable and competent in their use of technology. As these companies search the U.S. for a place to set up shop, our community will be able to offer a number of advantages in this respect. This initiative will help build a bridge between the school and the community by producing graduates who will make up a tech-savvy workforce in our area, ultimately spurring economic growth.



Training for Students and Parents/Guardians:

Before a laptop can be issued, parents/guardians and students are required to sign the Acceptable Use of Technology and Equipment Loan Agreement, which **can be found in the Parent Portal**, and is included on page 26 of this document. In addition, both parents/guardians and students will be provided the opportunity to attend an orientation session in the Fall. The session will provide an overview of this program and an orientation to the computer and how it works at home and in school.

Internet Access:

Home Internet access is not necessary for participation in this program. If Internet is present in the student's home, a broadband Internet connection (such as DSL or Cable) is required to access the Internet on the school laptop. These machines will be able to access the Internet with a wireless connection.

The district understands that not all members of our community are able to receive DSL or Cable Internet at this time due to an absence of these services in their area or personal choice not to have the Internet in their home. As part of the Laptop Take Home Program, we are actively working to build partnerships with community organizations to provide wireless Internet access in locations such as churches, businesses, and other public places.

The New Egypt High School's wireless Internet access is available while the building is open; students will be able to use their district laptops to access the Internet in this way if a broadband connection is not available at home. Teachers will adjust assignments and strategies to reflect the limited availability of broadband access in our area, encouraging students to use the Internet while at school (when needed) and use the software at home to complete their tasks.

Students are encouraged to be resourceful, using Unit Lunch and afterschool wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home. Teachers will need to be flexible and understanding when requiring students to use the Internet for research or to complete assignments. Adequate time will have to be provided in school for activities requiring the Internet. Students at NEHS will be using various Internet resources for the purposes of:

- Responding to and commenting on curriculum topics
- Creating written projects/ media projects and commenting on each other's work
- Reviewing and sharing study strategies before tests and quizzes
- Collaborating on projects
- Practicing taking varied points of view on a topic
- Constructing class notes and writing persuasively
- Making classroom suggestions
- Creating content pages on curriculum topics

In compliance with the Children's Internet Protection Act (CIPA), PTSD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be no Internet content filtering on the laptop when it is used at home. Parental supervision is encouraged while the district equipment is being used at home in adherence of PTSD Acceptable Use of the Internet (Policy No. 6142.10-R). Individuals may also be accountable for content accessed and downloaded at home and brought into the school network.

Whether on school property or at home, students and parents/guardians are always encouraged to adhere to the Acceptable Use of the Internet as outlined in PTSD Policy No. 6142.10-R while using school district technology and equipment. Although this program permits some non-school related use by families and students while in the home, the guidelines established in PTSD Policy No. 6142.10-R provide a solid basis for sound and ethical use of the Internet for all family members. Inappropriate, unauthorized, and illegal use of the Internet or district e-mail service may result in the cancellation of those privileges and appropriate disciplinary action.



Connecting to the Internet at Home

If you have broadband access such as Cable or DSL at home, you can connect using a wireless router.

Wireless Router Connection

Broadband Internet can be distributed wirelessly through a router like the one below. If your Internet Service Provided (Verizon, Comcast, etc.) cannot supply you with a wireless router, you can purchase one at most electronics retailers. In most cases, your wireless router will be connected to your broadband modem through an Ethernet cable. The wireless router transmits a signal to the built-in wireless receiver in the laptop, giving you increased mobility with the laptop at home.



They come in a number of shapes and sizes, but one of the most important features to look for when purchasing a wireless router is security/encryption. We recommend securing your wireless signal with a password or encryption key—most wireless router models will walk you through this process the first time you set it up. If your wireless signal is not secured, it is possible for someone else within the signal’s range to use your connection without you knowing it. When creating a secured

wireless network at home, be sure to write down the password or encryption key and keep it in a safe place in case you add more wireless devices to your network at a later date.

When turned on, the PTSD laptop is designed to automatically pick up any wireless Internet signal in the area. The signal connection and strength are identified in the picture below. This icon can be found in the bar at the very top of the laptop’s screen on the right. Click on this Wireless Connection icon to open a drop-down menu with available wireless networks. Search for your network’s name in this list and select it.

When you attempt to access your wireless connection for the first time, you may be prompted to enter your security password or encryption code (see the image below). The PTSD laptop that your student will receive is designed to remember your secured wireless network so that you do not need to enter the password or encryption key each time you connect to the Internet.



Wireless Choices:

•Locked connections need a password-protected

•Without lock should easily connect by selecting the choice



IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

Care of Computers, Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. The computers are an expensive piece of equipment. PTSD Policy No. 5131.5 and Regulation 5131.5 -R forms the basis for care of the computers. Please carefully read the following information regarding possible damages, repair costs and replacement of equipment:

DAMAGES, REPAIRS AND REPLACEMENT:

- The student, parent/guardian will not be responsible for repairs that are covered by warranty, or are considered routine maintenance. These repairs are to be done at school by our certified technicians.
- Students, parents/guardians must not have repairs made or alter the machines at a computer repair shop other than the PTSD IT Department.
- If the student's equipment is lost or not returned to the district, the student, parent/guardian may be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment (as determined by the high school administration) the student, parent/guardian may be responsible for the repair of or replacing the equipment at full cost. The replacement cost to the district for each laptop is \$779. The replacement cost of the power supply is \$85.00.
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the School Code of Conduct.
- In the event that a computer is stolen, a police report of stolen property is required to relieve the student, parent/guardian of replacement costs.
- Parents/Guardians are strongly advised to secure an insurance policy for the computer or to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers. In the event of homeowner's or other insurance covering any such damage, theft or loss, students and parents/guardians understand and agree that Plumsted Township School District shall be a subrogee which stands in their shoes as an insured and shall be entitled to receive the proceeds of any available insurance. In the event that such proceeds are remitted to the student or parent/guardian, they shall promptly remit this money to the district to reimburse it for any such damages, theft or loss.

Parent/Guardian Terms and Conditions:

After completing all recommended requirements, your student will be issued the following equipment: a district-owned laptop, charger, and protective case. By signing the Acceptable Use of Technology and Equipment Loan Agreement, you the parent(s)/guardian(s) and student acknowledge that you have been provided with, read and understand, and agree to everything set forth in the materials pertaining to New Egypt High School's Laptop Take Home Program, including all of the terms and provisions of this "A Message to Students and Parents/Guardians," the "Acceptable Use of Technology for Students and Parents/Guardians," and the "Acceptable use of Technology and Equipment Loan Agreements for Student and Parent/Guardian."

- The equipment is the property of The Plumsted Township School District and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy this property in any way.

- Supervise your student's use of the equipment at home, including, but not limited to, his/her use of the hardware, programs, Internet, and email.
- While some liberties exist regarding non-school related work done at home, you understand and acknowledge that your student should follow the Acceptable Use Policy of The Plumsted Township School District. You, the parent/guardian, must also adhere to the terms and conditions of the Acceptable Use Policy. Please carefully read over these terms and conditions on the following pages.
- In accordance with PTSD Regulation 6172-R (Withdrawal From School), if a student withdraws from the Plumsted Township School District before the end of the school year, all equipment must be returned to the district in a timely manner. If the equipment is not returned within a reasonable timeframe, PTSD has the right to charge the student, parent/guardian for the full replacement cost of the equipment.
- While some liberties exist regarding non-school related work done at home, primarily, the equipment lent to the student is for educational purposes.
- Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mr. Dennis Wilno, Librarian for The New Egypt High School, at (609) 758-6800, extension 1313 during regular school hours. Or you can have your student seek the help of an iWarrior member during regular school hours; iWarrior members can be found in the NEHS Library throughout the school day.
- Help your student clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp, lint-free cloth with water only.
- The Plumsted Township School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tool used with the district equipment.
- Make sure your student charges the laptop battery regularly and brings his/her laptop to school every day. Students should be prepared for class with materials needed for class including their computer.
- Be sure to return any and all equipment when requested by the Plumsted Township School District. Computers will be subject to random checks and servicing by PTSD Information Technology staff.
- You agree to pay the full cost replacement value of the equipment if any or all of it is lost, not returned, or accidentally, willfully, maliciously, or negligently damaged beyond repair.
- You agree to pay the full repair cost of the equipment if it is accidentally, willfully, maliciously, or negligently damaged.

PLEASE MAINTAIN A COPY OF THIS INFORMATION FOR YOUR RECORDS. ON THE FOLLOWING PAGES, PLEASE CAREFULLY READ THE TERMS AND CONDITIONS OF THE ACCEPTABLE USE OF TECHNOLOGY AND EQUIPMENT LOAN AGREEMENT. IN ORDER FOR YOUR STUDENT TO RECEIVE A LAPTOP AS PART OF THE NEW EGYPT HIGH

SCHOOL LAPTOP TAKE HOME PROGRAM, WE MUST HAVE A SIGNED AGREEMENT ON FILE AT PLUMSTED TOWNSHIP HIGH SCHOOL.

PLUMSTED TOWNSHIP POLICY

FILE CODE: 6142.10 INTERNET SAFETY AND TECHNOLOGY

The board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

It is the policy of the district to establish safe and effective methods for student and staff users of the district's technological resources and to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. Comply with the Children's Internet Protection Act (CIPA).

COMPLIANCE WITH CIPA

Filters Blocking Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- A. Unauthorized access, including so-called "hacking," and other unlawful activities; and
- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the chief school administrator or his or her designee.

The chief school administrator or his or her designee shall provide students and staff who use the school internet facilities appropriate training including the following:

- A. The district established standards for the acceptable use of the internet;

B. Internet safety rules;

C. Rules for limited supervised access to and appropriate behavioral expectations for use of online resources, social network websites, and chat rooms;

D. Cyber bullying (board policy [5131.1](#) Harassment, Intimidation and Bullying) awareness and response.

Student use of the Internet shall be supervised by qualified staff.

Policy Development

The district Internet Safety and Technology policy shall be adopted and revised through a procedure that includes reasonable public notice and at least one public hearing.

ACCEPTABLE USE OF THE INTERNET

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the chief school administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

Access to the System

This acceptable use policy shall govern all use of the system. Individuals violating this policy may be subject to a full range of penalties at the discretion of the building administration including, but not limited to:

1. Suspension of network privileges;
2. Revocation of network privileges;
3. Suspension of computer privileges;
4. Suspension from school;
5. Expulsion from school; and/or

6. Legal action and prosecution by the authorities.

Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall provide for the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand alone computers. An acceptable use agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-5 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades 3-5 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Students in grades 6-12 may be granted individual e-mail accounts and access to the network system to create personal folders for school work. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian when the email account is initially created. This agreement shall remain in effect until the student graduates from high school or leaves the district.

Individual E-mail Accounts for District Employees

District employees shall be provided with email access. Access to the system will be provided for staff members who have signed the acceptable use policy agreement. Email will be monitored and archived for three years. Employee email is discoverable and will be released if subpoenaed within the archival period set forth in this policy.

District Web Site

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The chief school administrator shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall take appropriate steps to provide that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The chief school administrator shall provide notifications about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Acceptable Use

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This

applies to discussion group mail lists, instant message services and participation in Internet “chat room” conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

School Furnished Electronic Devices

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student’s activity or the student’s use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student’s activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

Implementation

The chief school administrator may prepare regulations to implement this policy.

Adopted: December 19, 2007

NJSBA Review/Update: September 2011

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Key Words

Acceptable Use, Blocking/Filtering Software, E-mail, Internet, Internet Safety, Technology, Web Site, World Wide Web, CIPA

Legal References:

Possible Cross References:

* 1111 District publications

* 3514 Equipment

3543 Office services

* 3570 District records and reports

4118.2/4218.2 Freedom of speech (staff)

*[5114](#) Suspension and expulsion

*[5124](#) Reporting to parents/guardians

*[5131](#) Conduct/discipline

*[5131.1](#) Harassment, intimidation and bullying

*[5131.5](#) Vandalism/violence

*[5142](#) Pupil safety

5145.2 Freedom of speech/expression (students)

*[6144](#) Controversial issues

*[6145.3](#) Publications

[6161](#) Equipment, books and materials

*Indicates policy is included in the Critical Policy Reference Manual.

PLUMSTED TOWNSHIP REGULATION

Regulation: 6142.10-R ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Plumsted Township School District provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The “system administrators” referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and pupil users and the parents/guardians of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parents/guardians on the district-approved consent and waiver agreement are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under Policy No. [6142.10](#).

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district’s networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. Behavior including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing visual depictions that are obscene as defined in [section 1460 of Title 18, United States Code](#);
3. Using or accessing visual depictions that are child pornography, as defined in [section 2256 of Title 18, United States Code](#);
4. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic

image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

5. Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. Harassing, insulting or attacking others;

7. Damaging computers, computer systems or computer network/computers;

8. Violating copyright laws;

9. Using another's password;

10. Trespassing in another's folders, work or files;

11. Intentionally wasting limited resources;

12. Employing the computer network/computers for commercial purposes; and/or

13. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Internet Safety

A Compliance with Children's Internet Protection Act

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene, child pornography and harmful to minors as defined in 2,3, and 4 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district enforces [Policy 6142.10](#).

B Compliance with Neighborhood Children's Internet Protection Act

1. [Policy 6142.10](#) and this Regulation establishes an Internet safety policy and procedures to address:

- a. Access by minors to inappropriate matter on the Internet and World Wide Web;
- b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Unauthorized access, including "hacking" and other unlawful activities by minors online;
- d. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
- e. Measures designed to restrict minors' access to materials harmful to minors.

2. Notwithstanding the visual depictions defined in the Children's Internet Protection Act and as defined in 2, 3, and 4 above, the board shall determine Internet material that is inappropriate for minors. The board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation [6142.10](#).

Information Content and Uses of the System

A. Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or

any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law; and

B. Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parents/guardians understand that the board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents/guardians having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with board policies and regulations and such activities may result in termination of such pupils' accounts on the computer network and their independent use of computers.

On-line Conduct

A. Any action by a pupil or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement;

B. Users and their parents/guardians specifically agree to indemnify the Hackensack School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the board relating to, or arising out of any breach of this section by the user; and

C. Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

A. Software libraries on the network are provided to pupils as an educational resource;

B. No pupil may install, upload, or download software without the expressed consent of the system administrator;

C. Any software having the purpose of damaging other members' accounts on the school district computer network/computers (e.g., computer viruses) is specifically prohibited;

D. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files; and

E. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the board's policies and regulations of a member who misuses the software libraries.

Copyrighted Material

- A. Copyrighted material must not be placed on any system connected to the computer network/computers without the author's specific written permission;
- B. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system;
- C. Members may download copyrighted material for their own use in accordance with Policy and Regulation Nos. [4132](#), Copying Copyrighted Materials;
- D. Any member may also noncommercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person; and
- E. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Public Posting Areas (Message Boards/Usenet Groups)

- A. Usenet messages are posted from systems connected to the Internet around the world and the school district system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which Usenet groups are most applicable to the educational needs of the school district and will carry these groups on the school district computer network;
- B. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the board policies and regulations; and
- C. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or Usenet groups.

Real-time, Interactive, Communication Areas

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

- A. Electronic mail ("E-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access;
- B. All messages sent and received on the school district computer network must have an educational purpose and are subject to review;
- C. Messages received by the system are retained on the system until deleted by the recipient or for a maximum of fifteen days. A canceled account will not retain its E-mail;
- D. Members are expected to remove old messages within fifteen days or the system administrators may remove such messages;
- E. The system administrators may inspect the contents of E-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the board policy, regulation or other laws and regulations of the State and Federal governments; and
- F. The board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer network/computers.

Disk Usage

- A. The system administrators reserve the right to set quotas for disk usage on the system;
- B. A member who exceeds his/her quota of disk space will be advised to delete files to return to

compliance with predetermined quotas; and

C. A member who remains in noncompliance of disk space quotas after seven school days of notification will have their files removed by a system administrator.

Security

A. Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the computer network, the member must notify a system administrator;

B. The member should not inform individuals other than the system administrators or other designated members of the school district staff of a security problem;

C. Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password;

D. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary;

E. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account;

F. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account; and

G. Any member identified as a security risk will have limitations placed on usage of the computer network/ computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

A. Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code;

B. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system; and

C. Vandalism includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

The system administrator may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by the system administrator, who shall ensure that the content of the site complies with federal, state and local laws and regulations as well as board policies and regulations.

Violations

A. Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action; and

B. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. [6142.10](#), Acceptable Use

of Computer Network/Computers and Resources, No. [5131](#), Conduct and Discipline, No. [5114](#), Suspension and Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

A. The particular consequences for violations of this policy shall be determined by the principal or designee in matters relating to the use of computer networks/computers and in matters of school suspension;

B. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action;

C. Individuals violating this policy shall be subject to the consequences as indicated in Policy No. [6142.10](#) and other appropriate discipline, which includes but is not limited to:

1. Use of Computer Network/Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

D. Decisions of the Principal or designee may be appealed in accordance with Policy No. [5145.6](#) Pupil Grievances.

Adopted: December 19, 2007

Readopted: February 8, 2012



PLUMSTED TOWNSHIP SCHOOL DISTRICT

117 EVERGREEN ROAD, NEW EGYPT, NJ 08533

Phone (609) 758-6800 Fax (609) 758-6808

NEW EGYPT HIGH SCHOOL LAPTOP TAKE HOME PROGRAM ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS AND PARENTS/GUARDIANS

At New Egypt High School, students enrolled in grades 9-12 will receive the following equipment for educational use both in school and at home: a MacBook laptop computer (with preinstalled software), charger, and protective carrying case. This equipment is the property of the Plumsted Township School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

The student and parent/guardian must read the terms and conditions outlined in this Acceptable Use of Technology and then sign the Loan Agreement form in the Parent Portal.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- Do not install or use any other software other than that which has already been installed on the laptop by the School District's IT Department.
- Do not alter or modify the pre-installed software in any way.
- The equipment is the property of the Plumsted Township School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.
- The Plumsted Township School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tool used with the district equipment.
- When the laptop is required for class work, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery charged and ready to go.
- Be sure to return any and all equipment when requested by The Plumsted Township School District.

- If a student withdraws from the Plumsted Township School District before the end of the school year, all equipment must be returned to the district in a timely manner. If the equipment is not returned within a reasonable timeframe, PTSD has the right to charge the student for the full replacement cost of the equipment.
- No student or other participant may post, comment, or change settings on the equipment, wikis, or web pages in violation of these terms and conditions.
- Each laptop has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact the New Egypt High School for a replacement.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The district has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances is strictly prohibited.
- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donations, advertising, and/or political lobbying) is strictly prohibited.
- Communication methods such as instant messaging, chat rooms, wikis, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator is prohibited during the school day.
- Computers should be taken home each night. Computers must not be left in lockers.

Using the Internet and Email:

- All use of Internet resources should be in accordance with the District's *Internet Safety and Technology Policy No. 6142.10* and Regulation 6142.10-R, *Acceptable Use of Computer Network/Computer Use and Resources*, including access and entries made using district equipment outside of school.
- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.
- Do not delete the Internet History on the computer. Doing so may be automatically considered an admission of guilt.
- In compliance with the Children's Internet Protection Act (CIPA), PTSD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be no Internet content filtering on the laptop when it is used at home. Parental supervision is encouraged while the district equipment is being used

at home in adherence of PTSD Acceptable Use of the Internet (Policy No. 6142.10). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

- Students, teachers, and parents/guardians may use the wireless Internet service at Plumsted Township Schools.
- While using school facilities, the following activities are strictly prohibited: (1) possession, use, or distribution of illegal drugs and/or alcoholic beverages, (2) possession of weapons, (3) conduct that would alter, damage, or be injurious to any district property, equipment, or furnishings, (4) Conduct that would constitute a violation of state and federal laws and regulations, (5) Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration, (6) Use of tobacco products. The district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

Files and File Management:

- Backup files regularly onto your PTSD network account or onto a CD, jump drive, or other portable media. The Plumsted Township School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.
- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs, alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the district equipment and network.
- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.
- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.
- Storing non-school related material (i.e. music, video, and other files) on the school's network/server or the hard drive of the laptop is prohibited. Personal storage devices are recommended for these items.

Safety and Security:

- No student or other participant may include any information or images on school-related wikis and websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the teacher immediately.

- No student may share his/her log-in information or protected information with anyone other than district staff members for the purpose of troubleshooting tech issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in anyway.
- Students must not knowingly upload or introduce an electronic virus to any district equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

Care, Service, and Repair:

- Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
- Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mr. Dennis Wilno, Librarian for The New Egypt High School, at (609) 758-6800, extension 1313 during regular school hours. Students should seek the help of an iWarrior member during regular school hours; iWarrior members can be found in the NEHS Library throughout the school day.
- Permanent stickers, labels, tags, or other markings should not be added to the equipment. Students may purchase a protective plastic cover and apply it to their computer. This cover may be decorated.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures.
- The laptop must be placed inside a protective carrying case when not in use.

- The laptop computer should go home every night with the student.
- Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause. (see page 8)

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the school code of conduct and otherwise.
- At the teacher's discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

PLEASE MAINTAIN A COPY OF THESE TERMS AND CONDITIONS FOR YOUR RECORDS. IF YOU WISH TO OFFER YOUR CONSENT TO THIS AGREEMENT, PLEASE SIGN AND COMPLETE THE FORM ON THE FOLLOWING PAGE. COMPLETION OF THIS DOCUMENT IS A REQUIREMENT FOR PARTICIPATION IN THE PLUMSTED TOWNSHIP EQUIPMENT TAKE-HOME PROGRAM. BOTH THE STUDENT AND A PARENT/GUARDIAN MUST SIGN THIS FORM.

NOTICE OF NONDISCRIMINATION

The Plumsted Township School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504.



Plumsted Township School District

STUDENT/PARENT LAPTOP Take Home Program USE AGREEMENT 2017-2018

PLEASE PRINT

Student Name	_____	_____	_____
	Last Name	First Name	Student ID #
Parent Name	_____	_____	
	Last Name	First Name	
Parent Email Address	_____		
Address	_____		
Home Phone	_____		
Cell Phone	_____		

In this agreement, "we", "us", and "our" means the District. "You and "your" means the parent/guardian and student enrolled in PTSD. The "property" is a laptop owned by the Plumsted Township School District. All students will receive a laptop, power cord and protective case.

- Terms:** You will comply at all time with the Plumsted Township School District's Parent/Student Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.
- Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.
- Loss or Damage:** Loss or theft of the property must be reported to the District by the next school day after the occurrence. District may disable the laptop remotely to protect the device and/or data on the device. You agree to pay the full cost replacement value of the equipment if any or all of it is lost, not returned, or accidentally, willfully, maliciously, or negligently damaged beyond repair. You agree to pay the full repair cost of the equipment if it is accidentally, willfully, maliciously, or negligently damaged.
- Repossession :** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property. Seniors must clear all records and pay all fees before participating in graduation ceremonies.
- Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.
- Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.
- Privacy:** This electronic device may record or collect information on the student's activity or the student's use of the device via a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. Plumsted Township School District shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

I have reviewed the Laptop Use Agreement Form and received a copy of the Plumsted Township Laptop Take Home Program Handbook. (You may also download a copy of these forms from the NEHS website: <http://www.newegypt.us/Domain/8>)

Parent/Guardian Signature

Student Signature

Date



PLUMSTED TOWNSHIP SCHOOL DISTRICT
117 EVERGREEN ROAD, NEW EGYPT, NJ 08533
Phone (609) 758-6800 Fax (609) 758-6808

FREQUENTLY ASKED QUESTIONS

1. Why is the district using Apple computers for this initiative?
2. How will this initiative help my son/daughter academically?
3. How will the school measure the success of this initiative?
4. How much will I need to pay for my student's laptop?
5. When will my son/daughter receive his/her laptop?
6. How do I know if I am violating copyright laws?
7. Will students be able to take the computers home?
8. What kind of Internet connection do I need?
9. What if I don't have Internet at home?
10. My child already has a computer at home, why do I need another one?
11. Will other members of the household be permitted to use the laptop?
12. What if a student's computer is lost or stolen?
13. How will technical issues and repairs be handled?
14. Will the school's content filter work when I'm on the Internet at home?
15. What are the consequences for misusing the computer?
16. What if the student forgets his/her computer?
17. Will the laptop and its programs work cross-platform with my home PC?
18. Can students connect their own digital devices (cameras, ipod, etc.) to the laptop?
19. What if the battery on my laptop dies during the school day?
20. What are 21st century skills and why does my child need them?
24. What is the process for payment for repairs or replacement?

1. Q: Why is the district using Apple computers for this initiative?

A: Apple products run Microsoft Office, so students using Excel, Word, and Power Point are learning the same software skills as someone using a PC, regardless of operating system choice. Our initiative is about helping students develop 21st century skills, where creativity and expression help them engage in their coursework and demonstrate mastery of the curriculum. Apple has consistently refined their computers, their software, and the services needed to help us, as educators, create exciting and authentic learning opportunities for our students. Apple assists educators with cost-effective and durable hardware, built-in digital authoring and collaboration tools, basic skills solutions, distribution and access products, and professional development.

2. Q: How will this initiative help my son/daughter academically?

A: The current generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. Through the use of technology, the New Egypt High School Laptop Take Home Program will meet these expectations and will impact the learning process by improving student engagement, achievement, accountability, and acquisition of 21st century skills. The Initiative is not designed to completely replace traditional teaching methods and interactions, but to enhance instructional strategies through the effective use of technology and 21st century teaching methods. Moreover, this Initiative will improve educational access, participation, and communication by all students, parents, teachers, administrators, and other key members of the educational community.

3. Q: How will the school measure the success of this initiative?

A: Teachers, administrators, and other professional staff will evaluate the success of this Initiative through numerous measurement strategies. They will use the results of standardized tests such as PARCC, SAT, PSAT, AP, ASVAB, and ACT. Rubrics for student work, products, and performances will be created to evaluate individual successes on assignments. In addition, they will examine student technology assessments, pass/fail and drop-out rates, attendance and discipline statistics, local demographic and employment statistics, and college application and retention statistics.

4. Q: How much will I need to pay for my student's laptop?

A: The laptops have already been purchased by the district through grant money and district resources; the equipment will remain the property of the Plumsted Township School District at all times and is **on loan** to the student. If the student's equipment is lost, the parent/guardian will be charged the full replacement cost of that equipment. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for repairs or replacing the equipment at full cost. The cost for common replacement parts is as follows:

<u>Right/Left Hinge</u>	<u>\$15.95</u>
<u>Top Case with Keyboard</u>	<u>\$95.95</u>
<u>LCD Screen</u>	<u>\$100.00</u>
<u>AC Power Adaptor</u>	<u>\$65.00</u>
<u>Replacement Computer</u>	<u>\$779.00</u>

Parents/Guardians are advised to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers. If homeowner's insurance does not cover the cost, then there are local insurance agents who can write policies to cover the computers.

5. Q: When will my son/daughter receive his/her laptop?

A: Laptops are issued the first month of school. The laptops will be available for use throughout the school day; however, in order for a student to take the laptop home, both the student and a parent/guardian must sign an Acceptable Use of Technology and Equipment Loan Agreement and complete the orientation program.

6. Q: How do I know if I am violating copyright laws?

A: In accordance with PTSD Policy No. 5131.2 (Plagiarism), improperly documented use of copyrighted material in any format will be deemed as plagiarism resulting in appropriate disciplinary action. Policy 4132/4232 states: "copyright infringement is a form of theft."

7. Q: Will students be able to take the computers home?

A: Yes. Students will be able to take their computers home to work on assignments and projects and to encourage continuous communication with teachers and classmates regarding those assignments and projects. However, in order for a student to take the laptop home, both the student and a parent/guardian must sign an Acceptable Use of Technology and Equipment Loan Agreement at the start of each school year.

9. Q: What kind of Internet Connection do I need?

A: In order to access the Internet on the district laptop, you will need a broadband Internet connection (such as DSL or Cable). These machines will not be able to access the Internet with a dial-up connection. You can a wireless connection with these laptops.

10. Q: What if I don't have Internet at home?

A: Home Internet access it is not necessary for participation in this program. If Internet is present in the student's home, a broadband Internet connection (such as DSL or Cable) is required to access the Internet. These machines will not be able to access the Internet with a dial-up connection. You can use a wireless connection with these laptops. The District understands that not all members of our community are able to receive DSL or Cable Internet at this time due to an absence of these services in their area or personal choice not to have the Internet in their home. As part of the Plumsted Township Laptop Take Home Program, we are actively working to build partnerships with community organizations to provide wireless Internet access in locations such as churches, businesses, and other public places. The New Egypt High School's wireless Internet access is available while the building is open; students will be able to use their district laptops to access the Internet in this way if a broadband connection is not available at home. Teachers will adjust assignments and strategies to reflect the limited availability of broadband access in our area, encouraging students to use the Internet while at school (when needed) and use the software at home to complete their tasks. Students are encouraged to be resourceful, using study halls and activity periods wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home. Teachers will need to be flexible and understanding when requiring students to use the Internet for research or to complete assignments. Adequate time will have to be provided in school for activities requiring the Internet.

11. Q: My child already has a computer at home, why do I need another one?

A: Learning environments such as the one created by Laptop Take Home Program work best when the school owns the computer but the student has it for educational purposes at his/her disposal. Having the district own the computer allows the district to control what the computer is used for, both as a reward and as a motivation for mature and responsible use of the tool. Teachers and support staff need to know that the computer has the expected software loaded and working, so that they can fully embrace a change in the learning environment that pervasive computing technology offers them.

12. Q: Will other members of the household be permitted to use the laptop?

A: Yes. A key element of this Initiative is to provide the families in our community with an educational tool that can be used to access information in our technology-driven society. Members of the student's household may use the equipment primarily for educational purposes; all users are subject to the terms and conditions of all PTSD policies and the Acceptable Use of Technology and Equipment Loan Agreement. The student should not loan their laptop to anyone outside the household.

13. Q: What if a student's computer is lost or stolen?

A: If the student's equipment is lost, the parent/guardian may be charged the full replacement cost of the equipment. The cost to the district for each laptop is \$779. In the case of a stolen computer, an official police report regarding the theft may be required to relieve the student, parent/guardian of liability.

Parents/Guardians are advised to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers.

14. Q: How will technical issues and repairs be handled?

A: Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mr. Dennis Wilno, Librarian for New Egypt High School, at (609) 758-6800, extension 1313 during regular school hours. Or you can have your student seek the help of an iWarrior member during regular school hours. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for replacing the equipment at full cost or paying for repairs. The cost to the district for each laptop is \$779.

15. Q: Will the school's content filter work when I'm on the Internet at home?

A: In compliance with the Children's Internet Protection Act (CIPA), PTSD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be no Internet content filtering on the laptop when it is used at home. Parental supervision is expected while the district equipment is being used at home in adherence of PTSD Acceptable Use of the Internet (Policy No. 6142.10-R). Individuals are also accountable for content accessed and downloaded at home and brought into the school network.

Whether on school property or at home, students and parents/guardians are expected to adhere to the Acceptable Use of the Internet as outlined in PTSD Policy No. 6142.10-R while using school district technology and equipment. Inappropriate, unauthorized, and illegal use of the Internet or district e-mail service will result in the cancellation of those privileges and appropriate disciplinary action.

16. Q: What are the consequences for misusing the computer?

A: Any violation of the terms and conditions of PTSD policies shall make the violator subject both to termination from the use of technological resources, and to discipline through the school code of conduct, where applicable. In some instances, as deemed necessary by the appropriate disciplinary channels, violation of these terms and conditions may result in removal of a student's at-home use of district technology without removal of in-school technology use. At the teacher's discretion, a warning may be given in the case of minor infractions. In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants through the crimes code.

17. Q: What if the student forgets their computer?

A: Few schools engaged in this type of Initiative have reported this as a problem. Truly, the students so value the opportunity that the change affords them, and the fact that they keep their "entire life" on their computer,

means they rarely forget them. But should it happen, the way we structure the program includes spare laptops kept in the Library, so students have immediate access to all the same tools and network access to any data they've backed up to our file servers. In the classroom, this will most likely be handled in much the same way as a forgotten textbook or homework assignment. Students should always be prepared for class with the necessary materials needed for class work.

18. Q: Will the laptop and its programs work cross-platform with my home PC?

A: Most major programs run on both PC's and Macs, so this is unlikely to be of concern. Even where the programs are different between the two, the data being worked with is also cross-platform. Few schools experience a problem with this. The Macintosh networks with other computers and the Internet in the same way as PC's, so the two can connect and share files quite naturally. Likewise, the Macintosh laptop ships with most printer drivers already installed, so printing at home is rarely, if ever, a problem.

19. Q: Can students connect their own digital devices (cameras, iPod, etc.) to the laptop?

A: Connecting these devices to an Apple computer is usually very simple, and the functionality expected is likely to be exactly what you'll get. We have the ability to restrict what is connected to the computer and may use this capability if a student uses it inappropriately. This will need to be addressed on a case-by-case basis.

20. Q: What if the battery on my laptop dies during the school day?

A: The district is currently exploring options to combat this issue. What usually happens in this type of technology-based learning environment is that school leaders establish a culture of expecting students to come to school with a charged battery. In such a culture, the students take care of this just like they take care of prepping their backpacks with their planners, textbooks, homework, and other essentials. Once students realize that school is different—even fun—they take great care of their computers, including ensuring a fully charged battery at the start of each day. In the event of heavy use, the battery may deplete faster during a given school day and may require plugging in during a class. The district is also exploring options for charging stations throughout the school that students may use during lunch, gym class, etc.

21. Q: What are 21st Century Skills and why does my child need them?

A: Through the use of technology, the Laptop Take Home Program will focus on improving student engagement, achievement, and acquisition of 21st century skills, including (from the National Educational Technology Standards): creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving, and decision making, digital citizenship, technology operations and concepts. We live in the age of technology; the 21st century workplace demands employees who are comfortable and competent in their use of technology and execution of these skills.

22. Q: What is the process for paying for repairs or replacement?

A: If a laptop is damaged, broken, or not working properly, the student must take the machine to the High School Library. The library staff will complete simple repairs or place a call ticket for the laptop to be repaired by the IT department. An IT technician will complete the repairs to the computer. If the damage is not routine, the parents and the student will receive an invoice describing the repairs and damage. Invoices are expected to be paid within 15 days of the date on the invoice. All payments for computer damage or replacement, should be made with a check or money order to the Plumsted Township School District, and sent or brought to the High School Office.