

BANGOR AREA SCHOOL DISTRICT

Personal Learning Device Program Handbook

Background Information

The focus of the Personal Learning Device Program in the Bangor Area School District (BASD) is to provide current tools and resources for the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of laptops is a way to empower students to maximize their full potential, prepare them for post-secondary education, and support them in adapting to modern work environments. Studies reveal that students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The laptop is a “next generation” device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with laptops integrate technology into the curriculum anytime, anyplace.

The following information is provided to allow your student to get the best experience possible from using the laptop as a learning tool. There are several policies, regulations, procedures, rules, guidelines and code(s) of conduct that are involved in this process. Please be aware, however, that some of the procedures, etc. that are inherent to this process may change as this initiative is implemented.

Why use Laptops?

1. Personalized learning: It is widely recognized that the one-way knowledge-transfer model of one teacher to a classroom full of students is quickly becoming obsolete. As teachers begin to create new ways of addressing this issue, the laptop can play a useful role in this transformation.
2. Low maintenance: The laptop needs little if any maintenance and installing “apps” is simple, quick, and easy – there is less need for technical support.
3. With all day battery life, it is possible to stay connected to the Internet for long periods of time.
4. Auto-save: Office applications on the laptop save automatically, eliminating excuses such as “I forgot to save my homework!”
5. Contextual Learning: The laptop is an “anywhere anytime” learning device that is ideal for “out-of-the classroom” projects and learning.
6. Personal Learning Studio: The laptop can be a language lab, literacy tool, research station, history archive, art canvas, video editing suite, games console, and library.

1. Goals for Student Users

- To increase student productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices
- To facilitate mobile learning across the school campus and beyond
- To promote leadership in individual learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas

1.1 Receiving a Laptop

1. Each student will receive a laptop, cover, and AC charger.
2. Laptops will be labeled in a manner specified by the BASD.
3. The laptop is the property of the BASD and thus may be subject to inspection at any time. The student should have **no expectation of privacy** of materials found on a laptop and/or a school supplied or supported email service and/or other BASD-supported programs.

1.2 Returning a Laptop

1. Laptops and all BASD accessories will be returned upon request of the BASD.
2. Laptops and all BASD accessories may be returned at the close of the school year to be updated and serviced.
3. Seniors will return laptops and all BASD accessories as requested.
4. Laptops must be returned immediately when a student:
 - a. transfers out of the BASD
 - b. is expelled
 - c. enters an off-site alternative education program
 - d. terminates enrollment for any reason

2. Care of a Laptop

To prepare students for the 21st century and be competitive in their future workplace, a BASD student's educational experience will now include a laptop as a digital tool for learning. Your child will be issued a laptop as a personal learning device for use in school and/or at home. Thus, students may be expected to complete assignments requiring the use of technology at school and in their home. Students are responsible for the general care of the laptop they have been issued by the BASD. Laptops that are broken or fail to work properly must be reported to the classroom teacher, technology staff, or the school's main office for an evaluation of the equipment by our in-house technician. Care must be taken to protect the screen. Students are responsible for anything done using their assigned laptop or their log-in. Laptops are the property of the BASD, and all users will follow these procedures and the BASD *Acceptable Use Policy No. 815*.

2.1 General Precautions

1. While the laptop screen is considered scratch resistant, it is still prone to damage, including scratches. Avoid using any sharp object(s) on or near the laptop.
2. Laptops do not respond well to liquids. Avoid open containers of or applying liquids to the laptop. The laptop can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop. Use of unapproved cleaners may remove the protective film covering the face of the laptop.
3. Do not attempt to gain access to the internal electronics or repair a laptop. If a laptop fails to work or is damaged, report the problem to the classroom teacher, technology staff, or the school's main office.
4. Altering the base operating system of the laptop of this device is **strictly prohibited**.
5. Never throw or slide a laptop.
6. Cords and cables must be inserted carefully into the laptop to prevent damage.
7. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the BASD.
8. Laptops can be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the *Acceptable Use Policy (AUP) No. 815* and grounds for disciplinary action.
9. Laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
10. Laptops must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.

11. Laptops should be carefully placed in the top locker compartments or backpacks/bookbags to avoid putting any pressure on the screen. Caution must be used in the handling of the laptop.
12. Laptops must not be left in a vehicle or a location that is not temperature controlled. Extreme temperatures, cold or hot, can cause damage to the device.
13. Laptops must be charged for school each day. This is the student's responsibility.
14. Laptops are assigned to individual students and the responsibility for the care of the laptop solely rests with that individual. Students should not lend their laptop to another person.
15. **Do not attempt to contact Acer® service directly for repair questions. Please contact the main school office for assistance.**

2.2. Carrying laptops

The protective cover provided with the laptop has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the device within the school.

2.3 Incident Reporting Procedures

1. Damage to the laptop

Whenever damage occurs to a laptop, a determination must be made as to the nature of the damage. Acer decides whether the damage is intentional, due to negligence, or accidental. BASD provides a laptop to the student for his/her use if there is a need to wait for damage verification from Acer. This includes in-school use and taking the laptop home. In the case of damage that is covered under warranty, there will be no charge to the parent/guardian. In the case of damage that is not covered under warranty (i.e., intentional damage, negligence), the parent/guardian will be required to pay for the repair or replacement. In cases of intentional damage or damage due to negligence, the parent/guardian must pay for the damaged laptop. Failure to pay for damages will result in the inability for the child to take a laptop home. Otherwise, the child will have school-day access only. Any damage to the laptop may result in discipline of the student as per all applicable policies, regulations, procedures, rules, and code(s) of conduct. Intentional mistreatment resulting in damage to the laptop that is caused by the assigned student user, or by an individual other than the assigned student user, will result in disciplinary action, as well as potential police involvement.

a. ***In-School Damage***

When damage occurs in school, the student shall report the problem immediately to the classroom teacher, technology staff, or the school's main office. Our in-house technician will initially evaluate the damage. If the damage requires repair, the issue will be recorded, and the repair or replacement will be initiated and damage verification through Acer may be initiated. Parent/Guardian notification will be made as an alert regarding any possible charges they may incur once the nature of the damages has been determined.

b. ***At-Home Damage***

When damage occurs at home, the student and parent/guardian shall report the problem immediately to the classroom teacher, technology staff, or the school's main office. Our in-house technician will initially evaluate the damage. If the damage requires repair, the issue will be recorded, and the repair or replacement will be initiated and damage verification through Acer may be initiated. Parent/Guardian notification will be made as an alert regarding any possible charges they may incur once the nature of the damages has been determined.

2. Theft

In the case of a stolen laptop:

- a. The parent/guardian must file a police report and the theft must be confirmed.
- b. BASD will provide a laptop to the student if there is a need to wait for theft confirmation from police.

- c. In the case of a confirmed theft, the student keeps the replacement laptop on the same terms as were present with regard to the original laptop.
- d. In cases of unconfirmed theft, the parent/guardian must pay for the missing laptop. Failure to pay for the laptop will result in the inability for the child to take a laptop home and the child will have school-day access only.

3. Loss

In the case of a lost laptop:

- a. When the loss occurs in school, on school property, and/or on a school-sponsored conveyance (i.e., buses, vans, etc.), the student shall report the problem immediately to the classroom teacher, technology staff, or the school's main office.
- b. When the loss occurs away from school, the student and parent/guardian shall report the problem immediately to the classroom teacher, technology staff, or the school's main office.
- c. In cases of loss, the parent/guardian must pay for the lost laptop. Failure to pay for the lost laptop will result in the inability for the child to take a laptop home and the child will have school-day access only.

NOTE: In all cases, if a replacement laptop is not to be taken home, the student will be provided alternate assignments that are not laptop dependent.

3. Using a laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptop to all classes unless specifically instructed otherwise.

3.1 Charging a laptop Battery

1. Laptops must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.

3.2 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate and/or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, gang related images, or other images that are offensive and/or inappropriate for the school environment are not permitted and may subject the student to disciplinary action pursuant to all BASD policies, regulations, procedures, rules, guidelines and/or any applicable code(s) of conduct.

3.3 Sound, Music, Games, Software/Apps

1. Sound must be always muted unless permission is obtained from the teacher and/or other authorized staff person for instructional purposes.
2. Students should provide their own headsets.
3. Playing music or games is only allowed on the laptop at the discretion of the teacher and/or other authorized staff person during the school day.

3.6 Home Internet Access

The laptop **does not have a filter for the internet!** Parents/Guardians, please **take the necessary precautions** for internet safety with your student! For more help, please check with your internet service provider.

Reminder: BASD provides Internet filtering on the BASD's network. These filters do not apply in any other location. It is the responsibility of a parent and/or guardian to monitor a student's use of the internet outside of the school setting.

1. Students can set up wireless networks on their laptops. This will assist them with laptop use while at home. Printing at home can be accomplished using either a wireless or wired printer, proper settings on the laptop, and the correct drivers.
2. All students should recognize and guard their personal and private information. While on the internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students

3.7 Using the laptop Camera

The laptop comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and obtaining the necessary permission(s) from the individual or group if the image will be posted online. Inappropriate use of pictures, video, audio, and/or any other means for recording is a violation of the *Acceptable Use Policy (AUP) No. 815* and subject to disciplinary action. laptop cameras are never to be used in a locker room or restroom.

4. Managing Files and Saving Work

4.1 Saving to the laptop

1. The laptop affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
2. Students may save work to the laptop and/or to the BASD approved websites, such as OneDrive or Schoology.
3. Students may also email documents to themselves for storage on a flash drive or BASD server.
4. Storage space will be available on the laptop but **will not** be backed up in case of factory reset.
5. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
6. The BASD makes no guarantee, written or implied, that materials on the laptop, including student work, will be safe from deletion or corruption, accidental or otherwise.

4.2 Network Connectivity

The BASD makes no guarantee that the BASD's network will be up and running 100% of the time. In the rare case that the network is down, the BASD will not be responsible for lost or missing data.

5. Software/Apps on the laptops

5.1 Originally Installed Software/Apps

1. The software/apps originally installed by the BASD must remain on the laptop in usable condition and be always easily accessible.
2. Periodically, the school may add software/apps for use in a particular course.
3. Deletion of personal apps may be necessary to accommodate instructional applications for school use.
4. Periodic checks of laptops will be made to ensure that students have not removed required apps.

5.2 Additional Software/Apps

Students may load extra software/apps on their laptops. BASD will synchronize the laptops so that they contain the necessary apps for schoolwork.

5.3 Inspection

Students may be selected at random to provide their laptop for inspection of apps and memory allocation.

5.4 Procedure for Reloading Software/Apps

If technical difficulties occur, illegal software/apps are found, or non-BASD-installed apps are discovered, the laptop will be restored from a backup. When warranted, laptop use restrictions may be imposed as a consequence and the student may be subject to additional disciplinary action. The BASD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or factory reset.

5.5. Software/App upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their laptop for periodic updates and synching.

6. Acceptable Use (BASD Policy No. 815)

6.1. Parent/Guardian Responsibilities

The parent/guardian is expected to work with their child(ren) to assist them in abiding by the policies and procedures relating to personal learning devices and technology use. Talk to your child about internet safety and the standards that your child should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, music, and radio. Please see additional information in the following Frequently Asked Questions section.

6.2. Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, inquire with the classroom teacher, technology staff, or the school's main office.
2. Plagiarism is a violation of the BASD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited, and violators will be subject to BASD discipline. Violation of applicable state or federal laws may result in criminal prosecution.

Frequently Asked Questions

1. *Does my child have to accept a laptop?*

Yes, the laptop is an integral part of the curriculum. Classes and homework have been designed around the availability of this device.

2. *How is the BASD paying for the laptops?*

The laptops are being leased. At the end of the lease term, the BASD will determine how best to proceed.

3. *As a parent/guardian, how do I monitor my child's use of the internet?*

While your child is using the BASD network, there are filters available. When your child uses another network, the laptop does not provide filtering at this time. Please see the following section titled "Parent/Guardian Guide to Student Internet Use."

4. *What if we don't have wireless internet at home?*

The use of a laptop is maximized with wireless internet. If a family does not have wireless internet, a student may use the laptop at school, at the public library, at local businesses with Wi-Fi capabilities, or wherever Wi-Fi is available. If there are extenuating circumstances with regard to wireless access, please contact the classroom teacher, technology staff, or the school's main office.

5. *Can a student use a personal laptop at school?*

No, the BASD may not install school-purchased apps on a personal unit. Personal equipment: phones, tablets, laptops are not to be connected to the BASD network.

6. *What happens when charges for damages are left unpaid?*

Unpaid financial obligations for issues stemming from laptop use as per this handbook will be treated like any other financial obligation incurred in the BASD.

IMPORTANT: Student use of the laptop and related devices is subject to all BASD policies, regulations, procedures, rules, guidelines and/or any applicable code(s) of conduct.

Parent/Guardian Guide to Student Internet Use

The Bangor Area School District recognizes that with new technologies come new challenges to both teachers and parents/guardians. Below is a series of suggestions drawn from a wide variety of professional sources that may assist you, the parent/guardian, in effectively guiding your child's use of the laptop.

1. Take extra steps to protect your child. Encourage your child to use and store the laptop in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the internet with your child to help develop safe searching habits. Children often model adult behavior.
2. Follow where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child knows and is working with in real life.
4. Understand internet sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your child is on the laptop. While the laptop is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. In a timely fashion, report unwelcome or malicious online threats and/or any online interactions that can be considered threatening.
7. Assist your child in developing a routine. Many parents/guardians have found success by helping to create a routine for their child's computer use. Define a routine as to how the laptop is cared for and when and where its use is appropriate.
8. Review the apps or programs. It is to the advantage of the students, parents/guardians, and the school when the parents/guardians have a working understanding of the programs and student work found on the laptop.
9. Read the BASD laptop Procedures and Information Guide and share its contents with your child. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.
10. Remind your child that the use of the laptop and any related device is strictly governed by all applicable BASD policies, regulations, procedures, rules, guidelines and/or any applicable code(s) of conduct.