



LAPTOP POLICY, PROCEDURES AND INFORMATION *2017-2018*

www.pathwaystotechnology.com

Telephone: (860) 695-9450

Fax: (860) 569-5569

Revised: 8/22/2017

The policies, procedures, and information within this document apply to all laptops used at Pathways Academy of Technology and Design. During the year, additional rules regarding the use of laptops may be added, and you will be notified of the change(s). Teachers may set additional requirements for computer use in their classroom.

Please access our school website www.pathwaystotechnology.com to obtain our laptop handbook electronically.

Table of Contents

<u>Taking Care of Your Laptop</u>	Page 3
<ul style="list-style-type: none">• General Precautions• Carrying Laptops• Screen Care	
<u>Using Your Laptop</u>	Page 4
<ul style="list-style-type: none">• Screensavers• Sound, Music, Games, or Programs• Printing• Saving Documents• Network Connectivity• Virus Protection• End of Year Laptop Check In	
<u>Hartford Public Schools Board of Education Acceptable Use Policy</u>	Page 6
<u>Pathways Academy Policies Regarding Computer Use</u>	Page 9
<ul style="list-style-type: none">• Pathways Academy Addendum to Hartford District Policies• Laptop Violations and Consequences• Bullying and Harassment, including Cyberbullying	
<u>Laptop Coverage, Liability and Technical Support</u>	Page 11
Documents to Sign	Page 13
<ul style="list-style-type: none">• <u>Student Pledge for Laptop Use</u>• <u>Commitment To Participate In Pathways School-Wide Self-Insurance Program</u>• <u>Technology Resources Student Acceptable Use Agreement</u>	

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be reported to Technology Help Desk and a loaner laptop may be issued.

General Precautions

- Bring your laptop to every class and lock it in your locker when it is not with you.
- **Always leave the name sticker on your laptop and charger** to minimize the chances of loss or theft. Students who remove stickers shall be subject to disciplinary action at the discretion of the principal.
- No food or drink should ever be next to your laptop while it is in use.
- Before lifting or transporting your laptop always **check that there is nothing on the keyboard** – like pens, pencils or headphones -- and **then shut the screen**.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Pathways Academy of Technology and Design.
- Never leave your laptop in an unlocked car, locker, or any other unsupervised area (i.e. lunchroom, computer lab, gymnasium, unlocked classrooms and hallways).
- Laptop fans should NOT be covered as this can “fry” the motherboard.
- Carefully insert all cords, cables, and removable storage devices into the laptop.
- To conserve battery life, shut down or put your laptop to sleep when not in use.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. It is important that the screen is cleaned only with a soft, dry cloth or anti-static cloth. The guidelines below should be followed:

- Never lift a laptop by the screen.
- Always close the laptop before moving it.
- Do not lean or place anything on the top of the laptop when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. HEADPHONES, papers, pens, or pencils).
- Do not leave laptop in extreme heats/ colds (i.e. car).

USING YOUR LAPTOP

Laptops are intended for use at school each day. Students must be responsible to bring their laptop to classes, unless specifically instructed not to do so by the teacher.

Screen Savers

Students are not authorized to change their screen saver. Doing so violates school policy.

Sound, Music, Games, or Programs

The guidelines below should be followed:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptop.
- Internet games are not allowed on the laptops during class-time. NO games can be installed at anytime.

All software must be school provided. Data storage space will be available on the laptop- BUT it will not be backed up in case of re-imaging. **Students are not allowed to load extra software on their laptops.**

Printing

Students are encouraged to email teachers their assignments. However, students may use printers during lunch and before or afterschool in the printing room.

Saving Documents

Students can save work in folders for each class underneath My Documents folder. Storage space will be available on the laptop- BUT it will not be backed up in case of Reimaging. Students should back up all of their work at least once each week using removable file storage.

Network Connectivity

Pathways makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. Students are not allowed to set up dial-up, DSL, and wireless networks on their laptops.

USING YOUR LAPTOP CONTINUED

Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and all drives on the system for known viruses on boot up. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software. If a virus is found upon scanning, the student must notify their teacher immediately. The teacher will then notify the PC/LAN technician via email with the student's name and computer number.

End of Year Laptop Check In

Laptops will be collected at the end of each school year for maintenance, cleaning, and software installation. Students will retain their original laptop each year while enrolled at Pathways.

- Check In: Laptops will be collected the week prior to final exams. If a student transfers out of Pathways during the school year the laptop will be returned back to school at that time.
- Check In Fines: If your laptop and/or sleeve and/or power-cord has been lost, defaced or intentionally damaged in any way you will be fined for the damage at the end of the year. Payment of these fines shall be a condition that must be satisfied prior to distribution of final report cards, graduation diplomas and/or transfer of records to another school district. Failure to return equipment in a timely manner will be considered theft and turned over to local law enforcement.

HARTFORD PUBLIC SCHOOLS BOARD OF EDUCATION ACCEPTABLE USE POLICY

Purpose

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has provided computers, local area (wired), and wireless networks and peripheral equipment that allow for Internet access, files and storage and an e-mail system (referred to collectively as "HPS Network"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses.

The Hartford Public Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), "CIPA". The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use and Internet Safety Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites.

Hartford Public Schools will use the HPS Network as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives. We will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Scope

The Board will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and online-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during use.

HPS Network

The HPS Network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet. The district reserves the right to prioritize the use of, and access to, the network.

All use of the HPS Network must support education and research and be consistent with the mission of the district. To the extent practical, steps shall be taken to promote the safety and security of users of the HPS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Acceptable network use by district students includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational purposes;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational purposes;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

Unacceptable network use by district students includes but is not limited to:

- Accessing, uploading, downloading, storage and distribution of any personal files, including offensive, obscene, pornographic or sexually explicit material;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Metro Hartford Information Services;
- Personal gain, commercial solicitation and compensation of any kind;
- Non-educational uses of the HPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Using another person's account password, folder, work, or files;
- Using anonymous proxies to bypass content filtering tools;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

HARTFORD PUBLIC SCHOOLS BOARD OF EDUCATION ACCEPTABLE USE POLICY CONTINUED

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The HPS Network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

Disciplinary Action

Misuse of the computer systems, or violation of these policies, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, or involvement of law enforcement agencies, depending on specific violation.

Oversight

The Administration shall develop regulations setting forth procedures to be used in an effort to ensure that such computer systems are used by students solely for education related purposes. As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

PATHWAYS ACADEMY ADDENDUM TO HARTFORD DISTRICT POLICIES

Unlawful & Disallowed Activities

- Disrupting the proper and orderly operation and discipline of the school
- Misrepresenting one's self as another user
- Violating the rights of others or their privacy and safety
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, racist, indecent or inappropriate language, text, sounds or visual depictions
- Accessing District blocked Web sites, via codes or other improper routes
- Vandalizing data, programs, networks or information resources
- Violating copyright laws or other intellectual property rights
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery
- Attempting to gain unauthorized access to the District's network system, or to any other computer system, or go beyond your authorized access. This includes attempting to log in through another person's account or to access another person's files or computer in any unauthorized way.
- Attempting to disrupt the District's network system or any other computer system or destroy data by spreading computer viruses or by any other means.
- Engaging in any conduct that modifies, harms, or destroys any computer or network hardware, such as mice, keyboards, and components that reboot computers.
- Using the District's internet system to engage in any other unlawful hacking activities
- Executing any software application from any computer, portable data device, telephone, tablet, or the Internet that is mainly used to support any of the above activities is also prohibited.

LAPTOP VIOLATIONS AND CONSEQUENCES

If a student violates any part of the policies within this handbook, he/she will – at minimum -- be subject to the following discipline:

- Violation 1- Student will lose laptop privileges for the remainder of the day and will have to pick up his/her laptop in the main office.
- Violation 2- Student will have to turn in his/ her laptop to the main office. The parent will be responsible for picking up the laptop.
- Violation 3- Student will have to turn in his/her laptop to the main office for the remainder of the year. Student may stay afterschool and use a desktop computer. Students who have their computer privileges revoked will not be refunded their insurance payment.

At the principal's sole discretion and on a case-by-case basis, different, additional and more serious consequences may be enforced depending on frequency or severity of the offense.

Bullying and Harassment, including Cyberbullying

The Hartford Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion and consistent with state and federal law.

Reporting forms for bullying and harassment can be found in the main office, the office of administration and online at www.pathwaystotechnology.com. All reports are confidential and will be investigated by your school's title IX coordinator- Patricia Washington.

Contact Information:

**Patricia Washington, Title IX Coordinator
Pathways Academy of Technology and
Design
2 Pent Road East Hartford CT 06118
860-695-9478
Email: washp002@hartfordschools.org**

**Kimberly Schulte, District Title IX
Coordinator
Hartford Public Schools
960 Main Street
Hartford, CT 06103
860-695-8615
fax: 860-722-8454
email: schuk001@hartfordschools.or**

LAPTOP COVERAGE, LIABILITY AND TECHNICAL SUPPORT

Warranty/ Protection Policy

- **MANUFACTURER'S WARRANTY:** Pathways acquires this coverage as part of the purchase price of the equipment. The manufacturer warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. **The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.**
- **SCHOOL-WIDE SELF-INSURANCE PROGRAM FOR THEFT OR ACCIDENTAL DAMAGE:** Laptops that are stolen or accidentally damaged are not covered by the Manufacturer's Warranty outlined above. Therefore, **all students who use school laptops are required to participate in Pathways' self-insurance program.** In order to participate students pay \$50 per year and receive protection by the school for theft or accidental damage as long as they file a claim according to the procedures outlined below and notify the school immediately, as described in item 4 below under "uncovered losses".
- **UNCOVERED LOSSES:** Students will be liable for the full cost of repairing or replacing the computer and associated equipment under any of the following conditions:
 1. Intentional abuse.
 2. Loss due to negligence (i.e. just leaving it somewhere).
 3. Failure to return the computer or associated equipment to the school at the end of the school year or when otherwise required by the administration.
 4. Failure to notify the school immediately of a theft or major damage, which means within 1 hour if the theft or major damage occurs in the school building or by 8 AM the next school day if the theft or major damage occurs outside the school building.
 5. Failure to file a claim for theft or accidental damage according to the procedures below within five school days of the theft or damage.

Claims

In the event that your laptop is lost or stolen, it must be reported immediately to the main office and/or administration (as described in item 4 above under "uncovered losses"). The school will work to locate the laptop using Computrace™ to recover the laptop. In the event that the laptop is lost or stolen off school grounds, a police report is required. A copy of the police report must be delivered to the principal before another laptop can be issued.

Laptop Costs

<u>Part</u>	<u>Cost to Family</u>
Battery	\$79.00
AC adapter	\$65.00
Laptop	\$722.00

Laptop Technical Support

The Technology Help Desk coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries



STUDENT PLEDGE FOR LAPTOP USE

- I will bring my laptop to every class.
- I will lock my laptop in my locker or a secure laptop cart when it is not with me.
- I will use my laptop computer only in ways that are appropriate and educational.
- I will follow the policies outlined in the *Laptop Policy, Procedures, and Information and the Acceptable Use Policy* while at school, as well as outside the school day.
- I will notify the principal immediately if my computer is damaged or stolen.
- ***I will file a police report in case of theft and other acts covered by insurance within five school days.***
- I will pay for all damage or loss caused by my neglect or abuse and will pay for the replacement items in accordance with the above table.
- I will keep my laptop free of any writing, drawing, stickers, or labels that are not the property of Pathways Academy of Technology and Design.
- I will return the laptop and power cord in good working condition.
- I will report any information I know regarding the damage or theft of school-owned computers.

I agree to all stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information and the Acceptable Use Policy.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school laptop computers and accessories must be returned to the Pathways at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Pathways for any other reason must return their individual school laptop computer on the date of termination.



_____, _____
Student Last Name, First Name

**COMMITMENT TO PARTICIPATE IN PATHWAYS
SCHOOL-WIDE SELF-INSURANCE PROGRAM**

In order to implement the laptop program for all students that is central to our magnet program, the school self-insures for accidental damage and theft. The cost of acquiring private insurance for these kinds of losses would be prohibitive. Therefore, we require that all students contribute \$50 for the year to the self-insurance program..

Please sign below to indicate that you have read and understood the Laptop Policy and Procedures for 2017-2018 including the section on Laptop Coverage.

Parent Signature _____ Date Signed: _____

Student Signature _____ Date Signed: _____

PATHWAYS ACADEMY OF TECHNOLOGY AND DESIGN
TECHNOLOGY RESOURCES STUDENT ACCEPTABLE USE AGREEMENT:

I, _____
(Print student's name here) as a user of technology resources and computer networks at Pathways Academy of Technology and Design ("Pathways"), have read, accept and agree to abide by the following policies regarding school technology, which I understand to include all computers, electronic devices, network systems and any related systems and equipment in the school whether or not they belong to the school or to private individuals including myself:

1. I will use technology only when permitted and only to further Pathways' educational objectives.
2. I will be very careful with the valuable devices that I am using, paying special attention to the computer screens and data ports that are easily damaged and to the portable video and audio equipment that can easily be dropped.
3. I will not remove any device identification stickers, including the name tags on my own computer and charger.
4. I will use the student email account provided for me for all school-related communications.
5. I will be considerate of other technology users and their privacy and will not attempt to access or tamper with their computers or accounts in any way.
6. I will not attempt to find out passwords used by other students or staff; and if I do come to know someone else's password I will tell that person immediately and will not use it in any way.
7. I will not access or attempt to access data on anyone else's computer nor will I alter or attempt to alter any settings on any technology devices without permission from Pathways staff.
8. I will use only appropriate language and images at all times on line and will not use computer resources to bother other students in any way.
9. I will not give out any personal information about myself or anyone else while using these resources unless approved by the instructor monitoring the use of their resources.
10. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services.
11. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources.
12. I will act responsibly at all times and avoid activities that are inappropriate in the regular school environment (eg. playing computer games, using chat rooms, installing software or visiting unauthorized websites)
13. I am aware that the inappropriate use of these resources is a violation of Pathways' rules and can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.
14. I will always give credit to the original creators of the information and ideas that I find online.
15. I will abide by all copyright laws and will seek assistance if a question arises.

I have read the Student Acceptable Use Agreement and discussed them with my parent(s)/guardian(s). I understand them and I will follow them.

Student signature:_____ Date:_____

I have read the Student Acceptable Use Agreement and discussed them with my Child. They understand them and will follow them.

Parent signature:_____ Date:_____