

**CENTERVILLEABINGTON COMMUNITY SCHOOL CORPORATION**  
**1:1 Student/Parent FAQ's**

**1. Does the laptop belong to the student?**

No, the laptop remains the property of CACS and is assigned to the student to use while a Centerville student, the same as a textbook.

**2. Does the laptop have insurance coverage?**

No. Repair or replacement cost due to intentional damage or damage caused by misuse or improper care will be the responsibility of the student assigned to the computer.

**3. How do students care for the laptop?**

The laptop should always be transported in the case provided. It is to be charged at home each night so it is ready for use at school the next day. The student is expected to bring the power cord with the laptop every day. The labels and tags on the laptop and the carrying case must not be removed. The laptop screens can be wiped with a lint free cloth. Do not use abrasive or liquid cleaners. When necessary a slightly damp cloth can be used to gently wipe down the keyboard and the screen. Make sure to keep the laptop on a secure surface when in use.

**4. How will students keep the laptop upgraded?**

Student computers will be automatically updated by our system when they come to school.

**5. What happens when the laptop needs repaired or seen by a technician?**

The CACS Technology Department will perform all laptop repairs. Do not take the laptop to a repair service outside of school as this voids the warranty. All requested repairs will be submitted through the media center, the request will be assigned to the proper repair technician. The student will submit the request, leave the laptop with the Media Specialist and be assigned a loaner device. Once the repair is completed the laptop will be returned to the student.

**6. What happens if the laptop is lost or stolen?**

If a student device comes up missing for any reason, a police report needs to be filed as soon as possible. The school principal must be notified and the student/parent/guardian is responsible for the cost of replacing the device. Replacement cost will be determined on fair market value. Until the fee is paid, students will access their material on desktops in each classroom.

**7. Who pays for other damages to the laptop?**

When damages are determined to have been caused intentionally or unintentionally due of a lack of reasonable precautions, the student/parent/guardian be responsible for the charges associated with the repair. Building administrators will make the determination regarding intentional damage and the technology department will determine the cost of repairs.

**8. What happens if students forget to bring the laptop to school?**

The consequences for not having the laptop at school will be determined by the classroom teachers. Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their laptop to class. Teachers may have desktop computers available for student use in the classroom.

**9. How does Centerville email change?**

All students with laptops will continue to have their own Gmail accounts. They will be able to use it to correspond with teachers and each other. The account is provided for educational use and for collaboration. Students will be expected to use it appropriately as outlined in the Responsible Use Policy and report if they are receiving messages that make them feel uncomfortable.

**10. What things can students do with the laptop?**

The Responsible Use Policy covers what you can and cannot do with the laptops.-If you have any questions ask an adult.

**11. What things can't students do with the laptop?**

The Responsible Use Policy covers what you can and cannot do with the laptops. If you have any questions ask an adult.

**12. What is network etiquette and how does it apply to students?**

Network etiquette is how you treat others on the network and how you respectfully use the network resources provided. Students are expected to be polite and to use respectful language. They are not to reveal their telephone number and address or those of other students. They will not use email to engage in spamming others or posting/ forwarding chain letters. They will not use email to threaten or harass others. They will not disrupt the network in any way and they understand that all information and data housed in their file server account is the property of CACS and is not private. Students understand that their file server account can be accessed by administrators or tech staff, as well as a history of their internet usage. A teacher can also request a student show them the contents of their file server accounts, history, or their email account.

**13. How do students keep themselves safe on the Internet?**

Students can ensure their safety on the internet by not posting personal information about themselves or other people. This includes addresses, phone numbers, work address, name of city where you live, name of school you attend, etc. Students should never agree to meet with someone they have met online. Students should talk to a teacher, librarian, principal, counselor or other trusted adult about anything they encounter that is inappropriate or makes them feel uncomfortable.

**14. What are some "best practices" for a successful experience with the laptop:**

- A. Use your Google account as much as possible. This will be backed up and accessible anywhere through any computer that has internet access.
- B. Have a flash drive and backup critical files. Do this on a regular basis. If the laptop needs repaired for hard drive issues it is likely to be reimaged, meaning you may lose all files saved to the laptop.
- C. Have a set of earbuds or earphones for listening to things on your laptop.
- D. While at school, do a restart of your laptop, once a week, to get updates to your computer.

**15. Why are high school books fees showing a \$145.00 fee for the laptop? I thought it was to be \$20.00?**

- A. We cannot determine how much more or less families will pay for their students fees. This will all depend upon which classes the student take. Some students will pay more and others will pay less. If a student takes several classes that have lab fees (science, family and

consumer science and music, etc.), the fee may be higher. If a student takes a high concentration of courses that use only textbooks, their fees will be less. The plan was always to reduce the total book rental fees by eliminating hardback book costs to help offset the added increase of the laptop. We shifted the cost of hardback books to the cost of the laptop. We eliminated or reduced those costs in every single course as much as possible.

- B. The \$20 maintenance fee will help cover routine repairs except loss, theft or damages caused by negligence.

**16. What are consumable and lab fees?**

Consumable and lab fees are charges for workbooks, art supplies for art classes, lab supplies for science classes, food for cooking classes, disposable and one use items, etc.

**17. Can a student use his/her own personal computer?**

No. There are several issues involved with this. First, by law, we are to provide Internet “blocking” software for the computers. These types of services, especially the one we use, will not allow us to do this and would be cost prohibitive for parents to pay for the service. Other software that will be loaded onto the student computers is less expensive when purchased through the corporation and placed on corporation machines rather than passing a higher rate onto the parents. CACS will always place the updates to software onto the computers at no costs. With personally owned computers, the cost of those updates would be passed along to the families. Along these same lines, as we begin to purchase eBooks for the students, the publishers allow these books to be downloaded to school owned machines; however, it is prohibited on student's personal machines. If a student wanted to do this, they would have to purchase the software loaded onto personal machines and pay a higher rate. Second, when a CACS computer needs repairs, in most situations we will be able to make that happen and have the computer into the hands of the student within 24 hours or give them a loaner computer to use. If students use their personal computers, there would be no back up for them to complete their work.

**18. What if a family is not able to pay the computer maintenance fee or book rental fees?**

Each school will work with families on payment plans. You will need to pay the \$20 maintenance fee when picking up the laptops in August with the remaining fees to be paid by the end of October.

**19. What if families do not have Internet access or slow Internet service?**

The teachers will be showing students how they can get the webpages while at school and then do a “screen capture” to save to material in order to read at home. Google does have an offline feature that will also be used for students that do not have Internet access. Public libraries and many restaurants also provide WiFi access free of charge.

**20. What if a student moves in after school has started?**

New students must be in attendance for five consecutive school days prior to receiving their electronic device. Once they have attended the sixth day, they must sign all required forms and pay all required fees.

**21. Did the school district research and visit other schools who have implemented 1:1 computing?**

Yes. Many teachers, administrators, and board members have visited multiple schools around the state. An extensive amount of time has gone into researching this initiative. We have been

very conscious of the expense and have worked hard to keep the costs manageable. We strongly believe in the value of using technology in the classroom and preparing our students for the technology rich world we live in. It is our expectation that the device students receive will better prepare them for their future and will give them more opportunities and options as they pursue their goals and dreams.