

# ***HP Probook x360 Computer Manual***

## ***Procedures and Information***

### ***Brandon Valley Middle School***

#### ***Brandon, South Dakota***

### **Brandon Valley Middle School HP Probook x360 Computer Program**

The Brandon Valley Middle School staff has been having on-going discussions about how we can move our school forward to better serve our students. As a staff, we feel that it is important to constantly be looking for ways to improve the educational experience for our students to help prepare them for their next step. Though we have been very successful in the past, based on certain indicators, it is key to the success of our future students that we continue to adapt, adjust, and innovate to meet the changing needs of our students in and out of the classroom. Based on this premise, the BVMS staff is excited to launch a 1-1 initiative featuring HP Probook x 360.

Providing all students with 24-7 access to computers is a major component of the learning in today's society. We believe that the use of the computers and access to available technology, integrated throughout our program of instruction, will help prepare students for their future. The use of technology will allow our students to collect, analyze, consider, and communicate ideas and information from an enormous pool of available resources. Through effective planning, our staff will guide students in the analysis, synthesis and evaluation of this vast store of information and help them apply it to complex and practical real-world problems in the classroom. Through the use of the HP Probook x360 computers, the teaching and learning process will change over time with students assuming more responsibility for their learning and teachers becoming coaches in the classroom rather than dispensers of knowledge.

Establishing this new environment for learning requires careful planning and consideration as well as the application of effective policies and procedures. In many ways, this program will demand an increased level of responsibility on the part of all students, parents and school staff. This policy manual intention is to provide the critical information and infrastructure necessary to insure the HP Probook x360 computer program's success. Since this is a new and complex project, the policies and procedures covered in this document are not "all inclusive" and will evolve over time.

All Brandon Valley Middle School students will be issued HP Probook x360 computers at the beginning of the 2018-19 school year. The computers will be checked out and registered to the students. The computers students receive will be re-issued to them in subsequent years. Students and parents will be required to sign a computer protection agreement and also a pledge for the use of the computers. We ask that you familiarize yourselves with the content of this policy document and follow the guidelines closely in the use of the school's computer equipment.

We are excited about this opportunity to enhance learning at Brandon Valley Middle School and to help us prepare students to function effectively in a technology driven world.

Brandon Valley Middle School Administration

# ***TABLE OF CONTENTS***

1. RECEIVING YOUR HP PROBOOK X360
2. TAKING CARE OF YOUR HP PROBOOK X360
  - 2.1 General Precautions
  - 2.2 Carrying Computers
  - 2.3 Screen Care
3. USING YOUR HP PROBOOK X360 AT SCHOOL
  - 3.1 Computers Left at Home
  - 3.2 Computers Undergoing Repair
  - 3.3 Charging Your Computer's Battery
  - 3.4 Screensavers
  - 3.5 Sound
  - 3.6 Printing
  - 3.7 Deleting Files
  - 3.8 Games
4. MANAGING YOUR FILES & SAVING YOUR WORK
  - 4.1 Saving to the Home Directory
  - 4.2 Saving data to Removable storage devices
5. SOFTWARE ON COMPUTER
  - 5.1 Originally Installed Software
  - 5.2 Additional Software
  - 5.3 Inspection
6. ACCEPTABLE USE POLICY
  - 6.1 Purpose of Document
  - 6.2 Privileges
  - 6.3 General Guidelines
  - 6.4 Legal
  - 6.5 E-mail
  - 6.6 Web Hosting Services
  - 6.7 Printing
  - 6.8 Hacking, Cracking, and Virus Creation
  - 6.9 Network Security
  - 6.10 Privacy and Safety
  - 6.11 Social Media
  - 6.12 Using the District Network
  - 6.13 Disclaimer
  - 6.14 Violating the Acceptable Use Expectations
  - 6.15 Staff Responsibilities
  - 6.16 Parental Responsibility

7. PROTECTING & STORING YOUR HP PROBOOK X360

- 7.1 Computers Identification
- 7.2 Password Protection
- 7.3 Storing Your Computer
- 7.4 Computers Left in Unsupervised Areas

8. REPAIRING OR REPLACING YOUR HP PROBOOK X360

- 8.1 School District Protection
- 8.2 Claims

9. HP PROBOOK X360 TECHNICAL SUPPORT

10. HP PROBOOK X360 FAQ'S

11. USE OF TECHNOLOGY RESOURCES POLICY

12. HP PROBOOK X360 ACCESSORY REPLACEMENT

13. DIGITAL CITIZENSHIP

14. HP PROBOOK X360 COMPUTER PROTECTION – INSURANCE

15. STUDENT PLEDGE FOR HP PROBOOK X360

16. STUDENT ACCEPTABLE USE AGREEMENT

***The policies, procedures, and information within this document apply to all computers used at Brandon Valley Middle School. Teachers may set additional requirements for computer use in their classroom.***

## 1. RECEIVING YOUR HP PROBOOK X360

HP Probook x360 computers will be distributed after school begins. **Parents & students must sign and return the Computer Protection plan and Student Pledge documents before the computer can be issued to their child.** The administrative staff will go through these documents with the parents and students during an informational session. Parents/Guardians are encouraged to attend the roll out session in order for their students to receive the HP Probook x360. The HP Probook x360 Computer Protection plan outlines three options for families to protect the computer investment for the school district. Please review the Computer Protection plan included in this handbook. HP Probook x360 will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original computer each year while enrolled at Brandon Valley Middle School.

## 2. TAKING CARE OF YOUR HP PROBOOK X360

Students are responsible for the general care of the computer they have been issued by the school. HP Probook x360's that are broken or fail to work properly **must** be taken to the technology Help Desk.

### 2.1 General Precautions

- No food or drink is allowed in close proximity to your HP Probook x360 while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the HP Probook x360 and should be removed before computers are placed in carrying cases.
- Students should **never** carry their HP Probook x360 while the screen is open. Students **MUST** carry their HP Probook x360 in the carry case between classes, etc.
- HP Probook x360 and school issued carrying cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Brandon Valley School District. All Brandon Valley School District and HP identification labels must remain on the computer.
- HP Probook x360's must never be left in a car or any unsupervised area.
- Students are responsible for keeping their HP Probook x360's battery charged for school each day.

### 2.2 Carrying HP Probook x360s

The HP Probook x360 must be carried in the school issued bag while moving around within the school. The guidelines below should be followed:

- Students **MUST** transport their HP Probook x360s in the school issued bag.
- Cords, cables, and removable storage devices should be removed before the HP Probook x360 is placed in the bag.

### 2.3 Screen Care

The computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the HP Probook x360 when it is closed.
- Do not place anything near the HP Probook x360 that could put pressure on the screen.
- Always close the HP Probook x360 when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- **Never use chemical cleaners on your computer screen.**

### 3. USING YOUR HP PROBOOK X360 AT SCHOOL

HP Probook x360s are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars, and schedules will be accessed using the HP Probook x360 computer. Students must be responsible to bring their HP Probook x360 to all classes, unless specifically advised not to do so by their teacher.

#### 3.1 HP Probook x360 Left at Home

If students leave their HP Probook x360 at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

#### 3.2 HP Probook x360 Undergoing Repair

Loaner computers may be issued to students when they leave their computer for repair at the Help Desk.

#### 3.3 Charging Your HP Probook x360's Battery

HP Probook x360s must be brought to school each day in a fully charged condition. Students need to charge their HP Probook x360 each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the HP Probook x360 has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

#### 3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and backgrounds are prohibited.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

#### 3.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

#### 3.6 Printing

Students will use designated printers in various locations around the school with teachers' permission. Limits will be established to the number of pages students will be allowed to print during the course of the school year.

#### 3.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your HP Probook x360's performance. ***There will be a \$10 Re-Image Fee to Correct These Problems***

#### 3.8 Games

Playing games is not allowed on the computer during school hours.

#### 3.9 Movies

Watching movies is not allowed on the computer during school hours.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Files

Students will be logging onto the district network when using their computer. Students will have two options when saving files.

1. Student can save the HP Probook x360's C Drive. Here you can store school work, music, pictures, etc. If saving to this location the student will be able to take their HP Probook x360 home and have all of their files available to them. Students will not need to be connected to WiFi to access their files.
2. Student can save files to a Cloud Storage area. The school is recommending Google Drive for this Cloud Storage. Students must use their K12 Account when doing this. Saving to the cloud will allow students the opportunity to have their files available to them if they connect their network WiFi.

### 4.2 Saving a Backup

Students should also backup all of their work at least once each week. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.** There are two ways back up your files.

1. Use a removable file storage device. Removable USB devices may be purchased at a local retailer.
2. Back up files to your K12 Cloud Storage on Google Drive using your K12 account.

## 5. SOFTWARE ON HP PROBOOK X360

### 5.1 Originally Installed Software

The software originally installed must remain on the HP Probook x360 and it must be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of the HP Probook x360 will be made to ensure that only appropriate software is installed on student's computers.

### 5.2 Additional Software

It is the responsibility of individual students to ensure that no additional software or files are installed on their HP Probook x360 without the Brandon Valley School Districts permission. Any software installed, but not approved by the district will require a system re-image and may be subject to disciplinary consequences.

***There will be a \$10 Re-Image Fee to Correct These Problems***

### 5.3 Inspection

Students may be selected at random to provide their computer for inspection.

## 6. ACCEPTABLE USE POLICY

### 6.1 Purpose of this Document

The Brandon Valley School District provides Information Technology services for the student body and faculty. We are pleased to bring the following services to the district and believe that they offer a vast, diverse, and unique set of opportunities to both students and teachers. These services include Internet services, web-hosting, e-mail services, and other related services provided via the computer network. The district has made a substantial investment in human and financial resources to create and maintain these systems. State law requires each district to have a written policy in place concerning the proper use of Information Technology within the classroom, which this document outlines.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that the user

may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the network relies upon the proper conduct of the end users. These guidelines are provided here so that you are aware of the responsibilities you as an end user are about to acquire. In general this requires efficient, ethical, and legal utilization of the network. If a user violates any of these provisions, he/she will be subject to the penalties listed in this document. The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## 6.2 Privileges

The use of computers and all the services that are provided via them is a privilege. Improper use of these resources will result in the temporary or permanent loss of these services and/or other disciplinary measures, including but not limited to: being subject to the school district discipline policy and being required to monetarily compensate the district for any malicious damage.

Students who are at risk of failing classes may be subject to temporary restrictions of access.

Every user in the district is expected to follow all local, state, and federal laws when using the services provided by the district. Failure to do so will result in prosecution.

Your use of the Internet and related services must be acceptable and in agreement with the objectives and in accordance with the rules of student conduct of the Brandon Valley School District and also with state and federal regulations. Internet usage may be monitored. No right to privacy shall be construed, nor do academic freedom issues apply.

## 6.3 General Guidelines

1. Students will have access to all available forms of electronic media and communication that support the educational goals of the Brandon Valley School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Brandon Valley School District.
3. Access to the Brandon Valley School District technology resources is a privilege and not a right.
4. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

## 6.4 Legal

1. Student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. This includes all forms of media on the Internet such as: graphics, movies, and music.
2. Plagiarism is a violation of the Brandon Valley Schools District's disciplinary procedures. 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 disciplinary procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes will result in criminal prosecution or disciplinary action by the Brandon Valley School District.

## 6.5 E-mail

1. Students should make sure their K-12 e-mail account works at all times. Students should check their K-12 e-mail accounts regularly. Brandon Valley Middle School office staff, teachers, principals, counselors, coaches, etc. will be communicating upcoming appointments, requests and announcements through e-mail or other approved forms of communication.
2. Students should maintain high integrity with regard to e-mail content.
  - always use appropriate language
  - do not transmit language or material that is profane, obscene, abusive, bully like or offensive to others.

3. Do not send mass e-mails, chain letters or, spam.
4. K-12 e-mail accounts are considered property of the state. Student e-mail is subject to inspection by school officials at any time.

#### 6.6 Printing

1. All students must have approval from a teacher before printing a document or image.
2. All materials being printed must be school related.
3. Printing can be monitored.

#### 6.7 Hacking, Cracking, and Virus Creation

1. Going around the school firewall is not allowed.
2. Spreading a malicious virus or related rogue software is not allowed.
3. It is the financial responsibility of the student involved in hacking any district and/or state-owned systems. The student, his/her parents, or legal guardians will reimburse the district for costs incurred by the district. This includes but is not limited to: labor costs for tracking down the user and repairing any damage done accidentally or otherwise, consulting and legal fees, computer forensic fees and any fees incurred from outside sources hired by the district.

#### 6.8 Network Security

1. If a student identifies a security problem on the network, they must notify the classroom teacher. Do not share the problems with others. Do not exploit any security holes.
2. Students are not allowed to download programs, files, games, or other electronic media.
3. Disrupting the network or the work of others is not allowed.
4. Students will not modify or abuse any software.
5. Students are not allowed to use the network for fraudulent copying, communications, or modification of materials in violation of copyright laws.
6. Students must not use the network to intentionally obtain or modify files, passwords and data belong to other users.
7. User accounts are considered property of the Brandon Valley School District. The School District expressly reserves the right at any time to review the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted.
8. Any violation in the network security will be reported to the administration and law enforcement officials if necessary.
9. Students using the Brandon Valley School District's network shall have no expectation of privacy or confidentiality on the content of electronic communications or other computer files sent and received on the District network.

#### 6.9 Privacy and Safety

1. Do not access, use, or change computer files that do not belong to you.
2. Do not reveal your full name, phone number, home address, social security number, credit card number, passwords or passwords of other people.
3. Remember that storage is not guaranteed to be private or confidential; the district may access anything on your computer at any time.
4. If a student inadvertently accesses a website that contains obscene, pornographic or offensive material, notify a teacher or principal immediately so that such websites can be blocked from further and future access. This is not merely a request; it is a responsibility.

#### 6.10 Social Media

1. Social media websites such as Facebook, Twitter, Instagram, etc. are blocked at school.
2. The Brandon Valley School District is not responsible for material hosted on these types of websites.



3. Brandon Valley School District will assist authorities in every way possible should there be materials on these types of websites that threaten the well-being of members in the district.

#### 6.11 Using the District Network

1. At log-in all users will be required to acknowledge understanding of the Brandon Valley School District's Acceptable Use Agreement before being allowed to log on and use the school district network.
2. Parents or guardians of minors will provide confirmation of their understanding of the Acceptable Use Agreement and give permission for use on the annual registration card.
3. Students will only log on to the network using the username given to them by the school district.

#### 6.12 Disclaimer

1. The Brandon Valley School District will not be responsible for loss of information nor the accuracy or quality of information obtained through the Internet.
2. The Brandon Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
3. The Brandon Valley School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays in Internet service, non-deliveries or mis-deliveries of e-mail, or service interruptions of any kind.
4. The school district policy regarding use of the Internet and related services will be posted in all computer labs and is available in each school library.

#### 6.13 Violating the Acceptable Use Expectations may result in

1. Loss of network access.
2. Disciplinary or legal action, including, but not limited to, criminal prosecution under appropriate state and federal laws.

Rules include but are not limited to those listed above. The Brandon Valley School District reserves the right to add to or make changes to this document upon approval of the district School Board. Any changes will be made public through the School Board minutes.

#### 6.15 Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online, shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Brandon Valley School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

#### 6.16 Parental Responsibility

1. Parents will be responsible for monitoring student's use of the computer at home.
2. Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
3. Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request.

## **7. PROTECTING & STORING YOUR HP PROBOOK X360 COMPUTER**

### 7.1 HP Probook x360 Identification

Student HP Probook x360 's will be labeled in the manner specified by the school. All Brandon Valley School District and HP Probook x360/Hewlett Packard identification must remain on the computer.

### 7.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

### 7.3 Storing Your HP Probook x360

When students are not using or monitoring their HP Probook x360, they should be stored and locked securely in their lockers. Nothing should be placed on top of the HP Probook x360 when stored in the locker. Students are encouraged to take their HP Probook x360 home every day after school regardless of whether or not they are needed. The HP Probook x360 **should not** be stored in a student's vehicle at school or at home.

### 7.4 HP Probook x360 s Left in Unsupervised Areas

Under no circumstances should the HP Probook x360 be left unsupervised. Disciplinary action may be taken for computers left unsupervised.

## **8. REPAIRING OR REPLACING YOUR HP PROBOOK X 360**

### 8.1 School District Protection

School District Protection is available for students and parents to cover HP Probook x360 replacement in the event of theft, loss, or accidental damage. The protection cost is \$25.00 annually for each computer with a maximum cost of \$50.00 per family. Students or parents may wish to carry their own personal insurance to protect the computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the computer.

### 8.2 Claims

All insurance claims must be reported to the Help Desk. Students or parents **MUST** file a police or fire report and bring a copy of the report to the principal's office before the HP Probook x360 can be repaired or replaced. Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Brandon Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

## **9. HP PROBOOK X360 TECHNICAL SUPPORT**

Students experiencing technical difficulties should take their computers to the Help Desk. Students should make an effort to address these issues before school, after school, lunch or study hall whenever possible. Teachers may not allow a student to leave class to go to the Help Desk.

DO NOT TAKE your HP Probook x360 to any other computer business to get it fixed. A student **MUST** go to the school district's Help Desk for any kind of assistance.

## **10. HP PROBOOK X360 FAQ'S**

### **1. Who owns the HP Probook x360 computer?**

The Brandon Valley School District.

### **2. Can I use the HP Probook x360 Computer and software throughout my career at Brandon Valley Middle School?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you leave Middle School, your unit will be powerful enough for your classroom work throughout your career at Brandon Valley Middle School. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

### **3. What if I already have another model or brand of computer?**

You will be required to use the school district issued HP Probook x360 for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Brandon Valley School District is also limited to provide maintenance service or assistance for only the HP Probook x360 computers. For these reasons, other computers will not be used on the Brandon Valley School District network at school.

### **4. Can I have my HP Probook x360 computer during the summer?**

No

### **5. Where do I find a HP Probook x360 authorized service technician?**

Brandon Valley Middle School is the only authorized service technicians for the students HP Probook x360. If you have a question or a service need, take your computer to the Help Desk.

### **6. What about insurance against theft, breakage, or accidental damage?**

Your HP Probook x360 computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Brandon Valley School District Computer Protection Plan is recommended. The protection covers the computer for a \$25.00 annual payment. The best insurance is to take care of your HP Probook x360. Do not leave your computer in the building, classroom, commons, or car unattended. Always know where your HP Probook x360 is! Above all, take your computer home each night.

### **7. Does Brandon Valley provide maintenance on my HP Probook x360 computer?**

Yes. The Help Desk staff will coordinate maintenance for students.

### **8. What will I do without a computer in my classes if my HP Probook x360 unit is being repaired or while I am replacing it if it is lost or stolen?**

Brandon Valley Middle School stocks a limited number of HP Probook x360 computers that may be loaned out on a first come, first served basis. If you are in possession of a loaner computer, treat the loaner computer as if it were your own computer. You will be responsible for any damage to the unit or for its loss. In addition, there are a limited number of desktop computers in some classrooms that may be utilized during class time based on the discretion of the classroom teacher.

### **9. Do I need a printer?**

You do not need to own a printer. Printers will be made available at the school as needed. If you want to use your own printer at home, you are allowed to do so.

**10. What if I want to run another operating system on my computer?**

Only the operating system chosen by the Brandon Valley School District will be authorized to run on a student-issued computer. Chrome will be available.

**11. What has the school done to help prevent students from going to inappropriate sites?**

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. Brandon Valley Administrators recommend that parents monitor student's use of computers at home.

**12. Are Student HP Probook x360's subject to school "snooping"; what if they bring their computer in for repairs and "objectionable data" is detected?**

Yes. Inappropriate material on the computers will not be tolerated. Should inappropriate material be found on the computer, it will immediately be reported to the Principal.

**13. If the accessories to my computer are lost or stolen, how much will it cost to replace them?**

In the event that the computer accessories are stolen, you should report the lost items to the Help Desk. You will be responsible for the cost of replacement of lost or stolen accessories.

**14. Will students be allowed to carry backpacks?**

No.

**15. Can a student use their personal email account during the school day?**

No. During the school day, students are required to use their school issued email account.

**16. What are some general guidelines?**

- a. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Brandon Valley School District.
- b. Students are responsible for their ethical and educational use of the computers on-line services at the Brandon Valley School District.
- c. All policies and restrictions of computer on-line services must be followed.
- d. ***Transmission of any material which is in violation of any federal or state law is prohibited.*** This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- e. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Brandon Valley Middle School student disciplinary procedures.

**17. What is Network Etiquette?**

- a. Be polite; messages typed in ALL CAPITAL LETTERS are the computer equivalent of shouting and are considered rude.
- b. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- c. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- d. Transmitting obscene messages or pictures is prohibited.
- e. Revealing personal addresses or phone numbers of the user or others is prohibited.
- f. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

**13. Can I use any backpack to carry my computer?**

Students must store the HP Probook x360 in the school issued carrying case.

**14. Can I use a wireless mouse if I purchase one myself?**

Yes

**15. Can I sync my personal cell phone or other devices to my computer?**

Yes, but understand any content synced to the computer must be appropriate for school. All files on the computer must follow Acceptable Use Policy Guidelines.

**16. Can I store my own music on the computer?**

Yes. Make sure all music on the computer is school appropriate.

**17. Can I watch Netflix on my computer?**

No

**18. Can I purchase a cover for my computer?**

Yes, however your device must still fit in the school supplied carrying case.

**19. Can I put personal stickers or mark on my computer or the accessories (bag, power cables)?**

You may not place them directly on the computer or school issued carrying case. If you have a cover on your computer, you may put school appropriate stickers on the cover

**20. Will my online use be filtered at school?**

Yes

**21. Will my online use be filtered at home?**

Yes

**22. I don't have Wi-Fi at home. What do I do?**

Students are without wi-fi at home are encouraged to download to their computer desktop what they need to work on for that evening. In addition, numerous local businesses have free wi-fi as well as the Brandon Community Library.

**23. Can I use Skype during school for my personal use?**

No because of bandwidth issues at school.

## **11. USE OF TECHNOLOGY RESOURCES POLICY**

*Brandon Valley School District*

### **Purpose**

The Brandon Valley School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Brandon Valley School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Brandon Valley School District.

### **Definition – Technology Resources**

The Brandon Valley School District's technology resources include but are not limited to the following resources: network, internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, digital images, and new technologies as they become available.

### **Regulations**

The use of the Brandon Valley School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Brandon Valley School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions in the HP Probook x360 User Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Brandon Valley School District's adopted student policies shall be applied to student infractions.

### **User Terms and Conditions for HP Probook x360 User Manual**

The use of Brandon Valley School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Brandon Valley School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

#### **Computer Violations:**

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

Consequences:

Consequences for violations will be determined by the administration following consultation with the technical staff and may include suspension of computer privileges and other disciplinary consequences.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.
- f. Computers may not be used for file sharing.

Consequences: Suspension of computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- 4. Brandon Valley School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- 5. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
- 6. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a) Computer batteries must be charged and ready for school each day.
  - b) Only labels or stickers approved by the Brandon Valley School District may be applied to the computer.
  - c) Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d) Computers that malfunction or are damaged must first be reported to the Help Desk or Principal. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
  - e) **Accidental computer damage: Students who have recorded 3 or more instances of accidental computer damage may be asked to check their computer in at the Help Desk after school. Computers may be checked out again before classes begin the next day. Special permission to take a computer home for class work may be permitted by the administration.**
  - f) Computers that are stolen must be reported immediately to the Principal's Office and the police department.
  - g) Individual school computers and accessories must be returned to the Brandon Valley Middle School's Help Desk at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Brandon Valley Middle School for any other reason must return their individual school computer on the date of termination.

***If a student fails to return the computer at the end of the school year or upon termination of enrollment at Brandon Valley Middle School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Brandon Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's HP Probook x360 Computer Protection plan and must return the computer and accessories to the Brandon Valley Middle School Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.***

<b>12. HP PROBOOK X 360 ACCESSORY REPLACEMENT</b>	<i>Brandon Valley School District</i>
---	---------------------------------------

In the event that a student loses any of the accessories, the following fees will be charge.

Lost or damaged power adapter and cord - \$21

Lost or damaged bag - \$50

Bag Strap - \$5

Missing or broken keys - \$85

Case replacement - \$55

Trackpad damage - \$35

Cracked Screen - \$425

Liquid Damage - \$635+

Computer damaged beyond repair - \$635+



Digital Citizenship is a concept which helps teachers, technology leaders and parents to understand what students/children/technology users should know to use technology appropriately. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology. Digital citizenship is the norms of appropriate, responsible technology use. Too often we are seeing students as well as adults misusing and abusing technology but not sure what to do. The issue is more than what the users do not know but what is considered appropriate technology usage.

Brandon Valley Middle School will be implementing the topic of Digital Citizenship in all classes across the curriculum. The nine elements of Digital Citizenship are:

**1. Digital Access:** *full electronic participation in society.*

Technology users need to be aware that not everyone has the same opportunities when it comes to technology. Working toward equal digital rights and supporting electronic access is the starting point of Digital Citizenship. Digital exclusion makes it difficult to grow as a society increasingly using these tools. Helping to provide and expand access to technology should be goal of all digital citizens. Users need to keep in mind that there are some that may have limited access, so other resources may need to be provided. To become productive citizens, we need to be committed to make sure that no one is denied digital access.

**2. Digital Commerce:** *electronic buying and selling of goods.*

Technology users need to understand that a large share of market economy is being done electronically. Legitimate and legal exchanges are occurring, but the buyer or seller needs to be aware of the issues associated with it. The mainstream availability of Internet purchases of toys, clothing, cars, food, etc. has become commonplace to many users. At the same time, an equal amount of goods and services which are in conflict with the laws or morals of some countries are surfacing (which might include activities such as illegal downloading, pornography, and gambling). Users need to learn about how to be effective consumers in a new digital economy.

**3. Digital Communication:** *electronic exchange of information.*

One of the significant changes within the digital revolution is a person's ability to communicate with other people. In the 19th century, forms of communication were limited. In the 21st century, communication options have exploded to offer a wide variety of choices (e.g., e-mail, cellular phones, instant messaging). The expanding digital communication options have changed everything because people are able to keep in constant communication with anyone else. Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. Unfortunately, many users have not been taught how to make appropriate decisions when faced with so many different digital communication options.

**4. Digital Literacy:** *process of teaching and learning about technology and the use of technology.*

While schools have made great progress in the area of technology infusion, much remains to be done. A renewed focus must be made on what technologies must be taught as well as how it should be used. New technologies are finding their way into the work place that are not being used in schools (e.g., Videoconferencing, online sharing spaces such as wikis). In addition, workers in many different occupations need immediate information (just-in-time information). This process requires sophisticated searching and processing skills (i.e., information literacy). Learners must be taught how to learn in a digital society. In other words, learners must be taught to learn anything, anytime, anywhere. Business, military, and medicine are excellent examples of how technology is being used differently in the 21st century. As new technologies emerge, learners need to learn how to use that technology quickly and appropriately. Digital Citizenship involves educating people in a new way— these individuals need a high degree of information literacy skills.

**5. Digital Etiquette:** *electronic standards of conduct or procedure.*

Technology users often see this area as one of the most pressing problems when dealing with Digital Citizenship. We recognize inappropriate behavior when we see it, but before people use technology they do not learn digital etiquette (i.e., appropriate conduct). Many people feel uncomfortable talking to others about their digital etiquette. Often rules and regulations are created or the technology is simply banned to stop inappropriate use. It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.

**6. Digital Law:** *electronic responsibility for actions and deeds*

Digital law deals with the ethics of technology within a society. Unethical use manifests itself in form of theft and/or crime. Ethical use manifests itself in the form of abiding by the laws of society. Users need to understand that stealing or causing damage to other people's work, identity, or property online is a crime. There are certain rules of society that users need to be aware in a ethical society. These laws apply to anyone who works or plays online. Hacking into others information, downloading illegal music, plagiarizing, creating destructive worms, viruses or creating Trojan Horses, sending spam, or stealing anyone's identify or property is unethical.

**7. Digital Rights & Responsibilities:** *those freedoms extended to everyone in a digital world.*

Just as in the American Constitution where there is a Bill of Rights, there is a basic set of rights extended to every digital citizen. Digital citizens have the right to privacy, free speech, etc. Basic digital rights must be addressed, discussed, and understood in the digital world. With these rights also come responsibilities as well. Users must help define how the technology is to be used in an appropriate manner. In a digital society these two areas must work together for everyone to be productive.

**8. Digital Health & Wellness:** *physical and psychological well-being in a digital technology world.*

Eye safety, repetitive stress syndrome, and sound ergonomic practices are issues that need to be addressed in a new technological world. Beyond the physical issues are those of the psychological issues that are becoming more prevalent such as Internet addiction. Users need to be taught that there are inherent dangers of technology. Digital Citizenship includes a culture where technology users are taught how to protect themselves through education and training.

**9. Digital Security (self-protection):** *electronic precautions to guarantee safety.*

In any society, there are individuals who steal, deface, or disrupt other people. The same is true for the digital community. It is not enough to trust other members in the community for our own safety. In our own homes, we put locks on our doors and fire alarms in our houses to provide some level of protection. The same must be true for the digital security. We need to have virus protection, backups of data, and surge control of our equipment. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

## 14. HP PROBOOK X360 COMPUTER PROTECTION

*Brandon Valley School District*

The Brandon Valley School District recognizes that with the implementation of the 1-1 Initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various options for insurance coverage.

**INSURANCE OPTIONS:** Student/Parent must commit to one by checking the appropriate box.

- No Insurance:** ☐ You agree to pay for the replacement of the HP Probook x360 computer at a cost not to exceed \$635.00 should the computer be stolen, lost, or damaged.
- Personal Insurance:** ☐ You will cover the HP Probook x360 Computer under your own insurance policy in the case of a theft, loss, or damage. You agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the computer replacement not to exceed \$635.00.
- School District Protection** ☐ You choose to pay the school district an annual protection payment for coverage of theft or damage in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in middle school using HP Probook x360 computers. The \$25.00 payment is non-refundable. This annual coverage begins upon receipt of the laptop and insurance payment and ends at the end-of-year laptop collection.

**ADDITIONAL INFORMATION:** In cases of theft, auto accident, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to the HP Probook x360 computer including negligence in the use and care of the computers. School District Computer Protection **DOES NOT** cover intentional damage of the computers.

### **TYPICAL HP PROBOOK X360 REPAIR COSTS:**

Liquid Spill: \$635                      Track Pad: \$35  
Cracked Screen: \$425                Cracked Casing: \$55

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**15. STUDENT PLEDGE FOR HP PROBOOK X360***Brandon Valley School District*

1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will never leave the computer unattended and know where it is at all times.
3. I will never loan out my computer to other individuals.
4. I will have my battery charged fully when I arrive at school and charge it as necessary throughout the day.
5. I will keep food and beverages away from my computer since they may cause damage to the computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will protect my computer by only carrying it while in the bag provided.
8. I will use my computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the computer unless there is a case on the computer.
10. I understand that my computer and accounts are subject to inspection at any time without notice and remains the property of the Brandon Valley School District.
11. I will follow the policies outlined in the *HP Probook x360 Computer Policy Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
12. I will immediately report any theft, vandalism, or other damage covered by insurance to the help desk or principal.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cords and carrying case in the event any of these items are lost or stolen.
15. I agree to return the District computer and power cords in good working condition.
16. I will not reveal my own or anyone else's personal address, phone number, or passwords using the schools computer network.
17. I agree to abide by all copyright and license agreements.
18. I agree that no financial transactions of any kind will be allowed using the school account.
19. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
20. I agree to not bypass the internet filter to gain access to blocked websites.
21. I agree to never provide my passwords to anyone.
22. I agree to be responsible in maintaining my passwords to all my school accounts.
23. I agree to not add screensavers or backgrounds that violate school policy (tobacco, violence, inappropriate images, etc).

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 16. STUDENT ACCEPTABLE USE AGREEMENT

*Brandon Valley School District*

**Student will initial in the blanks provided in front of each statement.**

\_\_\_\_\_ I understand that the HP Probook x360 is the property of the Brandon Valley School District and issued to students for the purpose of conducting school business. It is intended only for the use of the students to whom it is assigned. Use of the computer is governed by and subject to the rules and conditions contained in the District Acceptable Use Policy, the HP Probook x360 Computer Policy Manual and other applicable Board Policies, rules and guidelines. The computer may record or collect information on the student's activity or the student's use of the computer including the use of the camera, global positioning system, or other features capable of recording or collecting information on the students' activity or use of the computer. 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.

\_\_\_\_\_ I understand that the computers is intended as the student's primary computer at school. Therefore it must be at school during regular schedule school days so that it can be used when needed in class.

\_\_\_\_\_ I understand that the computer will need to be returned to the Brandon Valley School District from time to time to receive maintenance checks and be inventoried. Students will be notified when this becomes necessary.

\_\_\_\_\_ I understand that files will need to be backed up on a regular basis as outlined in the HP Probook x360 Computer Policy Manual.

\_\_\_\_\_ I understand that the computer may be taken home or to other locations after school hours. However, the student is responsible, at all times, for the care and appropriate use of the computer. The computer should not be left unattended in any unlocked area, vehicle or common area. The computer shall be locked in secured spaces while not in the user's possession. When not in use, the computer will be stored in the carrying case provided by the school district.

\_\_\_\_\_ I understand that if loss or theft occurs during the school day it must be reported immediately to Principal Brad Thorson or Assistant Principal Amanda Nelson. If loss or theft occurs any time outside of the school day, it is the responsibility of the parent/guardian to file a police report and notify Mr. Thorson or Mrs. Nelson at [brad.thorson@k12.sd.us](mailto:brad.thorson@k12.sd.us) or [amanda.nelson@k12.sd.us](mailto:amanda.nelson@k12.sd.us) within 24 hours. Failure to adhere to the above procedures related to loss and theft will result in full financial responsibility for the replacement of the laptop by the parent/guardian.

I have read the policy and agree to the terms listed on this form and the manual.

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_