Wentzville R-IV School District

Student Netbook Handbook

The focus of the Wentzville School District (WSD) student netbook program is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and a learning tool of these twenty-first century students are mobile devices such as netbooks. The individual use of netbooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Netbooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Netbooks will be a vehicle to enhance student learning by making them active and engaged in their learning. Students will be required to bring their netbook to school every day, and take it home every night during the school year.

The policies, procedures and information within this handbook apply to all district netbooks used at school or at home, including any other device considered by district administrators or principals to come under this policy.

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1. Netbook Specifications:

The netbooks issued to high school students may vary slightly from year-to-year or even during the school year as models change. Below are the general specifications that the netbooks will have:

- Operating System: Microsoft Windows 7
- Processor: Intel Atom N4xx minimum 1.66Ghz
- Memory: minimum 1 GB
- Hard Drive: minimum 120 GB
- Media Card Reader: SD memory card reader
- External Ports: 2 USB ports
- Screen: 10.1" widescreen LED
- Battery: 6 cell Lithium Ion (up to 7 hours of battery life with average around 5 hours)
- Audio Output: Integrated speaker & 3.5mm speaker or headphone port
- Network: Integrated 10/100 Ethernet port & integrated wireless card 802.11 b/g/n
- Video Port: VGA output
- Productivity Software: Microsoft Office 2010

2. Receiving Netbook:

Parents and students must sign and return the Netbook Handbook Agreement before the netbook can be issued to the student. Netbooks will be distributed each year. Netbooks will be collected at the end of each school year for maintenance, cleaning and software installations. Students must save any files that they wish to keep prior to turning in as the netbooks will be reloaded and cleaned during the summer.

3. Taking Care of The Netbook:

Students are responsible for the general care of the netbook they have been issued by the school. Netbooks that are broken or fail to work properly must be taken to the designated area in the school.

3.1 General Precautions:

- No food or drink is allowed next to the netbook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the netbook.
- Students should never carry their netbooks while the screen is open.
- Netbooks should be shut down or put in standby when not in use for an extended period of time to conserve battery life.
- Netbooks must remain free of any writing, drawing, stickers, or labels that are not the property of WSD. Netbooks must never be left in an unattended vehicle or any unsupervised area.
- Students are responsible for keeping their netbook battery charged for school each day.

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3.2 Carrying Netbooks:

The protective case provided with netbooks is intended to provide basic protection from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

- Netbooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such a folders and papers), but these must be kept to a minimum to avoid placing too much pressure and weight on the netbook screen.

- The netbook must be turned off or put in standby before placing it in the carrying case.

3.3 Screen Care:

The netbook 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 netbook when it is closed.
- Do not place anything near the netbook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (ie. pens, pencils or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. Using The Netbook at School:

Netbooks are intended for use at school each day. Students must be responsible to bring their netbooks to all classes, unless specifically advised not do to so by their teacher.

4.1 Netbooks Left at Home:

If students leave their netbook at home, the student may use a classroom loaner during the class session, do without, or share with another student depending on the classwork as directed by the classroom teacher.

4.2 Netbook Undergoing Repair:

Loaner devices may be issued to students when they check their netbooks for repair at the designated location at their high school.

4.3 Charging The Netbook Battery:

Netbooks should be brought to school each day in a fully charged condition. Students need to charge their netbook each evening. Charging areas will be available in designated locations in the high schools and in classrooms.

4.4 Screensavers & Backgrounds:
Inappropriate media may not be used as a screensaver or desktop background, such as the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.

4.5 Printing:
Personal printers at home will not be able to be added to the netbooks. USB flash drives or other removal media can be used to transfer files to home computers for printing. Printing should be kept to a minimum as teacher strategies will facilitate digital copies and/or online submission of homework.

5. Managing Files and Saving Work:

5.1 Saving Work:
Students should save to the Documents folder on their netbook. Students should routinely backup important files to their district network H: Drive or removable media.

5.2 Saving Appropriate Content:
The content saved in the Documents folder should be specific to education. The space provided by WSD is limited, and there is a quota of 500MB for each high school students.

5.3 Saving Inappropriate Content
Students should not view or save any content deemed inappropriate by WSD via this Netbook Handbook, the District Technology Use Policy and the district student procedures. Inappropriate content includes, but is not limited to pornography, offensive content, or illegal music/videos/software.

6. Software on Netbooks:

6.1 Originally Installed Software:
The software originally installed on the netbooks must remain on them in usable condition and be used appropriately. Some of the major software titles installed on the netbooks include Windows 7 and Microsoft Office 2010 (Word, Excel, PowerPoint, OneNote). From time to time the school may add software applications for use in a particular course. All copyright and licensing laws will be adhered to by students and the WSD. Students should not install any additional software.

6.2 Virus Protection:
The netbooks have Total Traffic Control Security Agent installed on them for virus protection. This software will scan the hard drive for known viruses.   Netbooks will have a full system scan on Fridays so they will run a little slower on that day. The anti-virus software will be updated via the network. In addition to the anti-virus software, the netbooks are locked down so installation of new applications is limited. This prevents viruses and configuration issues that may be downloaded from running on the netbooks and infecting district resources.

6.3 Additional Software:

Students are not allowed to install any additional software on their netbooks. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, proxy software, and games. Teachers will submit specific software installations prior to the start of the school year that will be needed for class.

6.4 Inspection:

Student netbooks may be viewed by school administration at any time. Student netbooks may also be inspected by school administration if a staff member suspects that inappropriate material resides on the device or the student have violated this Netbook Handbook, the District Acceptable Use Policy, the Digital Citizenship Pledge, and WSD student policies and regulations.

6.5 Procedure for Re-Loading Software:

If technical difficulties occur that requires the reimaging of the netbook, it is at the discretion of a district technician to re-image the netbook especially if repairs are substantial. Reimaging will restore the netbook to the original state of initial installation. All files stored on the hard drive, such as the Desktop or Documents will be gone. For this reason it is the student's responsibility to utilize his/her H: Drive to backup their important files and documents.

7. Acceptable Use:

7.1 General Guidelines:

Each student will be required to follow the District Acceptable Use Policy which can be accessed at:
http://wentzville.k12.mo.us/file.php/41/WSDAUP.pdf

Transmission, use, or copying of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a netbook, or the files of another user, without consent of the individual, principals or District Administration will be considered an act of vandalism and subject to disciplinary action in accordance with the district policies. Students should not open the casing to access the internal components such as the system board, memory, hard drive or other internal parts, nor remove any parts or components of the device.

7.2 Privacy and Safety:

- Do not go into chat rooms or send mass broadcasts without permission.
- Do not reveal full name, phone number, home address, social security number, credit card numbers, and passwords to others.
- Netbooks and district network drives are the property of the district and can be confiscated or searched by district officials at any time.

- Internet history is tracked by individual students. Internet history and logs can be accessed on district netbooks and the district Internet filter at any time by district officials.

7.3 Legal Propriety - Students should:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent/guardian.
- Not plagiarize. Plagiarism is a violation of the student handbook.
- Not use copyrighted, licensed or branded materials without appropriate written permission from the "owner".
- Give credit to all sources used, whether quoted or summarized. This included all forms of media on the Internet such as graphics, movies, music and text.

8. Protecting and Storing Netbooks:

8.1 Netbook Identification:
Netbooks will be issued and assigned to individual students. This assignment will be tracked by the serial number of the netbook, and in addition a sticker will be affixed to the netbook with the student's name for quick identification.

8.2 Storing the Netbook:
When students are not using their assigned netbook, they should store them in their locked locker. Nothing should be placed on top of the netbook when stored in the locker. Students should take their netbooks home every day after school, regardless of whether or not they are needed.

8.3 Netbooks Left in Unsupervised Areas:
Under no circumstances should netbooks be left in unsupervised areas which include the school grounds and campus, the cafeteria, computer lab, commons, library, hallways, unlocked classrooms, and dressing rooms. Any netbook left in these areas unsecured is in danger of being stolen. Unsupervised netbooks will be confiscated by staff and taken to the School Office.

9. Netbook Limited Warranty and Support:

9.1 Netbook Limited Warranty:
Netbooks are purchased with a limited warranty. This limited warranty covers normal use and manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or computer viruses.

9.2 Netbook Technical Support:
A district technician is housed in each high school. This technician provides technical support for the high school and another district school building. Technical support hours are during the school day.

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10. Online Safety and Responsibility:

10.1 When online one should:

- Never reveal identifying information in your screen name, profile or conversations to people you do not know. Information such as name, address, phone number, school name, etc… should not be openly shared.
- Remember any information you post could potentially be viewed by anyone.
- Do not post pictures that may be embarrassing or could lead to unwanted attention.
- Never arrange a face-to-face meeting with a stranger from the Internet.
- Remember that there are no "take backs" online. Once information is posted it is always out there even if you delete it.
- If something or someone online does not seem legitimate then tell your parents or a trusted adult immediately.

10.2 Cyberbullying:
Cyberbullying is when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the school district.

10.3 District Internet Filtering:
WSD utilizes an Internet filtering system that blocks and logs user Internet activity in accordance to the Children's Internet Protection Act.

11. Netbook Do's and Don'ts Overview:

Netbook Do's:

- The netbook should be used for educational purposes only.
- The netbook should always be in the carrying case provided by the district when not in use.
- The netbook should always be brought to school with a charged battery.
- The netbook should be used only by those individuals it is assigned.
- Students should utilize their district H: drives to back up their files when in the district.
- Students should be familiar and follow district policies relating to the computers and the Internet.
- The netbooks should be handled and treated with care.

Netbook Don'ts:

- The netbook should not be left unattended.
- The netbook should not be tossed or thrown even when in padded carrying case.
- The netbook should not be used while eating and drinking.
- The netbook should not be used to carry anything other than the netbook.

- The netbook should not have anything placed on top of it.
- The netbook should not be defaced.
  - Do not remove district labels and asset tags from the netbook.
  - Do not alter the appearance of the netbook in any way with markers, stickers, etc…
  - Do not insert items into ports that they are not intended for.
  - Do not remove or switch keys from the keyboard.
- Student should not share any of their passwords or login information, or allow anyone access to a program, system, or database under their login.
- Student should not store inappropriate or illegal images, videos, music or games on netbooks.
- Student should not circumvent the district Internet filter.
- Student should not access any inappropriate sites that may contain questionable adult content.

12. Student Netbook FAQ's:

Q: How will the netbooks be distributed?
A: Before having a device issued, the parents and student must sign the Student Netbook Handbook. Netbooks will be distributed during school classes.

Q: How long does the battery last?
A: On average, the battery operates the netbook for approximately 5 hours. It is rated at 7 hours, but results will vary depending on use.

Q: What if a netbook battery runs out during the day?
A: Areas to charge the netbooks will be made available in the classrooms.

Q: What if a student forgets their netbook at home or it is under repair?
A: Each classroom will have at least one extra netbook or device that a student may use while in that classroom.

Q: Will students be able to access inappropriate websites when using the netbook outside of the district?
A: The district's Internet filter has a portable "guide" that provides the same filter restrictions whether the device is operating on the district network or outside of the district when it is connected to another Internet source. This guide is not 100% fool-proof, therefore students need to be responsible for any online activity and follow district policies and procedures.

Q: How will the netbooks be marked so students will know which one is theirs?
A: There will be a clear label affixed on the netbook with the student's name.

Q: What operating system will the netbooks have?
A: Windows 7 Pro

Q: Will the netbooks have productivity software on them?
A: They will have Microsoft Office 2010 which includes Word (word processing), Excel (spreadsheets), PowerPoint (multimedia presentations), OneNote (note taking).

Q: How often are the netbooks backed up?

A: Documents are saved to the hard drive on the netbooks by default. Students are expected to back up their documents on their district network "home drive" or "H Drive".

Q: Can students add software to their netbooks?

A: Due to license tracking and potential interference with network software students should NOT add software to the netbooks. The district has preloaded multiple resources for student use. Special, additional software may be added by the district to accommodate certain classes.

Q: What if a student loses or damages a netbook?

A: Damaged or lost netbooks will be assessed like other district-owned items that students use (such as textbooks, band equipment, uniforms). In such situations, investigations are conducted by school officials to determine if the student is at fault and if a fine will be imposed. The original netbook purchase price is $298. Replacement costs for other parts: keyboard $35, battery $70, AC adapter $40, carrying case $20.

Q: May a parent or student opt out of having a netbook?

A: At this time, students cannot opt out. The netbook is a critical component of the daily classroom instruction. If parents have specific concerns, they may talk to their building principals.

Q: May students use their personal laptops or computing devices instead of the netbook?

A: Personal devices cannot access the district network or the district wireless system and are not a suitable substitute for the district netbooks.

Q: Will students be charged for the cost of the netbook if it broken, lost or stolen?

A: This depends on the situation. After investigating, students can be charged fees for purposeful destruction or carelessness with the device. The fees could be for parts such as keyboards, screens or carrying cases.

Q: Will the netbook be compatible with home-based Internet connections (wireless and wired)?

A: The netbooks will be compatible with home wireless and wired Internet connections. They also will connect to commercial and free or open Wi-Fi services that are offered at businesses, such as restaurant cafes, and the public library.

Q: Can parents use the netbooks to access student grades online?

A: These netbooks are not designed to be a family computer and are intended for the sole use of the student it is issued to for school related purposes only.

Q: Will students have access to technology support on evenings and weekends?

A: District technical support is only offered during school days & times.

Q: What students are issued a netbook?

A: Any student enrolled in at least one on-site designated course at any of the two high school campuses (SY 2011-2012 – English I, Pre-AP English I, Read 180).

WENTZVILLE SCHOOL DISTRICT
NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Wentzville School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Wentzville School District's compliance with the regulations implementing these Prohibitions is directed to contact Susan Hladky, Title IX and Section 504 Coordinator for Employment, and Cheri Thurman, Section 504 Coordinator for Students, (telephone number 636-327-3800) who have been designated to coordinate Wentzville School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Wentzville School District's compliance with the regulations implementing Title IX or Section 504.

Terry Adams
Superintendent   Form 1310.1
Wentzville School District   Revised 8/4/2011

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities, or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator - Students	*Section 504 Coordinator - Employment*	*Title IX Coordinator*	*Title VII Coordinator*
Cheri Thurman, Assistant Superintendent of Special Services	Susan Hladky, Assistant Superintendent of Human Resources	Susan Hladky, Assistant Superintendent of Human Resources	Susan Hladky, Assistant Superintendent of Human Resources
1 Campus Drive	1 Campus Drive	1 Campus Drive	1 Campus Drive
Wentzville, MO 63385	Wentzville, MO 63385	Wentzville, MO 63385	Wentzville, MO 63385
636-327-3800 Ext. 20341	636-327-3800 Ext. 20351	636-327-3800 Ext. 20351	636-327-3800 Ext. 20351
Americans with Disabilities Act Title II Coordinator (Employment)	*Americans with Disabilities Act Title II Coordinator (Facilities)*	*Age Discrimination and Age Discrimination Act in Employment Act, Coordinator*	*Title VI Coordinator*
Susan Hladky, Assistant Superintendent of Human Resources	Cheri Thurman, Assistant Superintendent of Special Services	Susan Hladky, Assistant Superintendent of Human Resources	Dr. Terry Adams, Superintendent Susan Hladky, Assistant Superintendent of Human Resources
1 Campus Drive	1 Campus Drive	1 Campus Drive	1 Campus Drive
Wentzville, MO 63385	Wentzville, MO 63385	Wentzville, MO 63385	Wentzville, MO 63385
636-327-3800 Ext. 20351	636-327-3800 Ext. 20341	636-327-3800 Ext. 20351	636-327-3800 Ext. 20351

Any person may also contact:		**Other agencies dealing with non-discrimination issues include:**	
Re: District's compliance with	Re: Concerns relating to Age	Missouri Commission of Human Rights	U. S. Department of Justice
Section 504, Title II, Title VI, Title IX,	Discrimination in Employment Act,	Department of Labor and	950 Pennsylvania Ave. NW
and the Age Discrimination Act.	or Title VII.	Industrial Relations	Washington, D.C. 20530-0001
Office for Civil Rights	Robert A. Young Federal Building	P. O. Box 1129	Telephone: 202-353-1555
U.S. Department of Education	1222 Spruce Street	3315 W. Truman Blvd.	
8930 Ward Parkway, Suite 2017	Room 8.100	Telephone: 573-751-3325	
Kansas City, MO 64114-3302	St. Louis, MO 63103		
Telephone: 816-268-0550	Telephone: 800-669-4000		Form 2130.2

Wentzville R-IV School District
Netbook Agreement

The borrowers (student and parent/guardian named below) agree to assume full responsibility for the safety, care and maintenance of the netbook. In case of accident, fire, flood, loss or careless handling of the netbook, the borrower agrees to pay for all damages or replacement – whichever is deemed necessary by the school district. The student agrees to abide by district policies and procedures which include the District Technology Acceptable Use Policy and the District Netbook Handbook while using the netbook. The netbook is the property of the school district and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the netbook.

Student Name_____

School_____

Parent/Guardian Name_____

Parent/Guardian Signature_____   Date_____

Student Signature_____   Date_____

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