CENTRAL MIDDLE SCHOOL LAPTOP STUDENT GUIDE

Information Technology Vision Statement

To facilitate the selection and use of media and technology to enhance the curriculum and instructional process by the integration of technology to ensure students become effective users of ideas and information.

Hartford Joint #1 School District 1:1 Notebook Models

DELL INSPIRON 11z Notebook – Central Middle School Grade 8 Students

Device Specifications

- 11.6" Widescreen display
- Intel Core i3 Processor
- 2 GB Memory
- 250 GB Hard Drive
- Wireless N
- 6-cell Battery
- Microsoft Windows 7 Pro
- Microphone

Lenovo S205s– Central Middle School Grade 7 & Virtual Program Students

Device Specifications

- 11.6" Widescreen display
- Intel Pentium D –Dual Core
- 2 GB Memory
- 250 GB Hard Drive
- Wireless N
- 6-cell Battery
- Microsoft Windows 7 Pro
- Microphone

Lenovo X131e – Central Middle School Grade 6 Students & Virtual Program Students

Device Specifications

- 11.6" Widescreen display
- AMD E1-1200 APU
- 2 GB Memory
- 300 GB Hard Drive
- Wireless N
- 6-cell Battery
- Microsoft Windows 7 Pro
- Microphone

Software Included

- Adobe Reader
- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Windows Movie Maker
- Scholastic Student
- Microsoft Office 2010
    - Microsoft Word
    - Microsoft PowerPoint

- Windows 7 Accessories
    - Paint
    - Sticky Notes
    - Calculator
    - Notepad/WordPad
    - Windows Media Center
    - Windows Media Player

General Notebook Usage Instructions

Log-in Instructions
1. Press Power button
2. Press Student icon on the right
3. You are logged in

Log-out/Power Off Instructions
1. Press Windows icon(Start)
2. Press shutdown
3. *Wait until notebook is completely shut down before closing lid*

Connecting to Wireless Networks

Your computer has the ability to connect to a wireless.
To connect follow the procedure below:

At School or Other Locations Using Wireless Networks
1. With computer logged in
2. Click on the Wireless Network icon in the task bar on the lower right:
3. At school: CMS_Student_Wireless should automatically connect. Otherwise click connect
4. At home: if you have a wireless network setup, look for your network's name. It may require a code in order to connect
5. Other places such as a public library it may require a code in order to connect
6. If prompted, click Public as selection for location of network

Notebook Care

The notebook you are given must last until you complete 8th grade. Use the following steps to prevent damage to and prolong the life of your notebook.

Don't Use Food or Drinks Near Your Notebook
- This will ensure that your notebook is not permanently damaged by liquids. It will also prevent keyboard damage from food particles

Turn Your Notebook Off Before Transportation
- Notebooks generate heat and are cooled by internal fans. If your notebook is inserted into a carrying case before it is turned off it WILL overheat and may be damaged as a result. It is necessary to properly shut down your notebook after each use especially if it is being transported

Transport Your Notebook Carefully
- When transporting your notebook within a classroom it must be held by the base with two hands. Do not lift or move your notebook by its LCD screen, this will result in permanent damage. When transporting your notebook outside of the classroom it must be secured in your carrying bag

Proper Carrying Bag
- Your notebook is made of fragile parts and must be transported in a proper carrying device. To ensure that your notebook case is appropriate see the following tips:
  - Your notebook should not slide inside the case
  - Your case should not carry anything other than your notebook, charger, and notebook accessories
  - Your notebook's LCD should be protected from both internal and external damage

Your Notebook is Not a Folder or Pencil Tray
- Do not put papers, pencils, or other objects on your keyboard and close your LCD. This will damage the LCD. When closed there can be nothing between your notebook's LCD and your notebook's keyboard

Battery and Power Brick Maintenance
- Make sure that your notebook is charged before you come to school each day. Continual usage of a low battery will significantly lower your battery life which may require it to be replaced
- Your power brick must be in good condition to properly charge your notebook. Power brick cords must be unplugged by grasping the plug and pulling, not by using the cord
- Also be sure to keep your power brick from being covered by any objects while in use. The power brick generates a lot of heat and may cause a fire if it is covered by other objects

Notebook Security
- You need your notebook for daily use in class. To prevent the theft of your device never leave it unattended. This means that it should be with you at all times unless it is secured in your locker or at your house. Do not leave it in a car or on the bus. Not only can your notebook get extremely hot when left in vehicles it is also an easy target for theft

Notebook Technical Support

The Technology Department is located in the LMC and coordinates the repair work for notebooks. If they are not available please leave your notebook with LMC staff. If your laptop is being serviced, you can check out a loaner laptop from the LMC staff.

Services provided include the following Hardware maintenance and repairs

- Password identification
- student account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Coordination of warranty repairs
- Distribution of loaner notebooks and batteries

Notebook Best Practices

File Management

The process of organizing files into folders is called File Management. This will help you keep track of the files on your computer or flash drive. This practice will save you lots of time later when trying to retrieve files for a specific class or unit.

To Create New Folders:
- Click Windows Icon(Start button on lower left side task bar)
- Click on Documents (right side)
- Click on New Folder (near top)
- Rename the new folder to what you want
- Click off the folder
- Add files to folder

To Save to A Flash Drive:
- Place a flash drive in a USB slot
- Click Windows Icon(Start button on lower left side task bar)
- Click on Computer(right side of Window)
- Locate your flash drive name under Removable Storage and click on it
- Click on New Folder (near top of window)
- Rename the new folder to what you want
- Click off folder
- Add files to folder

Student E-mail Etiquette

Sending an e-mail is one way of communicating electronically. There are certain guidelines to remember to make sure you are effective user and manager of e-mail.

LoginName@students.hartfordjt1.k12.wi.us

Basics

- Sign all of your e-mails with your name. If the e-mail is being sent to a teacher you should include your teacher's name and your class period
- Include what your e-mail is about in the subject line
- Begin your e-mail with a greeting to the person, (Hi Mrs. Jones,)
- Keep your e-mail brief. Generally one screen length is long enough
- Make sure your spelling, punctuation, and grammar are correct before hitting send
- Ask yourself if the e-mail is appropriate
- Use blank lines between paragraphs to improve readability
- For school business e-mails, do not use abbreviations like BTW (by the way) or LOL (laugh out loud)

Tone of E-mail

- Avoid using negative language
- Use emoticons; smiling faces, etc. when appropriate
- Use proper capitalization
- Before sending a message, consider whether you would say it to somebody in person. The detached nature of e-mail will sometimes make people say things they would never say in person
- Instead of hitting "Send", you may consider pressing the "Save to drafts" button instead. This will place your message in the "Drafts" folder (You can then come back and open the message later to review it when you are calm, and then edit if necessary before sending the message)
- It is much easier to delay sending an e-mail than it is to try to repair the damage from a hurtful message
- If you're asking for something from someone, say "please".   And if someone does something for you, it never hurts to say "thank you"

Replying to E-mails

- If you are replying to a message, it is a good idea to include the relevant parts of the original message in the reply
- Pay careful attention to where your reply is going. If a personal message ends up where you did not intend it to go it may be embarrassing for you and annoying for others

Abuse

- No e-mail system is totally private. Think of an e-mail message as a postcard being sent through the U.S. Postal Service. It is unwise to send very personal or sensitive information through e-mail. Your school e-mail is subject to review by the school technology department and administration
- E-mail can be subpoenaed by law enforcement if a student is suspected of breaking the law
- Students should report all abusive messages
- Abusive messages from other students will be forwarded to the appropriate district staff
- Inappropriate messages from outside the district should be forwarded to a staff member

Hartford School District Student Notebook

Handbook and Agreement

Notebook Agreement Terms and Conditions

Ownership

The notebook computer remains at all times the property of the district and student's possession and use of the notebook does not in any way change ownership of the notebook. The notebook is provided solely for the use of the student and solely for school purposes. The notebook may not be loaned to anyone else. The student's password and usernames are not to be shared with anyone.

Loss or Damage

Should the notebook be returned to the district inoperable and/or damaged beyond normal use, the parent is responsible for the reasonable cost of repair or its fair market replacement value. If the notebook is lost or stolen, replacement expenses at the fair market value on the date of loss will be parent responsibility. Replacement cost is **$300.00**. Students should make arrangements to purchase an appropriate sleeve or case to keep their computer in good working condition. The district will also offer an optional insurance plan for purchase if parents are interested. The cost of the insurance plan is **$25.00** per semester.

Term of Agreement

It is understood that the notebook will be returned to the district no later than the last day of the school year unless this agreement is terminated earlier by the district or upon the student's withdrawal from the district.   The agreement may be extended, if appropriate, into the summer months for use in the student's summer school studies.

Acceptable Use

The district's student Internet and Network Safety Guidelines(IIBG) and the Student Acceptable Use Policy (IIBG) governs the students' Use of the notebook. Failure to comply with the district's Policies may result in the immediate repossession of the computer by the district and other consequences for violation of the district's policies. The student's use is also subject to copyright laws. No software may be loaded on the computer without the express prior approval of the district.

Compliance

Failure to comply with the terms and conditions set forth above may result in the termination of this agreement by the district and the immediate repossession of the computer by the district.

Repossession

Failure to return the computer to the district at the end of this agreement or when requested to do so by the district may result in the district taking legal action for the return of its property. Should the district have to initiate any such proceedings, you will be responsible for the fees incurred by the district in obtaining the return of its property.

Use & Maintenance Fee

- Students will be charged an annual fee of $25 for battery replacement. Fees may also be incurred if the notebook is lost or damaged
- All incidents of theft, vandalism, and other criminal acts need to be reported to the Principal's office and the police department within 48 hours. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school
- If the notebook is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will not be charged
- Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students/Parents will be entirely responsible for the cost or repairs to computers that are damaged intentionally. Students/Parents are responsible for reasonable cost of repair for deliberately damaged notebooks. Repair costs will be based on manufacturer's current price list and the labor required for the repair.   The replacement cost of a notebook is **$300.00**

Financial Hardships

If the potential liability may create a financial hardship on the student or parent from obtaining a notebook, please contact the school principal. It is the desire of the District to provide all students with a notebook.

General Notebook Policies and Procedures

Commitment

In your quest for academic success the District is making a commitment to you by providing a notebook computer. The District needs you to make a commitment to care for the notebook and use it in accordance with District policies.

Inappropriate Content

Inappropriate content will not be allowed on notebooks. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures would result in disciplinary action. It is the student responsibility to report any web site accidentally loaded which contains obscene, pornographic material or otherwise offensive materials.

Privacy and Safety

- Do not go into chat rooms without permission
- Do not open, use, or change computer files that do not belong to you
- Do not reveal your full name, phone number, home address, or social security number, or passwords
- Files, e-mail, logs are not guaranteed to be private or confidential
- Observe copyright laws, trademarks and license agreements
- Plagiarism is stealing and in violation of board policy
- Hacking is illegal and prohibited, violators will be prosecuted
- The student whose name is on the School District Network account is responsible for the use of that account. **Do Not Share**

- Student notebooks will be labeled by the district, serial numbers, user accounts and MAC addresses will be used for identification

Student Responsibilities
- Monitor your notebook at all times or lock it up in a secure area
- Nothing should be placed on top of the notebook
- Do not store your notebook in a vehicle as extreme temperatures can damage them. It also increases the danger of theft
- Bring the computer and charging unit to school every school day. Keep the computer locked in your locker when it is in school and not in use
- Students should never carry their notebooks while the screen is open
- Notebooks should be shut down before moving them to conserve battery life
- Notebooks must remain free of any writing, drawing, stickers or labels that are not the property of the District
- Arrive at school each day with a fully charged battery
- Do not let anyone use the computer other than your parents or guardians
- Keep the equipment clean. For example do not eat or drink while using the computer
- Adhere to the Hartford School District Acceptable Use Policy and the Student Internet and Network Safety Policy as well as this handbook

Notebook Screen Care
- The notebook screen can be damaged if subjected to rough treatment
- Do not lean on the top of the notebook or place object on top of it when it is closed
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, folders)
- The notebook screen should only be cleaned with a soft dry cloth.   The screen can never be cleaned with glass cleaner
- Computers that malfunction or are damaged must be reported to the Technology Services Department

Technical Assistance Policies and Procedures
If Technical issues occur with your Notebook:

- The first step would be to review any technical assistance documentation provided on the Student Notebook Support Page
- If you are unable to troubleshoot the problem please submit a Student Technology Support request to the Helpdesk. Once a support ticket has been submitted a technician will contact you to arrange repair details. If technical difficulties occur or illegal software is discovered the hard drive will be reimaged. The school does not accept responsibility for the loss of data deleted due to reimaging. All files should be saved to the network, or to an external storage device
- Loaner notebooks may be issued to students when they leave their notebooks for repair with the Technology Services Department.   Students will be expected to return the loaner notebook before they receive their original notebook back

Using Your Notebook at School

Notebooks are intended for use at school each day. Students are responsible for bringing their notebook to all classes, unless specifically advised not to do so by their teacher.

Charging Your Notebook's Battery

- Notebooks must be brought to school each day in a fully charged condition. Students need to charge their notebooks each evening. Repeat violations of this policy will result in disciplinary action
- Students should bring the charger each day. Use the charger during the day to charge the battery when appropriate

Screensavers and backgrounds

Only the district approved background and the district screensaver may be used on the notebooks. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures would result in disciplinary action.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the teacher's discretion.

Printing

- Printing stations will be available at school
- Because of software installed to combat computer viruses, students will likely not be able to print at home. Students should save their work and print their work at school

Notebook Software

Originally Installed Software

- The software originally installed by the district must remain on the notebook in usable condition and be easily accessible at all times
- It is the responsibility of the technology department to install additional software and files. Students are NOT ALLOWED to install anything on school notebooks

Virus Protection

- The notebook has anti-virus protection software installed
- The anti-virus software will be updated from the Internet. Students are to allow updates to download uninterrupted

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on the district network at school and at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access.

Communication

Students will be given an e-mail account through a district-maintained G-mail account.

Guidelines for

Student Access to Networked Information Resources

Guided Access

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

Whenever possible, access to district information resources through the network will be designed in ways which point to those resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Independent Access

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Internet Rules and Regulations

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas are considered property of the Hartford Joint #1 School District. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private and the District reserves the right to inspect files.

Policy IIBG-R – Guidelines for Student Access to Networked Information Resources

Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's passwords
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Copying any unauthorized software onto the network or onto an individual workstation
- Any unauthorized attempt to access student records

The district reserves the right to establish additional rules or take disciplinary action regarding the misuse of computers or networks that may not be anticipated in this policy.

Administrative Rules for Misuse

For violations of this policy, the student will have his/her network/Internet access restricted and/or all computer use restricted or banned. In addition, the normal school discipline plan will be followed.