

One-to-One Student Technology Manual



1. Vision

Dauphin County Technical School is committed to providing our students with a 21st century education that includes proficiency in today's essential information technology. Through our One-to-One Computer Initiative, we strive to achieve educational equity by providing every student with the use of a personal laptop computer both at school and at home. The constant availability of a quality computer combined with as-needed subsidized internet connection ensures each student unlimited access to the global information network, and provides the opportunity for frequent engagement in written communication and peer collaboration. School-wide computer availability enables the use of e-texts, making curriculum effortlessly portable. Moreover, a computer on every desk brings the world into the classroom, and promotes student-centered learning. In the 21st century workplace the computer is no longer a luxury but, rather, a necessity. As our students prepare for higher education and meaningful, family-sustaining careers, the One-to-One Computer Initiative provides the framework for success.

2. Goals and Objectives

Dauphin County Technical School's One-to-One educational plan is devoted to incorporating technology to promote student achievement, staff performance, and community involvement by:

- Promoting engagement of digital tools and concepts to prepare for success after graduation
- Providing equitable technology resources to students for educational uses
- Teaching digital citizenship and responsibility
- Promoting problem-solving, critical thinking and troubleshooting skills
- Engaging students in the application of real-world concepts and situations
- Providing flexible resource options to improve or reduce costs of operations

3. What is One-to-One Computing?

One-to-One Computing (sometimes referred to as 1:1) is an educational concept where every student has full time access to the same laptop computer for use in the school environment and at home. The student and his/her parent/guardian are socially and financially responsible for the assigned computer for the school year. Through this program, teachers will be able to work with students in various ways and with different expectations than in the past. Students will expand their sources of research, engage in meaningful real-world assignments, seek out legitimate digital information to solve real world problems, and collaborate with their peers, teachers, and career/subject area experts in new ways.

4. Terms of Laptop Loan

Also see DCTS Student Laptop Loan Agreement

4.1 Issuing Laptops

Each individual student will be distributed a school owned laptop and carrying case for the school year. Each laptop package will have a device specific serial number that will be assigned to the individual student. The laptop and carrying case will remain with the student throughout that current school year, unless he/she is no longer enrolled at Dauphin County Technical School (DCTS) at which point the laptop and all its accessories must be returned to the Information Technology office.

The laptop, and all accompanying accessories, remain the property of DCTS. Laptops may be searched, monitored, or revoked at any time should the school find it necessary. Fines for lost, broken, or mishandled devices may be assessed if the school deems it appropriate.

The student laptop should be treated like other necessary instructional tools, such as textbooks, workbooks, etc. Students are responsible for having the laptop with them every school day, as well as ensuring the laptop is fully charged.

The laptop is not to be left unsupervised at school, in the home, or in any unsecured locations.

4.2 Laptop Computers

The following will be issued to each student:

- 1. (1) Laptop Computer
- 2. (1) AC Adapter and Power Cord
- 3. (1) Carrying Case

Laptops will run Microsoft Windows 10 and be internet capable. All devices will have Microsoft Office 2016 and Office 365 access. Laptops will have web-filtering software installed. Web filtering software will be active both at school and off campus. Anti-virus software will also be installed.

It is suggested, but not mandatory, that students consider having a pair of headphones that can be used with their laptops.

Please see Appendix C for a copy of the Student Laptop Loan Agreement and Appendix D for a copy of the Dauphin County Technical School Technology Fee Form

5. Laptop Care Guidelines

If properly taken care of, the assigned laptop will perform at top levels for the entirety of its assigned academic year. Below are guidelines to help care for the assigned laptop. The following guidelines are not all inclusive but serve, instead, as an overview of proper care.

5.1 General Precautions

- Do not touch the screen with pens, pencils, or any sharp instruments.
- Do not leave pens, pencils, or papers on the keyboard when closing the screen.
- Keep liquids, food, pets, and debris away from laptops.
- Do not keep food, food wrappers, or drink containers in the laptop carrying case.
- When using the laptop, gently place it on a flat, solid surface. This will allow air to circulate properly and keep the laptop from overheating. (For example, placing the laptop on a pillow or blanket can block airflow.)
- Do not expose the laptop to extreme temperatures, below 35 degrees or above 90 degrees Fahrenheit.
- Do not leave the laptop unattended, such as in a car or area where it may be damaged, stolen, or susceptible to extreme temperatures (please see above).
- Cords, cables, and removable storage devices must be inserted/removed carefully into the laptop.
- The school-issued laptop, case, and power cord must remain free of any permanent markings. Laptops and carrying cases may be personalized with stickers or other materials that are of an educationally appropriate nature, can be removed, and do not cause damage to the equipment. Remember that the laptop and accessories are the property of DCTS.
- A label and an asset tag have been applied to the laptop for identification purposes. Do not remove or alter the label or tag.

5.2 Carrying and Storing the Laptop

- All laptop and components are to be carried and stored in the school approved laptop carrying case at all times*.
- Do not overload the laptop carrying case with other items or items that may damage the laptop, such as books, binders, etc.
- Do not sit on the laptop or place any objects on top of it, doing so may cause damage to the screen and internal components.
- Do not pick up or carry the laptop by the screen.
- Carefully unplug all cords and accessories before placing into the case or carrying it.
- When traveling between classes, place the laptop in standby/hibernate mode in order to provide faster startup time in the next class.
- If the laptop will not be used in the next class, turn off the laptop completely before placing it in the carrying case.
- Turn off the laptop completely before traveling between home and school.
- Remember to close the lid before carrying the laptop.
- Be sure to zipper the case completely closed.

*Students are permitted to use their own laptop bag/case if it meets DCTS requirements for quality equipment protection. Laptop sleeves and book bags that are also capable of carrying laptops are **not** recommended. Damage to laptops resulting from improper storage and carrying will be considered intentional and students and parents will be responsible for repair/replace costs.

5.3 Cleaning the Laptop

1. Completely shut down the laptop.
2. Disconnect the laptop from electrical outlets before cleaning.
3. Clean the screen and touch pad with a lint-free, anti-static cloth or LCD approved anti-static cleaner or wipe.

**Never use glass cleaner (such as Windex), water, or other liquids.

5.4 Battery Life and Care

- It is the student's responsibility to bring their assigned laptop to school fully charged every day, electrical outlets may not be available in classrooms for recharging.
- Bring laptop charging cables to school to recharge the battery if necessary.
- Keep the laptop set to the battery plan that was set by the school.
- Use a surge protector while charging whenever possible.
- During prolonged periods of inactivity, shut the computer down completely.
- Use standby or hibernate mode during short periods of inactivity (close the laptop lid).
- Dimming the brightness of the screen will extend battery run time.
- Never attempt to repair or reconfigure the laptop. Under no circumstances should anyone other than a DCTS approved representative tamper with the internal components or remove any screws.
- Do not install a second operating system on the laptop, to upgrade or repair the laptop, or to have a third party upgrade or repair the laptop.

5.5 Laptop Security

- Make sure the laptop is supervised at all times.
- In the event of a fire drill or other classroom evacuation, laptops may be left in the classroom.
- Students are encouraged to take their laptop home every day, regardless of whether or not the laptop is needed.
- Do not store the laptop in a vehicle, especially when the internal temperature of the car may be very hot or very cold.
- During after-school sporting events or activities, students are encouraged to use locker room lockers. During after-school activities, students are still expected to maintain the security of the laptop. Students may secure the laptop in a locked locker. Report to the main office for locker access if needed.
- Do not lend the laptop to any other person for any reason.
- The laptop should only be used by the person to whom it was assigned. This includes other family members. Parents/legal guardians may only use the laptop to assist their child with a school assignment or to perform supervisory tasks such as to inspect internet search history.
- The laptop should not be turned in to anyone other than a DCTS employee. For repairs, the laptop must be turned in to the Student-Run Help Desk.
- The laptop has internet content filtering software installed. The software may not be removed, altered, or circumvented.
- Internet activities will be monitored. An activity report will be run periodically to verify appropriate use.
- A parent/guardian should supervise use of the laptop during non-school hours.

- All policies, including School Board Policy 815; Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety and School Board Policy 237; Electronic Devices are applicable and in force whenever the laptop is in use, whether during or after school hours.
- Each laptop has identifying labels, including a serial number and asset tag. These labels must not be altered or destroyed.
- Laptop and all laptop accessories must be returned to DCTS upon request, within twenty-four hours of withdrawing from school, or being removed from DCTS attendance rolls. Failure to return a laptop may result in full payment for the cost of a replacement laptop, disciplinary action, and/or legal action.

6. Software, File Management, and Operating Systems

6.1 General Information

- Laptops come with a standardized software configuration. This configuration may not be altered.
- A self-service software portal that contains approved software will be available while the laptop is connected to DCTS network. Unapproved software is not to be loaded on the laptop.
- Do not change the computer name.
- Do not change or remove operating system extensions.
- The school will not be responsible for the loss of any deleted data.

6.2 Music, Games, or Programs

The DCTS Acceptable Use Policy states that students are expected to comply with ethical use of the school's network and abide by federal copyright laws. Music, videos, and games can be disruptive during class and may not be used unless the student has permission from the teacher.

6.3 Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deleting files could interfere with the functionality of the laptop.

6.4 Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure, or may be removed during maintenance. At the end of the school year, all student files on the laptop hard drive will be deleted.

Students should use the school provided Google Drive cloud storage to store all their files. If the student laptop "crashes" and files are lost, it is the student's responsibility to have the files saved elsewhere. The school will not provide file recovery services. Please note: "the computer crashed" is not an acceptable excuse for not turning assignments in on time.

6.5 Computer shut-down

Students must completely shut down laptops at the end of each school day prior to leaving DCTS. Students must boot/restart laptops when returning to DCTS each morning.

6.6 Software updates

Updates will be provided to supported software, including the laptop operating system. When possible, updates will be controlled by the school and will be automatically installed. Operating system patches should not be installed manually by students. DCTS tests patches before they are installed. Updates will be installed as necessary during non-instructional time, except for cases that have a high potential of affecting school operations and security (in which case the school will update equipment as needed).

6.7 Encrypted Files

Students may not apply encryption or password protection on files or folders.

6.8 Sound

Laptop sound should be muted at all times while in school unless permission is granted by the teacher. Headphones may be used in class with express permission from the teacher.

6.9 Printing

In an effort to help conserve our instructional resources, it is suggested to use preview when needed or use a digital transmission of work. In many cases, assignments may be turned in electronically. Teachers will provide directions on how to submit assignments.

Student printers are available in the library and the overflow dining room. Students get 75 free prints per month. Any prints exceeding 75 will cost 3 cents per page. DCTS logs all print jobs. Excessive printing or printing of inappropriate material may result in disciplinary action and/or loss of printing privileges and/or fines.

7. Email and Internet Use

7.1 Internet Use

As required by the Children's Internet Protection Act (CIPA) an internet filter is maintained by the school for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Dauphin County Technical School cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Internet log files are maintained by the school with a detailed history of all sites accessed. The school may review logs periodically to ensure proper use of the laptop and other resources. It is the responsibility of each student to use the

laptop, network, and internet appropriately and as outlined in policy 815, Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety.

7.2 Internet Safety

As a part of DCTS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms.

The following are general guidelines:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if an inappropriate site was accidentally accessed
3. Never access someone else's email, files, or folders.
4. Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
5. Never arrange to meet an internet contact in person.
6. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
7. Protect user account information by keeping the password secure and logging off or locking the computer when it is not in use. All email, network, and internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep your password private.
8. Protect personal information. Never give full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information about yourself or others.
9. Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

7.3 Off-campus Internet Use

DCTS will not serve as a home internet service provider. However, the school will provide internet filtering for the laptops while connecting to the internet away from school. The filtering system may not be removed, disabled, altered, or circumvented. It is the responsibility of the parent or guardian to monitor student laptop use, especially internet access, when the student is not at school.

DCTS is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. There are a number of public places that provide free wireless access. In Appendix A, a list of known wifi/hotspot locations are listed for your convenience. Please note, this list can change at any time. If you have any suggestions or updates to the list, please visit the One to One webpage to share that information. Comcast's Internet Essentials program currently provides home internet access for \$9.95 a month for those that are within their service area and have at least one child that participates in the National School Lunch Program. Please call (855) 846-8376 for details.

8. Monitoring Laptop Usage

8.1 Monitoring and Supervision

DCTS takes technical measures to filter internet access to protect students from inappropriate content. DCTS personnel supervise student use of resources, including internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. Though the school is committed to protecting our students, it acknowledges students may access inappropriate content. Ultimately, it is the responsibility of the student to practice safe internet use and to access only appropriate educational resources. DCTS recommends that students use laptops in plain view of parents, guardians, or other family members when not on campus.

Students will provide access to the laptop and any accessories assigned to them upon request by school employees. A search of the laptop and student files may be conducted at any time and for any reason. If there is reasonable suspicion that any policies, procedures, or guidelines have been violated, the laptop and its contents will be searched. Dauphin County Technical School employees have the capability to monitor student computer use while at school only.

8.2 Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. DCTS reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

DCTS personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The school will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities that may have occurred using DCTS' network or computer systems.

8.3 Passwords

Students should log into their school issued laptop using their assigned username and password. Students should not share their passwords with other students. Students are not to change or activate any passwords on the laptop other than the password that corresponds to their assigned user account.

9. Copyright Compliance

Also see School Board Policy 815; Acceptable Use of Laptop Networks, Digital Technology/Internet and Internet Safety

All students are expected to adhere to federal copyright and intellectual property laws. The following guidelines will help students be in compliance:

- "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.

- Copying, distributing, downloading, and uploading information on the internet may infringe the copyright for that information.
- Students are reminded that they should check all work for copyright infringements before turning in assignments.

Please see Appendix B for detailed guidelines regarding copyright laws.

10. Technical Support and Repairs

Students are expected to take care of their equipment and use due diligence when using and moving the equipment. All equipment is the property of the Dauphin County Technical School. From time to time laptops may need to be repaired due to damage or normal wear and tear. For technical support, students should report to the Student-Run Help Desk for assistance.

Technical support will not be provided when the student is outside of DCTS (such as at home). If a student has a technical problem, the problem should be documented as completely as possible. For example, note any error messages and the actions that immediately led to problem. The issue should then be reported to the Student-Run Help Desk during the next school day.

Any needed hardware repairs will be performed or managed by the Student Help Desk or DCTS technology personnel. Parents, guardians, students, and teachers are not permitted to attempt repairs themselves, or to contract with any other individual or business to repair any school-owned computer equipment. Any unauthorized alterations or repairs will be billed to the student and parent/guardian at the school's assessed repair cost and disciplinary action may be taken. Every effort will be made to repair or replace the laptop in a timely fashion.

Damages must be reported to the Student-Run Help Desk within one business day. Reports of theft that occur outside of DCTS must be accompanied by an official police report. It is the responsibility of the student or parent to provide the District with the official police report.

Liability for damages or theft due to negligence will be determined by DCTS Administration. Parent/guardians and the student will be notified of any such decisions, along with the costs. Disputes about damage costs or liability must be made in writing within seven calendar days. The principal will review the dispute and notify the parent and student of the review. The Principal will make a final determination as to damage costs and liability.

Upon completion of repairs, the student must pick up repaired / replaced equipment, and return the loaned equipment to the library. Repeated incidents of repair/replacement that are caused by negligence may result in disciplinary action in addition to the costs of the repair or full replacement.

Additional instructions will be provided to students at the start of the school year.

11. Damage, Fines, and Theft

11.1 Damage

Damage that is a result of negligence are not covered by the manufacturer warranty. Under these circumstances the student will be required to pay the full cost to repair/replace the laptop. Repeated incidents of repair/replacement by an individual will result in disciplinary measures. Students shall report all laptop issues to the school's Student-Run Help Desk. All technical incidents will be entered into a help ticket system and tracked. Any unpaid fines may result in loss of student privileges such as student activity days and his/her graduation ceremony or issuance of his/her diploma.

11.2 Accumulations of Fines

All unpaid fees will be reported as fines and remain on the student's record and may result in a restriction to school events and records until all fees are paid.

11.3 Theft

Incidents of theft occurring off campus must be reported to the police by the parent or student. A copy of the police report must be brought to the school and be given to school administration. Any theft occurring on school grounds must be reported to a principal.

The school will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

12. Student Expectations for Use in the Classroom:

Students need to take their computer to class each day. It is the student's responsibility to fully charge their assigned laptop each night and bring their laptop to school fully charged each day. Students should consider charging the laptop to be a nightly homework assignment. Teachers will be designing many of their lessons based on students having access to their computer. Students will be required to have their laptops with them and be ready for all classes.

- Keep the computer on the desk (not on your lap).
- When you are not using your laptop, it should be in your carrying case that was provided by the school.
- Always be cautious of where you place it and beware of your surroundings.
- Only access content and websites as directed by your teacher, students are expected to be on task at all times during class.
- Close the lid of the computer before standing up or moving the device.
- Use two hands when carrying or transporting the device, do not carry the computer by the screen.
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- Follow all directions given by the teacher, including when it is appropriate to use the laptop and when it should remain closed.
 - Teachers are permitted to have their own technology rules based on the specific needs to their classrooms. These rules should be used along with the general expectations listed above.

12.1 Forgotten Laptops

From time to time students may forget to bring their laptop to school. When this occurs, the student may borrow a laptop from the school library (while supplies last). DCTS has adopted a tech-for-tech approach. Students must leave technology collateral in order to borrow a laptop. Collateral can be a cell phone, ipod, mp3 player, etc. Laptop loans will be logged and repeated instances of forgotten laptops or abuse of borrowing a device will be referred to the office for disciplinary action. Disciplinary action may include loss of the privilege to take the laptop home, etc.

Appendix A - Wireless Hotspots

The below list of free wireless hotspots is provided for informational purposes only and may change at any time. Visit our One to One webpage for a hotspot map.

<u>Establishment</u>	<u>Address(es)/Phone</u>
Panera Bread	1) 5125 Jonestown Road Harrisburg, PA 17112 (717) 671-5450 2) 4263 Union Deposit Road Harrisburg, Pa 17112 (717)558-8852
McDonald's	1) 5074 Jonestown Road Harrisburg, PA 17103 (717) 561-8080 2) 1043 Briarsdale Road Harrisburg, Pa 17109 (717) 564-9320 3) 101 South 25th Street Harrisburg, Pa (717) 232-0008
Starbucks	1) The Shoppes at Susquehanna Marketplace 2545 Brindle Dr Harrisburg, PA 17112 (717) 540-1570 2) Colonial Commons 5116 Jonestown Road Harrisburg, PA 17112 (717) 671-6924 3) 3901 Union Deposit Rd Harrisburg, PA 17109 (717) 564-3291 4) 225 Market Street Harrisburg, PA 17101 (717) 232-2671 5) 3462 Paxton Street Harrisburg, PA 17111 (717) 561-0649
St.Thomas Roasters	1) 5951 Linglestown Road Harrisburg, PA 17112 (717) 526-4171
Hideaway Coffee House	1) 7011 Allentown Blvd Harrisburg, PA 17112 (717) 909-7220
Cornerstone Coffeehouse	1) 421 Friendship Road Harrisburg, PA 17111 (717) 920-5505
Giant Food Stores	1) 5074 Jonestown Road Harrisburg, PA 17103 (717) 561-8080

Appendix B- Copyright and General Guidelines of Fair use

- “Fair Use” means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed material that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product’s use, such as when it is accessed by others over the internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader disseminations, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

Text you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less.
- Poems
 - Entire poem If less than 250 words.
 - 250 words or less if longer poem.
 - No more than 5 poems (or excerpts) of different poets, from an anthology.
 - Only 3 poems (or excerpts) per poet.

Motion Media you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less.
- Clip cannot be altered in any way.
- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist’s or photographer’s work.
- When using a collection, no more than 10% or no more than 15 images, whichever is less.

Music you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

Internet you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations.

- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

Numerical Data Sets you may use

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Copying and Distribution Limitations

- Do not post multimedia projects claiming fair use exemption on an unsecured web site.
- No more than 2 copies of the original production may be made.
- Only 1 may be placed on reserve for others to use for instructional purposes.
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen.
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

Alteration Limitations

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective.
- Notation of the alteration should be documented within the presentation itself.

Multimedia Presentations Citation

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.