

Northwestern Community Unit School District #2

Overview:

Northwestern CUSD #2 is now a 21st Century school! Each junior high and high school student will work in a one-to-one laptop environment. Every computer has the most up-to-date software available, which includes: iLife (iMovie, Keynote, Pages, Garage Band, and iWeb), iWorks (Pages, Numbers, Keynote), and Microsoft Office. Also, students can access many web resources that have been purchased for their use. Each classroom has a projector, which allows for teachers to model lessons and for students to make presentations. Teachers and students at the middle school have access to the use of a Promethium Board. With the latest technology, modern classrooms, and innovative instruction each student will have the tools necessary to compete in our global economy.

Northwestern CUSD #2 students will receive:

- Apple MacBook
- Installed Software
- Carrying Case
- Power Adapter

Northwestern CUSD #2 students must understand that:

- Technology is a powerful tool that opens many opportunities for them to explore a variety of resources.
- They must respect all school, district, local, state, and federal laws.
- Technology is a privilege and can be revoked if abused.
- Each laptop is property of Northwestern C.U.S.D. #2.
- Northwestern C.U.S.D. #2 monitors all activity on the computer and network.

Northwestern CUSD #2 students are expected to follow the technology usage expectations and guidelines which states:

- The Acceptable Use Policy is in effect before, during and after school hours, for all computers.
- Students should access only the programs and sites that the teacher has instructed them to use.
- Students must follow all copyright laws.
- Students are allowed to carry personal headphones; however, the headphones may only be used when allowed by teachers for instructional purposes.
- Students are prohibited from accessing or altering work that was not created by them.
- No personal information should be released when using the technology.
- Destruction, vandalism, and tampering with any component of technology are prohibited and violation of this expectation will result in harsh consequences.
- Students should refrain from putting decorative items such as stickers on their computers or carrying cases.
- Downloading of software is not allowed unless permission is granted from the teacher.
- The laptop should be kept in its assigned carrying case when moving from class to class or when entering or leaving school.
- Students should wear the carrying case properly at all times.
- At no times should the laptop be left unattended; if a laptop is found unattended it will be confiscated.
- Only educational games under the guidance of teachers are allowed.
- Student laptop bags should only be used for the laptop and charger.
- The computer dock is to be located at the bottom of the computer screen. Also, the dock is to be visible at all times.
- Laptops are to be cleaned at least biweekly.
- Students can only use desktop backgrounds provided by Apple or pictures taken with Photo Booth.
- Power cords and bags are not fully covered by payment. Payment only covers normal "wear and tear." For instance, if a dog eats the power cord, the student is responsible for replacing it. (Powercords-\$79.00/Bags-\$35.00)

User Guidelines for Northwestern CUSD #2 students:

User Expectations	Appropriate Behavior	Inappropriate Behavior
Student will show pride and respect the assigned laptop.	<ul style="list-style-type: none"> • Refrains from eating and drinking near the laptop. • Carries the laptop with two hands. • Always places the laptop in its carrying case when moving locations. 	<ul style="list-style-type: none"> • Places the laptop near the edge of the desk. • Leaves the computer unattended. • Defaces the computer using stickers and etc.
Student properly maintains their laptop computer.	<ul style="list-style-type: none"> • Laptop computer is charged and ready at the start of the school day. 	<ul style="list-style-type: none"> • Laptop is not shutdown at the end of the school day or after a period of extended use has ended.
Student follows all district expectations along with local, state, and federal laws.	<ul style="list-style-type: none"> • Cites all sources when using electronic materials. • Obeys all copyright laws. 	<ul style="list-style-type: none"> • Disrupts learning environment by: <ul style="list-style-type: none"> ○ Hacking ○ Online Bullying ○ Abusing Software ○ Introducing Viruses ○ Proxy Site ○ Using unauthorized storage devices. • Accesses inappropriate materials such as: <ul style="list-style-type: none"> ○ Social Networking Sites. ○ Sites with obscenity or profanity. ○ Drugs/Alcohol ○ Firearms/Weapons • Downloading material that is not approved by the instructor.
Student acts with integrity when using the laptop.	<ul style="list-style-type: none"> • Uses his/her district assigned laptop. • All passwords/logins are kept private from other students. 	<ul style="list-style-type: none"> • Sharing personal information through the Internet. • Using other student's laptops without permission. • Sharing files without the permission of the teacher. • Modifying or using work that is not your own. • Deleting another student's work.
Student accesses software/sites that support the learning endeavor.	<ul style="list-style-type: none"> • Any software that has been pre-loaded on the laptop. • Any website that has been approved by the teacher or by a parent/guardian in the home setting. • Using discussion boards related to the classroom subject. • Online games related to the subject content. 	<ul style="list-style-type: none"> • Accessing social network sites. • Illegal downloading of movies or music. • Visiting "Click here if 18" sites. • Any site that contains pornography. • Instant messaging during school hours. • Chat Rooms • Online Gambling



Complete Loss of Technology Privileges

Suspensions

- I.S.S. - O.S.S.
- Loss of Laptop or Restriction of Access.

School Detentions

- Before School or After School
- Loss of Laptop or Restriction of Access.

Verbal Warnings

- Given to the student as a reminder.