

Northwestern Community Unit School District #2

2012-2013 School Year

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, iPhoto, 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 and interactive whiteboard, which allows for teachers to model lessons and for students to make presentations. 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
- **Clear Protective Case**
- 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:

1. The Acceptable Use Policy is in effect before, during and after school hours, for all computers.
2. Always follow the proper Procedure for Laptop Care as outlined in that document especially:
 - Computers must be situated securely on the working surface at all times. (No laps.)
 - Never touch the computer's screen or use any cleaner on the computer screen.
3. Outside the classroom, laptops must be carried in cases. There should be no swinging of the laptop. Do not carry a laptop that does not belong to you.
4. Inside the classroom, computers should be carried with the lid closed using two hands.
5. Laptops and cases, when stored in student lockers, must be stored so that they will not be damaged by other locker contents.
6. Students should refrain from putting decorative items such as stickers on their computers, **protective cases** or carrying cases.
7. Student laptop bags should only be used for the laptop, charger, headphones and a flash drive. Students are allowed to carry personal headphones; however, the headphones may only be used when allowed by teachers for instructional purposes.
8. At no times should the laptop be left unattended; if a laptop is found unattended it will be confiscated.
9. When using laptops, students must be on the task assigned by the teacher. Students should access only the programs and sites that the teacher has instructed them to use.
10. Students MAY NOT turn off the laptop's airport at any time.

11. Only educational games under the guidance of teachers are allowed.
12. Printing is permitted at school only with specific permission by the teacher.
13. Laptops may not be taken to lunch or to the gym, but may be taken to all other classes.
14. Students involved in after-school activities must store their laptops in designated secure storage areas or in locked student lockers.
15. Students must follow all copyright laws.
16. Students are prohibited from accessing or altering work that was not created by them.
17. No personal information should be released when using the technology.
- 18. The computer dock is to be visible at all times.**
19. Students can use desktop backgrounds provided by Apple, pictures taken with Photo Booth, or other school-appropriate photos.
20. Students, whose parents have attended a computer responsibility parent meeting and signed a responsibility contract and have been given permission by NW staff, will be allowed to take laptops home. Staff and/or parents may revoke this privilege.
21. Certain Internet sites are blocked when laptops are taken off campus. Parents are responsible for monitoring home usage. Social networking sites are not allowed during the school day.
22. Laptops and the power cord must be returned to school each day. Laptops must be **fully charged**.
23. Students may not install additional software.
24. Laptops are to be cleaned at least biweekly.
25. Destruction, vandalism, and tampering with any component of technology are prohibited and violation of this expectation will result in harsh consequences.

Violation of Laptop Expectations will result in loss of access to laptops as well as discipline points. Students will be responsible for participating in class and completing assignments. NW staff members will check regularly for inappropriate use.

Student Signature: _____

Date: _____

User Guidelines for Northwestern CUSD #2 students:

User Expectations	Appropriate Behavior	Inappropriate Behavior
<p>Student will show pride and respect the assigned laptop.</p>	<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 and zipped when moving locations. • Laptops should be stored in lockers any time when not being used in class. 	<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.
<p>Student properly maintains their laptop computer.</p>	<ul style="list-style-type: none"> • Laptop computer is charged and ready at the start of the school day. • Laptops must be shut down completely before leaving school each 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.
<p>Student follows all district expectations along with local, state, and federal laws.</p>	<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/profanity ○ Drugs/Alcohol ○ Firearms/Weapons • Downloading material that is not approved by the instructor.
<p>Student acts with integrity when using the laptop.</p>	<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.
<p>Student accesses software/sites that support the learning endeavor.</p>	<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. • Social instant messaging during school hours. • Chat Rooms • Online Gambling

