

# Campbell County High School

## Laptop Learning Initiative

2021-2022 Addendum To Current Student Handbook

# 1:1

one *laptop*  
for every student



**CONNECT**  
**COLLABORATE**  
**CAPTIVATE**



*Laptop Policy, Procedures, and Information*  
*Campbell County High School*

## Campbell County High School Laptop Program

The focus of the Laptop Initiative at Campbell County High School is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources and online based information and textbooks is essential to survive in the 21<sup>st</sup> century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not have regular access. With this in mind, every effort will be made to provide access to quality resources that will hopefully reshape how students learn. With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops. Each student will be issued a laptop computer at the beginning of the school year. For those students registering during the school year, a laptop will be issued as part of the registration process. The laptop will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students are responsible for the laptop/charger that has been assigned to them.

Students live in an on demand, technology dependent world. They learn differently and approach school work differently than students did even a few years ago. This impacts learning. 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 the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops 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. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. 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. 21<sup>st</sup> Century Learning Initiative integrates technology into the curriculum.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices and practical solutions and consequences. This guidebook is not meant to be “all inclusive” and will remain a work in progress as the Laptop Initiative develops. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning and personnel – certain strategies can be universal. The keys to our goal and objective setting process will focus around the enhancement of student learning and aligning our technology policies and instructional policies into one.

Thank You,  
Campbell County High School Administrative Staff

***The policies, procedures and information within this document apply to all laptops used at Campbell County High School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.***

## 1. RECEIVING YOUR LAPTOP COMPUTER

Laptops will be distributed during the first few weeks of school.

## 2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology Help Desk located in the Media Center.

### General Precautions

- Cords, cables, & removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down every day to allow for updates upon restarting.
- Laptops and laptop cases must remain free of any writing, drawing, etching, etc.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for bringing their laptop to school fully charged each day.
- No stickers may be placed on your Laptop computer or laptop case.

### Carrying Laptops

The laptop needs to be in a protective case. Students may purchase one or use one provided by the school. The laptop is a **Dell Latitude 3190**. If buying a fitted case, make sure it will work with that model. The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. *Laptops should always be within the protective case when carried.*

### Screen Care

The laptop 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 laptop when it is closed.
- Do not place anything near the laptop 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 (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth.

## 3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, Schoology will continue to provide an avenue of communication, accessing content and completing assignments. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

### Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk.

### Charging Your Laptop

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.

### Sound

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.

#### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

Student work and files may be saved the following ways:

- In the cloud using Onedrive, Google Drive, Dropbox, etc. See Mrs. Bernzott or Mrs. Waymeyer in the library if you are not sure how to do this.
- On a portable storage device (flash drive.)
- On the laptop's desktop. Please be aware that this method uses your laptop's storage capacity and if something happens to your laptop, your information could be lost. Also, all files need to be removed from the laptop before it is returned at the end of the school year. You will be receiving a re-imaged laptop each year.

#### **5. SOFTWARE ON LAPTOPS**

##### Originally Installed Software

The software originally installed by CCHS must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with Windows 10 Professional operating system. Additional software may be installed at a teacher's request.

##### Inspection

Students may be selected at random to provide their laptop for inspection. The laptop may be inspected by Tech Department Personnel, School Administration or the School Resource Officer.

##### Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will be re-imaged. Only the originally authorized software will be installed after the laptop has been reimaged.

**The school does not accept responsibility for the loss of any documents deleted due to a reformat and re-image. *There may be a \$10 Re-Image Fee to Correct These Problems***

#### Students Should Refrain from the Following:

- A. Leaving laptop unattended
- B. Playing games or music during school without teacher approval
- C. Using illegal software to share, or download pirated software or music
- D. Loaning laptop or charger to another student
- E. Transporting laptop without the protective case
- F. Sharing passwords, username, personal information online, or retrieving information without others knowledge, EX. addresses, phone numbers
- G. Battery not charged for class, or hard drive space full and not adequate for educational requirements.
- H. Using computer during times that are unauthorized

- I. Defacing computer by using stickers, markers, removing district labeling, or removing or covering up asset tag
- J. Vandalizing computers
- K. Presence of inappropriate/non-instructional material; screensaver, wallpaper or any media with weapons, inappropriate language, alcohol, drug or gang related symbols.
- L. Sending non-instructional email, instant messages, social networking, using chat and or hosting personal web pages without permission of the teacher
- M. Accessing, downloading, or exploring online locations of pornographic sites.
- N. Downloading, playing or storing of pornographic music with laptop
- O. Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material used by or on the laptop.

***Any of the above offenses could result in disciplinary action up to and including suspension and reimbursement.***

## **6. PROTECTING & STORING YOUR LAPTOP COMPUTER**

### Laptop Identification

Student laptops will be labeled. Laptops can be identified with the serial number, asset tag and by the name on the carrying case (our laptops should remain in their protective cases 100% of the time).

### Storing Your Laptop

When students are not using laptops, they should be stored in a secured place, i.e. their lockers. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

### Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concession area, locker rooms, library, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be taken by staff and taken to the Media Center Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

## **7. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

## Hardware Damage Restitution

Restitution for repairs is determined based on intentional or accidental damage.

**Intentional Damage** - Any intentional damage or lost items will result in disciplinary consequences up to replacement costs listed below. All replacements must be processed by the technology Help Desk in the media center.

- Laptop Replacement: \$500
- Charger: \$42
- Screen: \$116
- School issued Case: \$38

Please report all laptop problems to the technology Help Desk located in the Media Center

### School District Protection

If a laptop is lost or stolen, it must be reported to the Campbell County High School Office. A police report will be filed with the local authorities by the school and tracking software will be activated to see when the laptop was last accessed on school property. A laptop may be loaned to the student while the tracking procedure is in place.

## 8. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the Media Center and coordinates the repair work for laptops. Help Desk hours are 7:30am- 2:30pm M-F. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops.

## 9. LAPTOP FAQ'S

### **Can I use the laptop computer and software throughout my career at CCHS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at CCHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

### **What if I already have another model or brand of laptop computer?**

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Campbell County School District is also limited to provide maintenance service or assistance for only the Dell laptop provided by The Campbell County School District.

**Can I have my laptop computer this summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again in the fall to ensure that everyone receives complete information about the computer.

**What about insurance against theft or breakage through carelessness?**

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, commons, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

**Does CCHS provide maintenance on my Dell laptop computer?**

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at CCHS will be covered by a maintenance agreement for items described in the Dell warranty agreement.

**What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?**

Campbell County High School stocks a limited number of laptop computers that can be loaned out.. These computers will be distributed from the Technology Help Desk located in the Media Center. If you are in possession of a loaner laptop, treat it as if it were your own computer. You will be responsible for any damage to the loaner or for its loss.

**Can I connect to the Internet at home?**

If you have internet service at home, you may connect to the Internet using a cable or wireless connection.

**What if I want to run another operating system on my laptop?**

Only the operating system chosen by the Campbell County School District will be authorized to run on a student-issued laptop computer.

**What has the school done to help prevent students from going to inappropriate sites?**

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Main Office.

**Are Student Laptops subject to school “snooping”; what if they bring their laptop in for repairs and “objectionable data” is detected?**

Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, Principal or Help Desk immediately upon identification. Students who have “objectionable data” on their laptop, but have failed or chosen not to report it, will be referred to the Principal’s or Assistant Principal’s Office.

**What is unacceptable behavior?**

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., on-line time, real-time music.
- Gaining unauthorized access anywhere on the network. Revealing the personal information of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

#### **What are some general guidelines?**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Campbell County School District, as detailed in the Acceptable Use Policy.
- Students are responsible for the ethical and educational use of the computer's online services at the Campbell County School District.
- All policies and restrictions of computer online services must be followed.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Campbell County High School student disciplinary procedures.



### **What is Network Etiquette?**

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal information about others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

***If a student fails to return the computer at the end of the school year or upon termination of enrollment at CCHS, that student will be subject to disciplinary action. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a report being filed with the Campbell County Police Department. Furthermore, the student will be responsible for any damage to the computer. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.***

## **Schoology**

Schoology is the learning management system used by Campbell County High School. Schoology provides students (and parents) with access to updates, assignments, and grades for all their courses.

**Student Schoology accounts** are linked to their school email accounts. Students should go to [campbellcounty.schoology.com](http://campbellcounty.schoology.com) and use their school email address for their username and their four-digit lunch code followed by ccs for their passwords.

**Parent Schoology accounts** can be used for parents to view assignments and grades for their child(ren). Parents will need an access code for each child to set up their account. These access codes can be found in your Infinite Campus parent portal under a tab titled “Schoology Access Code.” If you need help accessing Infinite Campus, please call the school office.

Once you have your access code for each child, go to [www.schoology.com](http://www.schoology.com) and follow the steps below to create your account.

1. Go to [www.schoology.com](http://www.schoology.com) and click “Sign Up”.
2. Click on “Parent”.
3. Enter the access code that your school has provided you for your student.
4. Enter the information required and click “Register”.

You are now connected to your student. If you have more than one child in the district, enter additional access codes by clicking “+ Add Child”. To then toggle back and forth between students, use this same dropdown menu to choose which student’s information you will see.

# Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it in the supplied or approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, carve or put stickers on the District laptop computer.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remain the property of the Campbell County School District.
12. I understand and agree to follow the criteria described in the *Laptop Learning Initiative Handbook*.
13. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for a district-approved replacement of my power cord or laptop case in the event any of these items are lost or stolen or damaged. These items must be replaced through the library and not 3rd party vendors.
17. I agree to return the District laptop, power cord, and case in good working condition.
18. I will not reveal my own or anyone else's personal information.
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campbell County School District  
STUDENT/PARENT LAPTOP USE AGREEMENT  
2021-2022

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Student Name \_\_\_\_\_  
Last Name First Name

Parent Name \_\_\_\_\_  
Last Name First Name

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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**Title:** Legal title to the laptop is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Acceptable Use Policy and the Parent/Student Laptop Handbook.

**Loss or Damage:** Loss or theft of the laptop must be reported to the District by the next school day after the occurrence. The Campbell County School District will report any theft to the proper authorities. A trace will be placed on the laptop at that time.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the laptop at the end of the school year or upon withdrawal, the District shall be entitled to declare you in default and take back possession of the laptop.

**Term of Agreement:** Your right to use and possession of the laptop terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Users' Signatures:**

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Parent or Guardian Signature

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Student Signature

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Date