



TRIPOLI COMMUNITY SCHOOLS
TECHNOLOGY HANDBOOK
2017 - 2018

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TRIPOLI COMMUNITY SCHOOL DISTRICT

MISSION STATEMENT

To provide a caring, learning environment that prepares all students to achieve success for an ever-changing world.

VISION STATEMENT

The Tripoli Community School District is a professional learning community where

- technology is integrated into a challenging curriculum aligned to standards.
- technology allows all to effectively engage in the 4 Cs – collaboration, communication, critical thinking, and creativity.
- all students have equitable access to technology and connectivity.
- policies, procedures, and infrastructure support teaching and learning in a safe and secure environment.



1. RECEIVING YOUR DISTRICT-OWNED/ISSUED LAPTOPS

Laptops will be distributed each fall to all students in grades 6-12 following an orientation on the operation of and rules and regulations for the use of student laptops. Parents/Guardians and students **MUST** sign and return the Tripoli Laptop Agreement document before the laptop can be issued to the student. This Laptop Policy Handbook outlines the procedures and policies for families to protect the laptop investment for the Tripoli Community School district. Laptops will be collected at the end of each school year, and students will retain their original laptop each year while enrolled at the Tripoli Community Schools. Parents/legal guardians have the right to refuse/decline the student's individual responsibility of taking a laptop home.

1a: Probationary Student Privileges

To protect the assets of the Tripoli Community School District, identified students will be required to turn in their laptops to the office at the end of each day for a period of two weeks, unless otherwise specified in the Acceptable Use Policy. The office will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- Students with poor attendance/excessive tardies as determined by the administration.
- Students who have violated the Acceptable Use Policy during the current or previous semester.

2. RETURNING YOUR LAPTOP

All district-owned laptops must be returned following these guidelines.

- **Students Leaving the District must return their district-owned laptop to the MS/HS office personnel.**
- Any laptop not returned may be considered as stolen property and law enforcement agencies will be notified.
- As part of end-of-school-year procedures, students will turn in their laptops to the Technology Director prior to checking out at the end of the year for cleaning and maintenance over the summer.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. For laptops that are broken, or fail to work properly, please see information under Section 10. **Do not take district-owned laptops to an outside computer service for any type of repairs or maintenance.**

3a: General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Never transport your laptop with the power cord plugged in. Never store your laptop in your carrying case or backpack while plugged in.
- **Never carry your laptop while the screen is open. Consistent violation of this will result in possible probationary status.**
- Laptops must remain free of any writing, drawing, stickers, etc. A removable identification label which has been approved by the Technology Director with the student's name, is acceptable on the laptop.
- Vents **CANNOT** be covered.
- Laptops must have a Tripoli Community School District # ID tag on them at all times, and this tag must not be removed or altered in any way. If the tag is removed, disciplinary action and a replacement fee will result.

- Laptops should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged laptops for use each school day.

3b: Carrying Laptops

- Transport laptops with care and always inside of your carrying case.
- Laptop lids should always be closed and tightly secured when moving and should remain inside a carrying case while in transport.
- Never move a laptop by lifting from the screen. Always support a laptop from its bottom with the lid closed.
- Do not place other materials in the laptop carrying case to avoid placing too much pressure and weight on the laptop screen.

3c: Screen Care

The laptop screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the laptop when it is closed.
- Do not store the laptop with the screen in the open position.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not use any cleaning solutions without permission from the Technology Director.

4. USING YOUR LAPTOP AT SCHOOL

- Laptops are intended for use at school each day.
- In addition to teacher expectations for laptop use, school messages, Schoology, announcements, calendars, and schedules may be accessed using the laptop.
- Students must be responsible to take their laptop to all classes, unless specifically advised not to do so by their teacher.
- Middle school/high school students are encouraged to take laptops home for educational usage.

4a: Laptops Left at Home

- If a student leaves his/her laptop at home, he/she may be allowed to phone a parent/guardian to bring it to school.
- If unable to contact parents, the student **may** have the opportunity to use a replacement laptop only if available.
- If students leave his/her laptop at home repeatedly, disciplinary action and loss of computer privileges may result in academic consequences similar to those applicable to forgotten or incomplete work.

4b: Laptops Under Repair

- Loaner laptops **may** be issued to students when they leave their laptop for repair at the office.
- Students using a loaner laptop will be responsible for any damages incurred while in possession of the student. The student will pay full replacement costs if it's lost or stolen. Loaner laptops can go home only with faculty permission as relayed to the office.

4c: Laptop Battery Issues and Charging Your Laptop

- Laptops must be brought to school each day fully charged. If left at school overnight, there are a limited amount of outlets provided for overnight charging.

- Failure to act responsibly with regard to ensuring battery charge will result in disciplinary action and loss of computer privileges with academic consequences similar to those applicable to forgotten or incomplete work.
- In cases where required school use of the laptop has caused batteries to become discharged during the school day, students **may** be able to connect their computers to a power outlet in class.
- Those students leaving their laptop at school must have it charged in their Homeroom. The classroom must be locked at all times if a laptop is left in the room overnight.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Students are to take care of their password. Passwords should not be shared.
- Sharing of passwords will result in equal consequences for both parties involved.
- If you believe your password has been compromised or someone else knows your password, report this information to the Technology Director immediately.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher. Some teachers will require the use of headphones for their classes.

4f: Printing

- Students may use network printers with the teacher's permission during class or breaks.

- Printing will be done through preinstalled printers. Installation of printers will be done by the Technology Director only. Students should not install home printers on their laptops.

4g: Account Access

- Students will only be able to login using their Tripoli domain accounts.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A LAPTOP

- Google Apps for Education is a suite of products including Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with others, and store your documents and files in the Cloud.
- With a wireless Internet connection, the student can access their Google documents and files from any laptop, anywhere, at any time, no matter where the student is.
- The primary methods for students to back up their work should be by uploading files to Google Drive, saving files in Schoology, and backing files up to a flash drive.
- It is solely the student's responsibility to backup and keep track of their work, storing their files in multiple locations. No student work will be saved on Tripoli servers, and no attempts will be made to recover lost student data.
- Lost or accidentally deleted work will not be a valid excuse for not turning it in on time.
- Schoology will be the main way teachers distribute work and students turn in work.
- Google Docs and Schoology can be synced to provide access to student-saved documents, making them Internet accessible from any network-connected computer.

- Prior to leaving the district or graduating, students wanting to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

6. OPERATING SYSTEM ON YOUR LAPTOP

6a: Updating The Laptop

- When a laptop starts up, it updates itself automatically to have the most recent version of the laptop's operating system without the student having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protection and Additional Software

- With defense-in-depth technology, the laptop is built with layers of protection against malware and security attacks.
- Software programs have been installed to filter Internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate websites and record websites students visit while they are using their laptops. Filtering software will also help keep systems clean from malicious spyware and virus applications and files. Any attempts to circumvent the filtering system will result in disciplinary actions.

6c: Procedures for Restoring your Laptop

- If the laptop needs technical support for the operating system, all support will be handled by the Technology Director.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Access to the Tripoli Community School District's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research

of the educational goals and objectives of the Tripoli Community School District.

- Students are responsible for their ethical and educational use of the technology resources of the Tripoli Community School District.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and laptop viruses.
- Any attempt to bypass the web content filter, the configuration of a laptop, or the files of another user, without the consent of the individual, building administrator, or Technology Director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook, school policies, and administration.

7b: Privacy and Safety

- All laptop equipment is the property of the Tripoli Community School District; therefore, the district retains the rights to access student laptops and information on the laptop at any time.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card numbers, and password(s) to other people.
- Remember that storage is not private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and notify the administration.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal law, including the Iowa Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- Always use appropriate and proper language in any communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- E-mail and communications sent/received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at any time.

7e: Consequences

- The student in whose name a system account and/or laptop hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the Responsible Use of the Internet/Tripoli Tech Agreement, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of e-mail and network communications are governed by the Iowa Open Records Act; proper authorities will be given access to their content.

7f: At-Home Use

- The use of the laptop at home is encouraged.
- Laptop care at home is as important as in school. Please refer to the care section.
- Always transport the laptop in the provided case.
- School-supplied laptops will be filtered outside of school in the same way as in school.

8. PROTECTING AND STORING YOUR LAPTOP

8a: Laptop Identification

- Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:
 - ✓ Record of district asset tag and serial number
 - ✓ Individual user account name and password
 - ✓ **Student must tell administration immediately if their laptop is missing.**
- **Laptops are the responsibility of the student.** This device is for the student's use during the duration of their time at Tripoli Community Schools. *Take good care of it!*

8b: Account Security

- Students are required to use their Tripoli domain user ID and password to protect their accounts. **Passwords must be kept confidential.**

8c: Storing The Laptop

- When students are not using their laptops, they should store them in their locked lockers.

- Nothing should be placed on top of the laptop when stored in the locker.
- Laptops should not be stored in a student's vehicle at school or at home for security and temperature-control measures.

8d: Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, weight room, locker room, buses, unlocked classrooms, dressing rooms, and hallways.
- Any laptop left in these areas is in danger of being stolen and/or vandalized.
- If an unsupervised laptop is found, notify a staff member immediately.
- **Unsupervised laptops will be confiscated by staff. Disciplinary action may be taken for leaving your laptop in an unsupervised location.**

9. REPAIRING/REPLACING YOUR LAPTOP

9a: Laptop Repair Costs and Insurance

- The devices will be insured by the Tripoli Community School District.
- Students will have a deductible for each repair that is not a manufacturer's defect.

9b: Laptop Repair Costs and Insurance

- The student's family is responsible for the payment of damaged computers
 - Up to \$25/\$100/\$250/to full cost for each claim, unless negligence is determined by administration and Technology Director. (If it is determined by the Technology Director that damage is due to a faulty laptop, there will be no charge.)

- If a student returns a laptop that has multiple damages, each damage will be assessed separately.
- The district reserves the right to charge for the entire replacement cost if there is a preponderance of evidence to show that damage was intentionally caused.
- If another student is determined by preponderance of evidence to show that damage was intentionally caused, the district has the right to charge up to full replacement costs.
- If the device is stolen, students are responsible for obtaining a police report.
- Lost items such as a computer, bag, or power cord (charger) will be charged at full price to the family based on replacement costs.
- An additional cost **may** be charged by the Technology Director if he/she deems the computer was abused.

10. LAPTOP TECHNICAL SUPPORT

Technical support will be available in the workroom of our Technical Director. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner laptops
- ALL REPAIRS must be completed by the Technology Director
(turn laptop into office)

10a: Office Preparing a Help Ticket

If a laptop will not reach the login screen, the student should return the laptop to the office and the office will create a paper Help Ticket.

10b: Technology Director Preparing a Help Ticket

If the laptop will reach the login screen; and the Technology Director is in the office, the student may take the laptop to the Technology Director with the teacher's permission.