

## **CORDELL PUBLIC SCHOOL 1:1 Digital Classroom Project**

The Board of Education, the Administration and Staff at Cordell Public Schools are committed to providing the students of Cordell Public School the best educational tools available within the affordable limitations of the district.

In order for students to function in the 21<sup>st</sup> Century work environment, they must be able to compete in the global market which utilizes modern technologies and web based resources. That is why we, as a school district, are committed to a web-based curriculum, and a technology based learning environment for our students.

Students in grades 7-12 will be provided a student laptop, carrying case and power supply as though it were a textbook. Curriculum and instruction will be provided by the teacher in a format adapted to the laptop. Pod casting, blogging, e- mail, video production, and other proven applications will be used by students and teachers in their learning environment. Collaboration and group projects will also be an integral part of the learning experience. Students are responsible for their Learning.

Students receiving a laptop will retain use of the laptop throughout the school year unless rights are lost due to inappropriate use, or discipline. All students (grades 7-12) will be issued a laptop the first few weeks of school if insurance is paid and forms are signed. In the event a student laptop is in need of repair a "loaner" laptop will be issued while repairs are being performed, the student is responsible for this "loaner" laptop. If a student breaks two computers in the same academic school year, another computer will not be issued unless the cost of the computer breakage is paid.

As you are aware, to function in this type of learning environment, requires different rules and regulations. We expect our students to "Do what's right", and the large majority of them do. The following criteria is of utmost importance not only for the student's protection, but for the protection of the school district. It also applies a higher level of responsibility to the student, not only for their learning, but for the care of their assigned computer.

Student learning potential is unlimited, with 24/7 access to information, and the acquisition of knowledge.

Students will not be allowed to load software onto the school device, students will be allowed to save work to the hard drive of the laptop. Students will be able to save material to the schools servers while at school; work generated at home while off of the school network is the student's responsibility to back up.

All devices will be stored in the J.H. /H.S. building during the summer months. The security system (alarm and video surveillance) will be activated 24/7.

### **FEES**

Parents/Students will be required to pay a \$40.00 fee for the first student and \$10.00 for each subsequent student in order to have access to the student laptop. This fee will act as an insurance policy for the laptop computer.

Arrangements will need to be made with the Superintendent in the event that a parent/student cannot pay the access fee.

For those who refuse to follow the guidelines set forth below, there are discipline consequences that follow.

**CORDELL PUBLIC SCHOOL  
1:1 Digital Classroom Project (Cont.)****LAPTOP USE REQUIREMENTS**

Students will:

- have constant knowledge of the where-abouts of their computer
- charge their laptop daily
- always carry laptop in case provided
- only use laptop in ways that are appropriate
- be prepared to have laptop or bag inspected at any time
- follow all rules governing use of computer and internet access
- be responsible for damage or loss caused by neglect or abuse
- report lost or stolen laptop immediately (stolen- must file police report)
- pay for case &/or power supply in the event they are damaged or stolen
- not loan their laptop to another student
- not share their user name and password with other students
- not allow food or drink within close proximity of their computer
- not disassemble any part of their laptop (voids warranty and insurance)
- not place any marks, stickers, decorations, etc on laptop or bag
- not delete, copy or modify files belonging to others w/o prior consent
- not vandalize or damage other computers

**INTERNET USE REQUIREMENTS**

Students will:

- be given flexibility in the use of the internet unless they violate their rights and/or the internet code of conduct
- practice network etiquette at all times
- will not reveal personal data (home, address, phone numbers, personal information) of others
- will be allowed use of head phones as directed only by instructors or administrators
- will be allowed to only download music for projects (inappropriate music will result in discipline)
- not be allowed to download software to the laptop without Tech Director approval
- not be involved in inappropriate use of e-mail
- not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will jeopardize the operation of the computer.
- not play or download games on the laptop
- not violate copyright laws (including installation of copyrighted software)
- not create, access or process offensive or pornographic messages, pictures; use obscene or threatening language; harassing, hate related or discriminatory remarks

**CORDELL PUBLIC SCHOOL  
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Policy violations may result in the following disciplinary action:

1. Detention, afterschool or lunch
2. Removal of laptop use pending parent conference
3. Mandatory Parent Conference
4. Behavior Contract &/or loss of computer rights
5. In-school suspension
6. Suspension
7. Notification of outside authority/police (charges filed if appropriate)
8. Administrators discretion

NOTE: Students who leave the district must return the computer to the district before leaving. Laptops not returned will be reported to the Police as Stolen and charges will be filed. Use of the Laptop is a privilege, not a right.

**CORDELL SCHOOLS**

**My Commitment to Proper Care and Use of My Laptop**

- I will take good care of my laptop and know that I will be issued a laptop each year--as long as I attend Cordell Schools.
- I will never leave the laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is at all times.
- I will charge my laptop's battery daily.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by only carrying it while in the case provided.
- I will use my laptop computer in ways that are appropriate and educational.
- I will not write on, or place stickers, decorations, etc. on the District laptop, power cords, battery, or carrying case
- I understand that my laptop and carrying case are subject to inspection at anytime without notice.
- I will follow the policies outlined in the Acceptable Use Policy and on my Student Parent Laptop

Agreement while at school, as well as outside the school day.

- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by **neglect** or **abuse**.
- I agree to pay for the replacement of my power cords, battery, or laptop carrying case in the event any of these items are lost, stolen, or damaged.
- If my child breaks two computers in the same academic school year, another computer will not be issued unless I pay for the cost of the computer breakage.
- I agree to return the District laptop and power cords in good working condition the last day of school or earlier if so specified by the administration.

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

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_