



Moorestown Township Public Schools 1:1 LAPTOP PROGRAM STUDENT GUIDELINES AGREEMENT

Excellence, Equity & Engagement via Partnership

MTPS is excited to release this guideline agreement in advance of students being able to take home a school-owned laptop computer as part of our 1-to-1 laptop program. Providing students and teachers with technology tools, such as laptops, will make their education more engaging, collaborative, and accessible.

I acknowledge and agree with the following statements:

- I have received, read and understand the MTPS 1:1 Laptop program Student Guidelines, for the 2019-20 school year including the district's notification that pertains to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act".
- Accidental Damage Protection is provided through the District for student-issued laptop computers. This protection provides warranty repair coverage against accidental damage and normal wear on the device for one incident per school year. I understand that laptops that are found to be damaged due to misuse, deliberate damage, repetitive damage, or neglect may result in a fine being issued to the students/parents of the responsible parties and/or disciplinary action.
- All equipment issued to a student must be returned at the end of the school year. Failure to return each item will result in a fine for the replacement cost. Equipment returned after the annual return deadline may result in a late fine.
- Use of an MTPS laptop also falls under the rules of the MooreNet Acceptable Use Agreement that parents and students agree to each year.
- 1:1 laptops might NOT have any web filtering on them when they are away from the MTPS network. So, there may be no web content filtering on the laptops when they are used at home. Parents/Guardians accept full responsibility for supervising their child's laptop and Internet use away from school.

Please agree to this document ONLINE through the Genesis Parent Portal by Aug 22, 2019.

A PARENT/GUARDIAN must agree to this online through Genesis.

The STUDENT must also agree to this online through Genesis.

[Sign this form ONLINE through GENESIS](#)

(Revised- July 3, 2019)

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

1:1 LAPTOP PROGRAM - STUDENT GUIDELINES

I. Vision

Moorestown Township Public Schools (MTPS) is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. We wish to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. MTPS provides students and teachers with the technology tools and skills necessary for student-directed learning. The Moorestown Township Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources across the world.

II. Goals

- a. Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
- b. Students are productive and engaged in their learning experiences.
- c. Students practice good digital citizenship in their online behavior.
- d. MTPS provides consistent and appropriate access to technology for students for instructional purposes.

III. Terms of Laptop Loan

Students in grades 6-12 may be issued a laptop. The laptop will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the laptop for the remainder of the school year in which it was issued, until the student withdraws from school, or until the laptop is removed from the student's possession for administrative reasons. Students are responsible for bringing the laptop to school, taking it home each day, and ensuring it is charged for use the following day.

All 1-to-1 equipment (laptop, power cord, and other accessories) must be returned to the school by the last week of the school year. Equipment not returned will result in a fine for the replacement cost of the missing equipment. Equipment returned late may result in a late fine being charged.

MTPS reserves the right to change the terms of the loan or this guidelines document at any time or to terminate the 1:1 laptop program at any time and for any reason.

General Usage Rules

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1-to-1 Laptop Program Guidelines shall apply to all student laptops issued by and used in the District, including any other similar District electronic equipment and/or devices considered by the District Administration to come under these Guidelines. Teachers may set additional requirements for use of laptops in their classrooms in accordance with District Policy and curricular standards. The use of the laptop both in school and at home will be monitored by the Administration through a mobile device management software. Any violation of Board policy, these Guidelines, or the MooreNet Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Guidelines. The laptop is the property of the Board and subject to review and monitoring.

Laptops Left At Home

If students leave their laptop at home, they remain responsible for completing all course work as if they had their laptop present. Repeated failures to bring laptops to school (totaling minimum of three (3) consecutive or nonconsecutive days) will result in a loss of home laptop use privileges for one (1) week, and students must leave their laptop in school in a designated area. Continued or consistent failures to bring Laptop to school may result in a total loss of laptop privileges and/or other disciplinary action in accordance with the Board's student disciplinary policies.

Opt Out of Take-Home Portion of Laptop Program

Although take-home participation in the Program is strongly encouraged, it is not mandatory. If parents/guardians of students eligible to participate in the Program do not wish for their student to take home a laptop as part of the Program, the parent/guardian must notify the school principal. If, at any time after the student receives a laptop, the student's parents/guardians do not wish for the student to participate in the take-home portion of the Program any longer, the parent

must notify the school principal in writing and return the laptop and all District issued accessories in the same condition they were issued - that equipment may still be used by the student during the school day, but must be returned to a designated location at school at the end of every day. Once a student's parents/guardians have opted out of take-home, the student may not resume participation in that aspect of the Program unless a request for same is submitted in writing and approved by the District Administration. Any loss, damage, or other unauthorized use will be handled as provided herein.

Laptop/Network/Internet General Functionality

The district can make no guarantee that the laptop will function properly, that it will operate with a student's home computer network (or any other network) properly, nor that the computer network at school will function properly 100% of the time. The District is not responsible for lost or missing data as a result of these and is not responsible for proper network functionality while the laptop is attempting to use a non-MTPS computer network.

IV. Hardware and Software Issued

- a. Laptop computer with battery and integrated web camera
- b. AC adapter/power cord
- c. Carrying case

The laptops run on Microsoft Windows and are Internet capable. They also have anti-virus services installed. All laptops have a logging/monitoring system that is activated when the laptop is logged on. The school does not have remote access to the web camera installed on each computer.

Students may not install additional software except software specifically chosen by MTPS and approved by MTPS tech staff.

V. General Laptop Care Guidelines

Students are responsible for the general care of the laptop, including, but not limited to, the following.

- a. For prolonged periods of inactivity, close the lid to protect the laptop screen and conserve battery life.
- b. Please be aware that overloading the laptop bag WILL damage the laptop. Take precaution when placing the bag on a flat surface. When using the laptop, keep it on a flat, solid surface for air to circulate. For example, using a laptop while on a carpet or bed can cause damage due to overheating.
- c. Liquid, foods, and other debris can damage the laptop. Avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop case.
- d. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing fingers directly on the screen with any force.
- e. Never attempt to repair or reconfigure the laptop. Never attempt to open or tamper with the internal components of the laptop...doing so will render our warranty void and will be considered intentional damage.
- f. Take care when inserting cords, cables, and removable storage devices to avoid damage to the laptop ports.
- g. Do not expose the laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- h. A label has been applied to the laptop for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the computer. Remember the laptops are the property of MTPS.
- i. Keep the laptop away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

VI. Cleaning The Laptop

- a. Wash hands frequently when using the laptop to avoid buildup on the touchpad or touch screen. Grease and dirt can cause the cursor to jump around on the screen.
- b. Always disconnect the laptop from the power outlet before cleaning.
- c. To clean the laptop, wipe it down with a soft, dry cloth.

VII. Screen Care

- a. Do not pick up the laptop by the screen.
- b. Avoid touching the screen with pens, pencils, or any sharp instrument.
- c. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- d. Do not lean on top of the laptop and avoid placing excessive pressure or weight on the laptop screen.

- e. Clean the screen with a soft, dry cloth, or anti-static cloth.
- f. A cloth dampened with a very small amount of water can be used to wipe down the LCD screen if it is particularly dirty. There are also “screen wipes” sold in the electronics department of local stores that may be used.
- g. NEVER clean the screen with glass cleaner.

VIII. Carrying the Laptop

- a. Laptops and components are to be carried in the school-provided laptop carrying bag. If students carry the laptop without a bag or in a non-school-provided bag or backpack and damage occurs as a result, that may be considered damage through negligent care, resulting in a fine and/or disciplinary action.
- b. Carrying the laptop in its bag in a backpack is not recommended, but if it is carried in a backpack, it should be in the laptop bag while in the backpack.
- c. Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent damage.
- d. Close the lid before moving or carrying the laptop.
- e. Do not leave the laptop in a vehicle for extended periods of time or overnight.
- f. Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it in the bag.
- g. Do not overload the laptop carrying bag since it is likely to cause damage to the laptop. Textbooks, notebooks, binders, etc. are not to be placed in the laptop carrying bag.

IX. Security

- a. NEVER leave laptops in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your laptop in your locker before going to class in an unsecured area.
- b. Avoid using the laptop in areas where damage or theft is likely (such as bathrooms/restrooms - where the laptop could get wet, or airport/bus/train terminals - where it might get misplaced and stolen).
- c. When students are not using them, laptops should be stored in their secured lockers. NOTHING should be placed on top of the laptop in the locker. Students are expected to take their laptops home every night, regardless whether or not they are needed.
- d. Laptops should not be stored in a vehicle. If a laptop is placed in a vehicle temporarily, it must not be visible from the outside.
- e. During after-school events, students are still expected to maintain the security of the laptop. Students participating in sports events will secure the laptops by locking them inside their student-assigned PE lockers. Unsupervised laptops will be confiscated by staff.
- f. Continued or consistent failures to secure laptops may result in a total loss of laptop privileges, and/or disciplinary action in accordance with the Board’s student disciplinary policies.

X. Loaning Equipment to Others

- a. Students may not lend laptops or laptop components to others for any reason.
- b. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments.

XI. Power Management

- a. It is the student’s responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.
- b. Laptops should be placed in standby mode or hibernate, if they will be used within the next 30 minutes; otherwise, the laptop should be shut down to conserve battery. Hibernate mode will use less battery charge than standby mode but will start back up a little slower.
- c. Dimming the brightness of the screen will extend the life of the battery.
- d. Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- e. All students are required to carry their chargers (AC Adapters) to school.
- f. Students will only use AC power adapters supplied by the school.

- g. Be careful not to cause a tripping hazard when plugging in the laptop.

XII. Software and File Management General Information

- a. Laptops come with a standard pre-loaded software image. This image may not be altered by students or parents.
- b. Do not remove any software or change computer settings, unless directed by school staff.
- c. Software applications may be installed by members of the MTPS technology services department.
- d. The software installed by MTPS must be left in usable condition by users of the laptop.
- e. Do not change the computer name.
- f. Do not remove or change operating system extensions.
- g. Do not attempt to circumvent any security restrictions or security settings on the computer.
- h. The school does not accept responsibility for the loss of any data deleted due to re-imaging or maintenance performed on the laptop.
- i. Periodic software updates will automatically install on the laptops as they become available.

Music, Games, or Programs

The MooreNet Acceptable Usage Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

Student Storage/Saving Files

- a. Students are expected to use their MTPS Google account (@mtps.us) and Google Drive to save school-related files.
- b. Students may use the “My documents” folder as well as the computer’s desktop for temporarily saving files, but note that those locations are NOT backed up and files saved there WILL BE LOST if the laptop needs to be reimaged and MAY BE LOST if technical staff need to troubleshoot the computer.
- c. Students’ “P-drive” on the MTPS computer network may be used for saving files, but note that the P-Drive is NOT ACCESSIBLE FROM THE INTERNET so files saved there will not be accessible from home.
- d. The use of thumbdrives or other external storage media is not recommended.

Screensavers/Wallpapers

The laptop is equipped with a standard screensaver and wallpaper which should not be modified.

Passwords

Students will login using their assigned usernames and passwords. Students will not share their password with others.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with given permission from the teacher.

Printing

- a. Help conserve our instructional resources by using “print preview” or digital transmission of work when possible.
- b. Student will be able to utilize one or more common-area printers in the school during the school day. Appropriate school printers will be automatically installed and available on the laptop.
- c. If students have a printer at home, they may plug it into the laptop and attempt to use it for printing, but at-home printing functionality is NOT GUARANTEED NOR SUPPORTED by MTPS.

XIII. Email and Internet Use

- a. Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued laptops can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, and online collaboration sites.

- b. As required by the Children’s Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district’s wired and wireless network. THERE MAY BE NO FILTERING OF INTERNET CONTENT ON MTPS LAPTOPS WHEN THEY ARE NOT CONNECTED TO THE MTPS NETWORK AND ARE AWAY FROM SCHOOL GROUNDS. Parents are asked to discuss appropriate ground rules for use of the computer while away from school with their child to ensure that the child is supervised and using the laptop appropriately. It is the primary responsibility of the student to appropriately use the laptop, network, and the Internet. Moorestown Public Schools will not be responsible for any harm suffered while on the Internet or network.
- c. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. We ask students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if they accidentally access an inappropriate site.
- c. Never read someone else’s email or open someone else’s folders or files without permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person.
- f. Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- g. Protect their accounts by keeping passwords secure and logging off or locking when not at a computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If a student’s account is logged in to a computer, that student is responsible. Keep your password a secret.
- h. Protect personal information. Never give full name, addresses, phone numbers, passwords, or social security numbers for oneself or others. Use a “code name” with online viewers/organizations you do not know!
- i. Do not falsely represent one’s age to websites that require users to be a certain age to use their services.
- j. Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

Off-Site Internet Use

- a. MTPS will not serve as a home Internet service provider. Additionally, the District may NOT provide Internet filtering for the laptops while connecting to the Internet away from school and/or on a non-district network connection. It is the responsibility of the parent or guardian to set additional rules for use while away from school and monitor their child’s laptop use, especially Internet access, while away from school.
- b. MTPS is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied. If you do not have Internet access at home, please contact your school’s guidance department for information on possible options.

XIV. Monitoring Laptop Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 “The Anti-Big Brother Act” - *A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student’s activity or the student’s use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student’s activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

- a. When students are away from school, it is the responsibility of the parent and/or guardian to supervise the student’s activity. Students will provide access to the laptop and any accessories assigned to them upon request by the school or

district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.

- b. Moorestown technicians and personnel will be able to monitor student laptops at any point during the day through remote transmission.
- c. Students may be selected to provide their laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-provided computer, network, or service. Moorestown Township Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via MTPS's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.
- b. All laptops have a tracking/monitoring system that is activated when the laptop is logged on. The school does not have remote access to the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.
- c. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

XV. Warranties, Damages, Malfunction, and Theft

Hardware Warranty and Accidental Damage Coverage

- a. MTPS has purchased a warranty with each laptop that covers repair/replacement of the laptop chassis, LCD screen, hard drive, and motherboard caused by ***normal use, factory defect, and occasional accidental damage***. Repetitive damage is not covered by the accidental damage warranty.
- b. Damage should be reported to the school within 1 school day of the damage occurring.
- c. Frequent/repeated accidental damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Board's Student Discipline Guidelines and/or fines, even if the damage is covered by the warranty.

Damage Not Covered by Warranty

- a. Peripherals such as chargers (AC adapters), batteries, and carrying bags are not covered under the accidental damage warranty. A replacement or repair fine will be charged for damaged chargers, batteries and carrying bags..
- b. Frequent damage, negligent care, and/or deliberate damage to the equipment will result in fines and may result in school discipline according to the Board's Student Discipline Guidelines.

Theft/Loss/Vandalism

- a. If at any point a laptop is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration. At that time, an appropriate report will be filled out by the student.
- b. If at any point a laptop is stolen while off school property or is vandalized or linked to a criminal act, it must be reported to the Moorestown Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekend/holiday) to be given to school administration.
- c. Filing a false police report and insurance claim is punishable by law.

Malfunction and Loaner Equipment

- a. General malfunctions of the laptop or the software on it should be reported to the student's teacher (who will relay that to the technology department), or it may be brought to the student helpdesk room at an appropriate time.
- b. Loaner equipment may be provided to a student if it is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first-come, first-served basis.
- c. Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.
- d. Loaner equipment shall not be covered by the accidental damage protection - any damage to a loaner laptop (even accidental) will be charged as a fine.

Financial Responsibility

- a. Accidental Damage Protection (ADP) from the laptop vendor is provided through the District for student-issued laptop computers.
- b. The ADP is meant to protect against accidental damage and normal wear on the device. It does not cover intentional damage, theft, or loss of the device.
- c. Laptops that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.
- d. Each student is issued a laptop with integrated battery and a charger that must be returned at the end of the school year. Failure to return each item will result in a fee for that item. Returning equipment after the annual deadline for returning equipment may result in a late fine.

XVI. LIMITATION OF BOARD LIABILITY

The laptops permit students' access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the laptop constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student laptop users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student laptop user may encounter or access. Furthermore, the Board will not be responsible for any damage any student laptop users may suffer, including but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the laptop. By virtue of a student's participation in the laptop Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a laptop.

Table of Estimated Pricing for Damage/Loss*

Parts/Repairs		Fee
	Screen (LCD panel)	\$250.00
	Keyboard	\$50.00
	Trackpad/Touchpad	\$60.00
	Power Adapter	\$50.00
	Battery	\$120.00
	Hinge	\$50.00
	Built-in camera	\$40.00
	Laptop Bag	\$20.00
	Asset Tags/Labels	\$5.00
	Top housing/cover panel	\$60.00
	Bottom housing/cover panel	\$40.00
	Personal stickers/sticker residue cleanup fine	\$5.00
<i>*The costs of these and any other parts needed for repairs will be based on the vendor's current pricing.</i>		