



Engage:Empower
Basehor-Linwood High School
1:1 Device Handbook
2016 - 2017



Basehor-Linwood High School Laptop Handbook

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Basehor-Linwood Help Desk Website

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Overview

Our mission is to integrate technology as part of the educational program for our students to improve teaching, learning and increase our student's engagement in the classroom. Teachers will incorporate technology so students learn to communicate, collaborate, think critically, and be creative in the classroom.

Qualifications

Students who are actively enrolled, and who physically attend classes at Basehor-Linwood High School qualify for the use of a District owned student MacBook. To use this MacBook, students must abide by all of the expectations in the Student Laptop Handbook and the Acceptable Use Policy.

Equipment

The Equipment includes the following items and accessories:

- MacBook Air 11" Laptop
- One (1) AC Adapter (with power cord)
- One (1) Protective Case

Receiving Your Laptop and Accessories

Laptops will be distributed once students and parents/guardians attend a required MacBook orientation. Parents/Guardians and students must attend annual informational sessions. Before receiving the MacBook, students and parents/guardians must sign and return the following forms:

1. Basehor-Linwood High School Computer Usage Handbook Agreement
2. Acceptable Use Policy
3. All fees paid, including non-refundable MacBook Take Home Fee of \$65

Title

The Basehor-Linwood School District is the legal title holder and shall at all times remain as such. Your right, possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in this Student/Parent Handbook and the Acceptable Use Policy. The device is maintained and loaned by the District, so there is no expectation of privacy in use or data stored on a District owned device.

Loss or Theft

Students must report loss or theft immediately to the HelpDesk by visiting the HelpDesk Office or Mrs. Lynn Nahrebeski. If the device is stolen, a police report must be filed and the information given to HelpDesk Office or Mrs. Lynn Nahrebeski. If the device is missing during the school day, please report this directly to the Administration in the school office. If a police report is not filed, the device will be considered missing and the parent/guardian and student will be responsible for full replacement cost of the device.

In the case of theft of the MacBook, the student/parent/guardian will be assessed the cost of the device.

Damage

The responsibility for the care, safety and security of the District-issued MacBook becomes the responsibility of the student and parent/guardian.

COVERAGE AND BENEFIT: The District acknowledges that due to the normal usage of District technology that maintenance and/or repair of District technology may be necessary due to no fault of the student. **Routine maintenance and repairing malfunctions that are not due to “visible physical damage” of the MacBook Air will be completed at no cost to the student.**

Dents in the outer casing, damage to the screen (cracks, discolored due to pressure), headphones not removed correctly from the headphone jacks, damage to any ports (headphone jacks, charging ports and USB ports) will be considered visible physical damage.

Students are responsible for the charging cable provided. Should the charging cable need to be replaced, the student will be charged \$79.

Students are responsible for the protective case provided. Should the protective case need to be replaced, the student will be charged \$38.

The following policy applies to accidental damage to the MacBook Air. Willful or negligent damage is not covered by this agreement and replacement or repair costs will be the responsibility of the student. The District will determine visible physical damage and the value of that damage will be based on repair/replacement costs or the assessed loss in resale value. In no case shall the value be greater than \$900. In the event of damage or loss, the District will pay 80% (up to \$720) of the amount of damage or loss. The student will be responsible for 20% (up to \$180) of the amount of damage or loss. For every accidental damage or loss incident exceeding \$400, District coverage of the loss will progressively decline. A second major damage/loss claim will be covered by the District at a rate of 50% (up to \$450) and the student

will be responsible for 50% (up to \$450). If a third major damage/loss claim occurs, the District will cover 20% of the cost (up to \$180) and the student will be responsible for 80% (up to \$720). Any further loss or damage will be the sole responsibility of the student/parent.

Major Damage Fees Table

Damage Events	District	Student/Parent	Maximum Total Cost to Parent/Student
Negligent and Abuse - this will be determined by administration and Tech Director	0%	100%	\$900
First Time Major Damage	80% of cost of repair up to \$720	20% of cost of repair up to \$180	\$180
Second Time Major Damage	50% of cost up to \$450	50% of the cost up to \$450	\$450
Third Major Damage	20% of cost up to \$180	80% of the cost up to \$720	\$720
Further Major Damage Claims	\$0	100% responsibility	\$900
Damage to Charging Cords or Loss of Cords	\$0	100% responsibility	\$79
MacBook Air Case	\$0	100% responsibility	\$38

Student's will be issued the same macbook each year and damage will carry over for the entire attendance period for the student at BLHS.

Caring for the MacBook Air 11”

Each student will receive a MacBook Air 11”, charger and cord as well as a MacBook case for the 2016 - 2017 school year. The student who is issued the computer and accessories is responsible for it.

- Students are expected to use the device and accessories provided in a responsible, ethical and legal manner.

- Stickers and other markings on the outside of the Device will not be allowed.
- No food or drink should be near the MacBook.
- Cords, cables, removable storage and headphones should be carefully inserted into the device.
- Laptops should not be used or stored near pets, water or any other liquid, food, potential weather hazards (rain/snow/sun), or left in vehicles where there may be extreme cold and heat.
- Objects should never be placed on top of your MacBook.
- Laptops are NOT to be taken inside a locker room. Leave the device in your school locker and pick it up after class, practice, games, etc.
- Never swap or share your computer with another student. You are solely responsible for your assigned device.
- Students are not allowed to download or install any software or other materials.
- Laptops should only be used while on a flat and stable surface.
- Keep the computer secured or attended at all times.
- Charging is done at home unless you have teacher permission to charge at school. You must remain with your computer while charging.
- Students are not to record video or audio without the permission of the teacher and when doing so, it must be for educational purposes.

Transporting Laptops

- Each student's MacBook should be kept in the case when not in use.
- Do not put other items except the computer and charger into the case, as extreme pressure can cause permanent damage to the screen and other components.
- Do not leave headphones plugged in and inside the MacBook when closing it as this may cause the screen to break.
- Never pick up the MacBook with the screen open.
- Never leave the computer in your car.
- The MacBook must not be used in the cafeteria during lunch, it should be locked in the classroom or your school locker (and remain in the case at all times).
- Students attending or participating in physical education class and/or extra curricular activities should leave MacBooks in their locked school locker (unless requested by the teacher to have the MacBook in class). Students attending or participating in activities outside of school should exercise extreme caution to protect the computer from harm. Students are liable for all damages and theft.

Screen Care

- The MacBook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. Screens are particularly sensitive to damage

from excessive pressure (heavy items on top of the MacBook, earbuds or a pen or pencil left in the MacBook, etc.)

- Do not store the MacBook with the screen open (lid up)
- Do not place anything on the outside that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, earbuds, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (you may visit the Innovative HelpDesk from 7:40 - 9:10 a.m. for assistance with cleaning)

Asset Tag

- All MacBooks, chargers and bags will be labeled with a Basehor-Linwood asset tag sticker. These stickers are not to be modified or tampered with in any way.

Innovative HelpDesk

- If there are any technical issues with the MacBooks, please call the Innovative HelpDesk or Mrs. Nahrebeski in her office in the BLHS library.
- Students can access the Web HelpDesk to put in a HelpDesk Ticket at <http://whd.usd458.org:8081/HelpDesk/WebObjects/Helpdesk.woa/wa>.

Using Your Laptop at School

- Students will be expected to bring the MacBook fully charged to school for all classes every day, unless specified by the teacher.
- Students will keep the MacBook closed and in the provided case when not in use.

Logging Onto the Computer

- Students will login to their MacBook using the Active Directory login and password provided to them
- Students should not share passwords with other students.
- Always log off the computer and shut down when not in use (conserve battery and avoid using Internet when not needed).

Use of Media:

- Inappropriate media may not be used as a MacBook background. The presence of such will result in disciplinary action (no guns, weapons or inappropriate pictures).
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones or earbuds may be used at the discretion of the teacher.
- Cameras installed on Macbooks cannot be uninstalled. Appropriate and responsible use of the camera is expected.

Printing

- Students are encouraged to digitally publish their work and turn in through Edmodo, Google Classroom, GMail or other options your teachers may use in the classroom.
- Students will need permission for printing to printers in the building.

Privacy

- There is no expectation of privacy. Students have no expectation of confidentiality or privacy with respect to any usage of a MacBook, regardless of whether that use is for school related purposes or not, other than as specifically provided by law.

Saving and Storing Student Work

- It is recommended that you save your work to Google Drive with your usd458.org gmail account.
- Some student files may be saved on the District server through AD, but you will not have access to these files at home.
- An external drive may be used to store your work (provided by the student).
- Anytime a device requires repair or maintenance, all data and documents stored locally (on the desktop) on the device are at risk of not being recovered.
- Students are provided a District storage file located on their Active Directory account and through GMail.

Application Upgrades

- The District will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician from the District.

Network Usage

Home Network Usage

- All Basehor-Linwood usage expectations and policies pertain to use on home networks.
- Basehor-Linwood MacBooks will be able to connect to other wireless networks, including your home network. Remember that free public wireless networks are not as secure.
- Students are not allowed to install networking software on a Basehor-Linwood MacBook.
- Students cannot attempt to install or re-configure virus protection software, security settings, firewall settings, IP configurations or operating system defaults on your Basehor-Linwood MacBook, even if your home network is asking for these changes.
- Students should not install or configure any software or device settings.

Content Filtering

- Basehor-Linwood employs a third party filtering application on all District computers that is updated regularly. The updates are pushed to student computers each time they are logged onto the District network.
- The content filter, as configured by the District and as operated by a student who is using the device according to the Student/Parent Laptop Handbook and the District AUP, will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access inappropriate sites on the Internet.
- No content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at the particular time or not.
- Students who attempt to disable, reconfigure or circumvent the content filter are violating the Acceptable Use Policy and will result in administrative referral for disciplinary consequences or restriction of a student's technology privileges.
- Any access to unapproved content through a District owned device or other personal device while at school is a violation of the AUP.

MacBook Air Usage Form - 2016-2017

I will use this device in ways that are appropriate, meet Basehor-Linwood High School expectations and are educational.

I will use appropriate language when writing e-mails, journals, wikis, blogs and other forms of communication. I will not create, or encourage others to create, discourteous or abusive content.

I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.

I understand that my computer is subject to inspection at any time without notice and remains the property of the Basehor-Linwood School District.

I will follow the policies outlined in the Engage/Empower Student/Parent Handbook and the Acceptable Use Policy while at school, as well as outside the school day.

I will take good care of my MacBook and never leave it unattended or loan it to other individuals.

I will know where my MacBook is at all times.

I will charge my MacBook's battery when appropriate and arrive at school with my device charged.

I will keep food and beverages away from my MacBook as they may cause damage.

I will not use the computer camera to take and/or distribute inappropriate or unethical material.

I will not disassemble any part of my computer or attempt any repairs.

I will protect my computer by only carrying it while in the case provided by USD 458.

I will not place decorations (such as stickers, markers, etc.) on my computer or provided case.

I will not deface the serial number sticker or asset tag on any MacBook.

I will file a police report in the case of theft, vandalism, and other acts covered by insurance, as well as report to the administration of Basehor-Linwood High School.

I will be responsible for all damages or loss caused by neglect or abuse.

I agree to return the MacBook, case, and power cord in good working condition.

I agree to the stipulations set forth in the above documents including the Macbook Air Family Handbook, the Acceptable Use Policy, the Laptop Technology Usage Fee Form, and the Student Pledge for Laptop Use.

I, _____, agree that my student and I have read and will comply with all policies and procedures within the "Family Handbook" document.

We have paid the MacBook Take Home Fee of \$65. I also understand that by paying the MacBook Take Home Fee we are still responsible for any repair costs according to the coverage table outlined on page six in this handbook.

Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Date: _____