



Paulding County School District

Parent Guide: Student Laptop Program

Middle and High Schools

Paulding Virtual Academy

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Introduction

The Paulding County School District recognizes the benefits of one-to-one (1:1) computing device assignment within education to include broader student access and engagement as well as differentiated instruction and individualized pacing for learning. Individual devices not only accommodate shifts to digital learning and virtual learning opportunities but also provide the tool for accessing curricular applications and resources that are in digital format today within a learning management system's digital platform. The 1:1 device model has become the norm and expectation throughout the K-12 education system as content delivery methods have shifted to individualized, digital platforms.

One-to-one computing allows students to be assigned a laptop and utilize that computer in classes. Middle, high, and Paulding Virtual Academy (PVA) students are provided with a laptop as a take-home device and are to bring the computer to class each day for use.

Student Laptops

Assignment of Laptops

Laptops for school and home use are assigned to students in middle and high grades as well as the Paulding Virtual Academy. The laptop issued to the student will remain with the student for three to four years, or until the student withdraws or graduates from school. The laptop and all accompanying accessories remain the property of the Paulding County School District.

Laptops are necessary instructional tools. All students assigned a laptop are responsible for having it for classes in school every day as well as ensuring that the laptop is fully charged for each school day. The laptop is not to be left unsupervised at school or at home in unsecured locations. All students are also responsible for using the district-issued laptop case and maintaining the condition of the charging cords.

Laptop Accessories

The following will be issued to each student:

- Laptop computer
- Carrying case
- Power adapter and power cord

Laptops will run Microsoft Windows and be Internet capable. Laptops will have Microsoft Office and web-filtering, anti-virus software installed. Approved software will be provided by the district and made available for student use. Only district provided, approved software and applications are to be utilized with the district devices.

Students who qualify for assistive technology devices may be issued an alternative device.

Laptop Care Guidelines

Laptops require proper handling and care to avoid damage and to remain secure. Please adhere to the following guidelines.

Carrying Your Laptop

Your laptop and components must be carried in the school provided laptop carrying case at all times. Carefully unplug all cords and accessories before placing the laptop into the carrying case. When traveling between classes, place your laptop in sleep mode to provide a faster startup time in your next class. This will occur when you close the lid to your laptop. Once you enter a new classroom, restart your laptop in order to connect to the nearest wireless access point for an appropriate Wi-Fi connection.

If you are not using your laptop in your next class, power the laptop off before placing it in the carrying case. Be sure to secure the carrying case completely closed before transporting the laptop. Turn off your laptop completely before traveling between home and school.

Battery Life and Care

Charge your laptop each night by plugging into the power adaptor/cord that is provided with your laptop. It is your responsibility to bring your assigned laptop to school fully charged every day. During prolonged periods of inactivity, shut your computer down completely. Use sleep mode during short periods of inactivity (close the laptop lid).

To prolong your battery life throughout the school day, do not access music/audio and videos that are not related to your coursework.

General Precautions

1. When not in use, keep your laptop in the school-issued laptop carrying case. Do not leave your laptop unattended.
2. Do not overload the laptop carrying case with other items that may damage the laptop.
3. Do not place any objects on top of your laptop (including books in a locker).
4. Do not pick up or carry your laptop by the screen.
5. Do not touch the screen with pens, pencils, or sharp instruments.
6. Do not leave items on the keyboard when closing the screen such as pens, pencils, or paper.
7. Keep liquids, food, and debris away from laptops, and do not place those items in the laptop case.
8. When using the laptop, gently place it on a flat, solid surface which will allow air to circulate properly and keep the laptop from overheating. Placing the laptop on a pillow or blanket can block airflow.
9. Do not expose your laptop to extreme temperatures (below 35 degrees or above 90 degrees Fahrenheit).

10. Keep your laptop away from magnets, including large speakers and amplifiers.
11. Insert cables and peripherals carefully into laptop ports.
12. Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
13. Do not personalize the laptop's cover/casing, including adding stickers and writing.
14. A label and an asset tag have been applied to your laptop for identification purposes. Do not remove the district labels.
15. For repairs, your laptop must be turned into your school's media center for PCSD Technology Support. The laptop should not be turned into anyone other than a PCSD employee.
16. Do not attempt to repair the laptop or to have a third-party upgrade or repair the laptop.
17. Your laptop and all laptop accessories must be returned to PCSD upon request (as in the case of graduation or withdrawal). Failure to return a laptop may result in full payment for the cost of a replacement laptop.

Laptop Security

Ensure your laptop is always supervised. In the event of a fire drill or other evacuation, laptops should be left in the classroom. Classroom doors will be secured.

Students are to adhere to the [PCSD Board Policy IFBG - Internet Acceptable Use](#) (*PCSD Technology Acceptable Use and Internet Safety*) whenever the laptop is in use, during or after school hours. Log off your laptop when not in use, and do not lend your laptop to any other person. The laptop should only be used by the person to whom it was assigned. Parents/legal guardians may only use the laptop to assist their child with a school assignment or perform supervisory tasks such as to inspect internet search history.

Software Applications and Data

General Information

The laptop's configuration and operating system may not be altered by students. Students may not install any software applications or programs and are to only use provided software and applications by the district on the district laptop. Internet activities are monitored, and there is no expectation of privacy.

Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Students are provided with Microsoft Office365 OneDrive accounts for this purpose.

Software Updates

The district will manage the installation of applications and system updates on student laptops. However, students should routinely check for Windows Updates to ensure their laptops remain equipped with the latest features and security enhancements. Laptops should be restarted on a daily basis to ensure updates are applied.

Web Cam

The web cam shall be used for educational purposes only as instructed by your teacher for attending a class virtually or recording a video as part of a class assignment.

Email and Internet Use

Email

Middle and high school (MS/HS) and Paulding Virtual Academy (PVA) students are provided with an email account by PCSD. Email correspondence is for educational use and is limited to student communication with teachers or approved contacts.

Internet Use

As required by the Children's Internet Protection Act (CIPA), an internet filter is maintained by the district for school use on the laptop. PCSD also filters content for student laptops off school campus. Filtering reduces access to inappropriate sites and materials. PCSD cannot guarantee that access to all inappropriate sites or materials will be blocked. Internet log files are maintained by the district with a history of all sites accessed. The district may review logs periodically to ensure proper use of the laptop and other resources. It is the responsibility of each student to use the laptop, network, and internet appropriately as outlined in the *PCSD Technology Acceptable Use and Internet Safety Policy*.

The web content filtering solution provided by PCSD may not be removed, disabled, altered, or circumvented. Students may not install or access software that is not approved with the laptop use, such as a VPN (virtual private network) application to circumvent web content filtering. It is the responsibility of the parent or guardian to monitor student laptop use, especially internet access, when the student is not at school.

Internet Safety

As a part of the PCSD Internet Safety and Digital Citizenship instruction and the *PCSD Internet Safety and Technology Acceptable Use Policy*, students are to adhere to appropriate online behavior for a safe experience.

General guidelines include the following:

1. Immediately report any unauthorized activity on the network or internet to your teacher.
2. Never access another person's email, files, or folders.
3. Never access or transmit content deemed inappropriate or participate in cyber-bullying behavior.
4. Protect your user account by keeping your password secure and logging off or locking your computer when it is not in use. Email, network, and internet activity is the responsibility of the individual whose account is logged into the computer at the time of the activity. If your account is logged in, you are responsible. Keep your password a secret and use a complex password that is not easy to guess. PCSD employees will never ask you for your password, especially via e-mail.
5. Protect personal information. Never provide your full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information to anyone online without

parent permission. Do not provide the personal information of others. Do not communicate with unknown individuals online.

6. Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-campus Internet Use

There are several free or low-cost ways to access the Internet off-campus, including discounted programs from local internet providers and free access at local libraries. PCSD school campuses broadcast Wi-Fi in front school parking lots as well. Students without internet access outside school can upload their assignments to Canvas upon returning to campus.

Parent/Guardian Expectations

1. Review the [PCSD Board Policy IFBG - Internet Acceptable Use](#) (*PCSD Technology Acceptable Use and Internet Safety*) and this *Parent Guide: Student Laptop Program* with your student.
2. For those students taking their laptops home, remember that while the school system provides internet content filtering, **there is no substitute for parental supervision when using a computer.** Please monitor student use of the laptop and internet at home.
3. Ensure your child understands and adheres to laptop and internet policies and guidelines in the *PCSD Technology Acceptable Use and Internet Safety Policy* at school and at home.
4. Ensure the return of the laptop and all accessories when requested by the school or before the student withdraws from school.
5. When requested, pay a replacement fee of \$300 for excessive misuse of laptops.

The Paulding County School District is pleased to offer computing devices to our students to support our students with the necessary tools to access our digital resources and fully engage with innovative instruction and learning.

