



Hopkinton High School

90 Hayden Rowe Street Hopkinton, MA. 01748

Evan Bishop, M.ED.
Principal

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Dear Parents,

We are excited to continue the rollout of our 1-1 Initiative to the class of 2018. Our teachers have been creating digital resources to support and enhance their classroom teaching and the district has ensured that the necessary infrastructure is in place to support their efforts. Two years ago we initiated the 1-1 program and have found that our students are more deeply engaged, collaborating more effectively, developing stronger writing abilities and having greater success in their courses.

Educational research indicates that when 1-1 initiatives are effectively planned and implemented, the following outcomes are realized:

- Students in 1-1 programs outperform non-laptop students on standardized statewide achievement tests;
- Students engage in more higher-order reasoning and critical analysis during school activities, and collaborate more with their teachers;
- Learners participate in more problem-based and project-based learning activities, and develop stronger 21st Century skills; and
- Teachers report higher levels of student engagement.

(See: <http://jamestenbusch.com/1%3A1-Computing-Initiative.php>)

We have seen some of these benefits immediately, while others continue to develop over time as teachers and students learn how to take full advantage of the powerful new educational tools available to them.

There are three Laptop Initiative Participation Options:

Option One

Lease an Apple MacBook Air computer through the school's four-year lease program at a cost of approximately \$341 for year 1 and \$326 years 2-4. If a student leases a laptop, s/he will have access to it as if it were his/her own and s/he could take it home with him/her each day, but the school will be responsible for maintenance and upkeep of the device. Loaners will be provided to students while leased computers are being serviced. The laptop will come pre-loaded with a variety of software titles that students will use in their classes. At the end of four years, parents will have the choice of turning the laptop back in to the school or buying out the lease for a fee of \$1.00 plus tax.

Option Two

Bring your own laptop to school with you. We know from our recent survey that some students already have their own laptops. If a student or parent feels more comfortable providing their own laptop, they can do this in lieu of leasing from the school. A list of the types of software that students will need if they bring their own device can be found on the 1-1 website listed below. Please be aware, however, that if students bring their own laptops, classroom teachers and technology personnel may not be able to help them troubleshoot issues that occur, so students should feel very comfortable using their own devices.

Option Three

Use the HHS laptops that will be available to be checked out during the school day. If a student does not lease a laptop from the district or bring his/her own, we will provide laptops for those students to use during the day in classes and then expect that they have their own device at home to use for work outside of school. On a limited basis, and subject to administrative approval, these students will be able to bring loaner laptops home for larger assignments. There will also be a couple of computers available for students to use at the Hopkinton Public Library.

To learn more about the specifics of the 9th grade 1:1 Initiative, please visit our 1-1 website at: <https://sites.google.com/a/hopkinton.k12.ma.us/1-to-1-laptop-initiative/>. The enclosed documents provide details about the cost and provisions of the laptop lease program. Students who meet the District's Financial Assistance Program guidelines (see School Committee policy JLB or visit the Hopkinton Public Schools homepage) will be able to participate at a reduced rate. You must apply each year for financial assistance as stated in our guidelines.

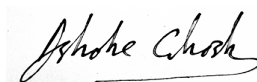
If you choose to lease a laptop, we ask that you return the enclosed 1-1 Laptop Participation Form and the required deposit to the middle school or high school main offices by May 2nd.

We are tremendously excited that this enhanced learning opportunity is available for our students! Please feel free to contact us with any questions or concerns.

Sincerely,



Evan Bishop
HHS Principal



Ashoke Ghosh
Director of Technology

Hopkinton High School
Laptop Lease, Laptop Use and Insurance Agreement
April 2014

AGREEMENT entered into this ____ day of _____, 2014 by and between the Hopkinton Public Schools, acting by and through its Superintendent of Schools ("HPS") and _____ (the "Student"), a student scheduled to enroll as a freshman in the Hopkinton High School ("HHS"), and _____, parent/guardian of the Student (the "Parent").

The Parent enters into this Agreement (sometimes also referred to herein as the "Lease" or the "lease") on behalf of him/herself and as parent/guardian of the Student on behalf of the Student. The Student enters into this Agreement on his/her own behalf. The obligations of the Parent and the Student under this Agreement shall be joint and several.

The Hopkinton Public School District (HPS) has initiated a program (the "Program") to provide each student with the opportunity to lease an Apple MacBook computer while the student is actively enrolled in Hopkinton High School (HHS). This agreement relates to the Computer System issued to the student while enrolled at HHS.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parent, the Student and HPS hereby agree as follows:

- 1. Grant of Lease.** HPS hereby leases to the Student and the Parent, and the Student and the Parent hereby lease from HPS the personal property described in the LAPTOP LEASE PROGRAM REGISTRATION FORM which is being signed at that same time as this Agreement or which may have been signed previously (the "Registration Form"), together with any replacement parts, additions, repairs and accessories now or later in or affixed to such personal property. Such personal property is collectively referred to in this Agreement as the "Computer System". This lease shall begin on the date the Computer System is delivered to the Student by HPS and shall continue for four (4) years, subject to the terms and conditions set forth in this Agreement. HPS anticipates that delivery of the Computer System shall occur during the month of August, 2014. HPS, at its sole option, has the right to advance the termination date of the Agreement to the date that the student graduates from HHS.
- 2. Acceptance of Terms.** By accepting possession of the Computer System, including the software and related peripherals such as manuals, cables and chargers etc., the Parent, the Student and HPS hereby agree to the terms and conditions set forth in this Agreement and to those terms and conditions contained in the Registration Form. The terms and conditions in the Registration Form are incorporated in this Agreement by reference. The Parent and the Student understand, acknowledge and agree that by signing this Agreement, the Parent and the Student agree to participate in the HHS Laptop Lease Program and agree to pay all charges outlined in the Registration Form.
- 3. Use of Computer System.** The Parent and the Student understand and agree that only the Student has the right to use the Computer System while enrolled in the school system. The Parent and the Student understand and agree that he/she/they must comply with any and all applicable software license agreements. The Student and Parent agree to comply with all directions, agreements and covenants as to Laptop Use as set forth in the attachment to this Agreement labeled "Laptop Use"; the failure to comply with directions, agreements and covenants regarding Laptop Use shall be and constitute a breach of the obligations of the Parent and the Student under this Agreement and shall constitute a default pursuant to paragraph 6, hereinafter. The Parent and the Student understand and agree that ownership of the Computer System belongs to HPS and/or Apple, Inc. and neither the Parent nor the Student shall sublease, sell or otherwise grant an individual or business any right or security interest to the Computer System or otherwise encumber Hopkinton Public Schools' lease with Apple, Inc. The Parent and the Student understand and agree that the rights of HPS, and therefore the rights of the Parent and the Student, with respect to the Computer System are subject to that certain lease agreement between HPS and Apple, Inc. and the Parent and the Student agree to abide by the requirements of such lease agreement and to cooperate with HPS in meeting its obligations under such lease agreement, including but not limited to the Parent and the Student making the Computer System available for inspection by HPS, Apple, Inc. and/or other parties designated by HPS upon reasonable request by HPS.

4. Return Policies: If the Student graduates, withdraws from HHS, withdraws from the Program, or is dismissed from HHS, the Parent and the Student agree to return the Computer System to HHS on or before the day the Student graduates, is first withdrawn from HHS, withdraws from the Program or is dismissed from HHS or, in the alternative, the Student and the Parent may purchase the Computer System (but not the educational software on the Computer System) for the balance of all payments remaining under the term of the Agreement, such payment to be paid to HPS on or before the date of withdrawal, graduation or dismissal of the Student. The Student and the Parent also realize and agree that if the Parent and/or the Student withdraws from the Program and/or withdraws or is dismissed from HHS, the Student and the Parent will forfeit the nonrefundable deposit paid with the Registration Form and will also forfeit any and all lease payments that have been made up to the date of withdrawal or dismissal. The Parent and the Student agree to return the Computer System to HHS in the same condition as when the Parent and the Student took possession, reasonable wear and tear excepted as outlined hereinafter in this Agreement. The Parent and the Student understand and agree that HHS may charge a late fee equivalent to the cost of the remaining lease value of the Computer System and/or seek criminal charges or civil damages if the Parent and/or the Student fails to return the Computer System on or before the return date required in this paragraph.

5. Lease payments: The Student and the Parents agree to make all Lease Payments set forth in the Registration Form on or before the due dates set forth in the Registration Form. If the Student and/or the Parent fails to make any Lease Payment in or within three months of its due date, the Student and the Parent understand and agree that the Computer System will be taken back in custody of the HHS Laptop Lease Program and, in such event, the Parent and the Student agree to deliver the Computer System to the HHS Laptop Lease Program upon the request of HPS, such Computer System to be in the same condition as when the Parent and the Student took possession of the same, reasonable wear and tear only, excepted. The Parent and the Student will have 30 days to bring his/her payments current. If the account of the Parent and/or Student is not made current within that 30 day period, the Computer System will not be returned to the Student and/or the Parent and HPS, at its option, will have the right to terminate this Agreement.

6. Termination of Agreement. Time is of the essence of this Agreement and the Parent and the Student shall be in default in the event of a) the failure to make full payment of any Lease Payment when due, or b) the failure of the Student and/or the Parent to perform any of his/her/their obligations, agreements or affirmations under this Agreement, including but not limited to the agreements set forth in the Laptop Use section of the Agreement, or c) the bankruptcy or insolvency of the Student and/or the Parent. Upon any default by the Student or the Parent and continuing for as long as such default continues to exist, HPS shall have the right to terminate this Agreement and require that the Student and the Parent return the Computer System to the HHS Laptop Lease Program, such Computer System to be in the same condition as when the Parent and the Student took possession of the same, reasonable wear and tear only, excepted. Upon such termination, the Student and the Parent will forfeit the nonrefundable deposit paid with the Registration Form and will also forfeit any and all Lease Payments that have been made up to the date of withdrawal or dismissal and, in addition, HPS, at its option, shall have the right to require the Parent and/or the Student to make all remaining payments which would have been due under this Agreement had the Agreement not been terminated.

7. End of Lease; Option to Buy. The Parent and the Student understand and agree that the Computer System being provided is the property of HPS during the term of the lease. The Parent and the Student further realize and agree that, provided that at the time of termination of this Agreement the Parent and the Student have met all obligations, agreements, stipulations and requirements demanded of the Parent and the Student which are contained in this Agreement, and have made all lease payments when due pursuant to this Agreement, the Parent and the Student will have the option to purchase the Computer System (but not the educational software) for the sum of the remaining Lease Payments which would have been due under the entire term of the lease plus \$1.00, plus applicable sales tax. By way of example, after four years the purchase price will be \$1.00 plus sales tax. For students receiving financial assistance, the full price of the laptop will need to be paid before a student is eligible to buy out the device for \$1.00. Ownership of the Computer System, exclusive of the educational software, will not be conveyed to the Parent and the Student until the Lease Payments which would have been due under the entire term of the lease of the Computer System have been paid in full, the Agreement has expired, all terms and provisions of this Agreement have been met in full, and the final balance of all payments due pursuant to this Agreement has been paid to HHS. The Student and the Parent understand and agree that it is their responsibility to give written notice to the HHS Tech

Center if there is an address change for either the Parent or the Student and/or if the Student withdraws (or is dismissed) for any reason from HHS or if the Student withdraws from the Program.

8. Warranty and Indemnification Provisions. THE PARENT AND THE STUDENT AGREE AND ACKNOWLEDGE THAT THE SOLE WARRANTY FOR THE COMPUTER SYSTEM IS THE APPLICABLE PRODUCT WARRANTY (DEFINED BELOW). NEITHER HHS NOR HPS MAKES ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED WHATSOEVER, INCLUDING WITHOUT LIMITATION, AS TO THE COMPUTER SYSTEM'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, DESIGN, CONDITION, DURABILITY, OPERATION, QUALITY OF MATERIALS OR WORKMANSHIP, NON-INFRINGEMENT, OR COMPLIANCE WITH SPECIFICATIONS OR APPLICABLE LAW, OR THAT THE OPERATION OR USE OF THE COMPUTER SYSTEM WILL BE UNINTERRUPTED, SECURE OR FREE OF ERRORS, DEFECTS, VIRUSES, MALFUNCTIONS; THE STUDENT AND THE PARENT, AS OF THE DATE OF THEIR ACCEPTANCE OF DELIVERY OF THE COMPUTER SYSTEM, ACCEPTS SUCH COMPUTER SYSTEM "AS IS" AND WITH ALL FAULTS. THE STUDENT AND THE PARENT ACKNOWLEDGE AND AGREE THAT THE STUDENT AND THE PARENT HAVE SELECTED THE COMPUTER SYSTEM BASED ON THEIR OWN JUDGMENT.

The Parent and the Student acknowledge and agree that the Computer System was manufactured and/or assembled, or in the case of software was developed and licensed, by the applicable Vendor and that any warranty rights with respect to such Computer System shall be provided by the applicable Vendor (the "Product Warranty"). The Parent and the Student agree to settle any dispute it may have regarding performance of the Computer System directly with the applicable Vendor and not to make any claim against the Lease Payments due HPS. The Parent and the Student agree to continue to pay HPS all Lease Payments and other payments due hereunder without abatement or set off for any dispute with Vendor regarding the Computer System or any component thereof.

The Parent and the Student agree to accept the Computer System, the software, and related peripherals in its or their "as is" condition. In no event shall HHS be liable to the Student, the Parent or their respective personal representatives, assigns or heirs for any incidental, special, or consequential damage of whatever nature arising out of any claim, whether in contract, tort, or otherwise, alleging HHS's failure to perform its obligations under this Agreement or its breach of duty, common law or otherwise owed to the Parent and/or the Student. The Parent and the Student agree that HPS and HHS shall not be liable to the Student and/or to the Parent for any representation, claim, expense, or loss directly or indirectly caused by any person, including HPS and HHS and their employees, agents, servants, staff, officials, committee members and contractors, or in any way related to the Computer System.

To the extent permitted by applicable state law, the Parent and the Student shall indemnify, release, protect, hold harmless, save and defend Apple, Inc., HPS, HHS and their respective assignees, employees, agents, servants, staff, officials, committee members and contractors from and against any and all liability, obligation, loss, claim, tax and/or damage whatsoever, regardless of the cause thereof, and all costs and expenses in connection therewith (including without limitation, attorneys' fees) arising out of or resulting from (a) entering into this Agreement, (b) the ownership of any interest in the Computer System and/or any component thereof; (c) the ordering, acquisition, use, installation, deployment, testing, operation, condition, purchase, delivery, rejection, storage or return of any item or component of the Computer System; (d) damage to property or personal injury or death of any person in connection with the operation, use, installation, deployment, testing, operation, condition, purchase, delivery, rejection, storage or return of any item or component of the Computer System or in connection with or resulting from the Student's and/or the Parent's acts, omissions, negligence, misconduct or breach of any provision of this Agreement, and/or (e) the breach of any covenant or any material representation or agreement of the Student and/or the Parent contained in this Agreement. The indemnification obligations set forth herein shall continue in full force and effect notwithstanding the payment in full of all obligations of the Parent and/or the Student under this Agreement or the termination of this Agreement for any reason.

9. Maintenance, Repair and Insurance. The Parent and the Student acknowledge and agree that HPS and HHS are not the manufacturers of the Computer System and, as such, HPS and HHS have no knowledge of or responsibility for manufacturing defects and/or components in the Computer System that stop working because they are faulty. Responsibility for correction of such manufacturing defects are subject to compliance by the Student and the Parent with the Vendor's warranty requirements. Subject to the limitations set forth in this paragraph and further subject to the limitations set forth in paragraph 8, insurance and warranty coverage is provided with respect to the Computer System in accordance with the provisions labeled as "Laptop Insurance and Warranty Provisions" set forth hereinafter.

The Parent and the Student acknowledge and agree that a portion of the Lease Payments made by the Parent and the Student are used to defray the costs of insurance and warranties provided pursuant to the Laptop Insurance and Warranty Provisions and, as such, the failure of the Parent and the Student to make the required Lease Payments in a timely manner may void or otherwise result in the loss of benefits to the Parent and the Student under the Laptop Insurance and Warranty Provisions of this Agreement.

10. Excusable Delays. Dates and times by which HPS is required to render performance under this Agreement shall be postponed automatically to the extent that HPS is prevented from meeting them by any causes beyond its reasonable control. Non-performance of any of the obligations of HPS under this Agreement due to delays beyond its reasonable control shall not be considered a breach of this Agreement.

11. Miscellaneous Provisions. The Student and the Parent shall not assign their rights under this Agreement without the written consent of HPS, which consent may be withheld or delayed in the sole and exclusive discretion of HPS. If any provision of this Agreement is invalid under any applicable statute or rule of law, to that extent, it is deemed omitted, and the remainder of this Agreement shall remain valid and enforceable according to its terms so long as the omission of such invalid term does not frustrate the purpose of the Agreement. This Agreement, with the Registration Form, the Laptop Use provisions, and the Laptop Insurance and Warranty Provisions, shall together constitute "Agreement" or "Lease" hereunder and shall constitute the entire agreement of the parties. No waiver or modification of any of the terms or conditions hereof shall be effective unless in writing and signed by all parties. This Agreement shall be binding on and inure to the benefit of HPS, the Parent and the Student and their respective successors and assigns. All notices to the parties shall be mailed or delivered to the respective parties at the addresses set forth herein or such other address as a party may provide in writing from time to time. Notices to HPS shall be directed to the attention of the HPS Director of Technology. "Computer System" as used in this Agreement refers to the Apple MacBook Air and any other peripherals, software, or attachments furnished by Hopkinton High School with the computer or thereafter. 'Damage' as used in this Agreement includes anything not covered under the manufacturers warranty or provided insurance guidelines.

Entered into as an agreement under seal as of the day and year first above written.

Hopkinton Public Schools

Parent:

By:

Student:

Laptop Use – the Student and the Parent agree to comply with the following limitations on the use of the Computer System.

A. Use the laptop as a tool for learning.

1. The Student is responsible for having a fully charged laptop to use each day in school.
2. Teachers will determine when and if laptops will be open and used in class.
3. Academic use always takes priority over personal use in school.
4. The leased laptop is intended to be used primarily by the Student both at school and at home.
5. Parents are responsible for supervising the Student's Internet use when at home. School filtering services used on the district network will not work at home.
6. Parents are responsible for maintaining the home network and Internet service.
7. The laptop must be turned in to HHS Tech Support once each year for maintenance. It should be in good condition, showing only reasonable wear and tear. This means that the laptop and charger must be fully operational with no cracks, dents or breakage of the case. They must be free of markings other than those made by Hopkinton Public Schools.

B. Abide by the HPS Acceptable Use Policy.

1. The Parent and the Student may access only appropriate documents and media.
2. The Parent and the Student may not harass, bully, cyber bully, or threaten others in any way.
3. The Parent and the Student must use appropriate language in all communications.
4. The Parent and the Student must not attempt to gain access to unauthorized accounts or files.
5. The Parent and the Student must not attempt to bypass the district's web filtering.
6. The Parent and the Student must abide by copyright laws. The Parent and the Student must not plagiarize works or illegally download files, music, movies or other commercial files.
7. The Parent and the Student must not use the Computer System as a tool for any form of academic cheating.
8. The Parent and the Student must keep all personal information private, including passwords, user ID's, home address, and phone numbers.
9. The Parent and the Student must not photograph or make audio or video recordings without the consent of all those being recorded.
10. The Parent and the Student shall use due care to ensure that the Computer System is not used for any illegal activity or for private business purposes.

The above list is a summary. The Student and the Parent must review and sign the complete HPS Acceptable Use Policy annually and they acknowledge and agree that the Student and Parent must abide by the terms of the HPS Acceptable Use Policy with regard to the use of the Computer System at all times as a condition of this Agreement.

C. Be responsible for your lease agreement.

1. The Parent and the Student shall make payments regularly and on time.
2. The Parent and the Student shall report any financial difficulties to the HPS's Business Office 508-417-9360.

D. Know what you can and cannot install.

1. The Parent and the Student shall not uninstall any software or operating system component that has been preloaded on the laptop by school staff.
2. District tech support will not troubleshoot and/or repair damages caused by any software you install on the laptop.
3. Issues requiring service or repair may necessitate re-imaging the laptop to restore to the original configuration.
4. The Parent and the Student shall not install any software or operating system component, which has not been previously approved by school staff.

E. Take good care of equipment and files.

1. The Parent and the Student are responsible for backing up all of their files on a regular basis.
2. The Parent and the Student shall not leave the laptop unattended.
3. The Parent and the Student shall always close the laptop when moving it. Walking with an open laptop can cause damage and loss of data.
4. The Parent and the Student shall not mark the laptop in any way with markers, stickers, etc.

5. The Parent and the Student shall not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
6. The Parent and the Student shall not eat or drink near the laptop. There should never be any food or drink around the laptop.
7. The Parent and the Student shall not leave the laptop in extreme heat or cold, e.g. in a car, in these conditions.
8. The Parent and the Student shall not use water or other cleaning solutions on the laptop. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen.
9. The Parent and the Student shall store the laptop computer in an appropriate protective case when not in use.
10. The Parent and the Student shall not loan the laptop to someone else.
11. The Parent and the Student shall not damage, degrade the performance, or abuse anyone else's laptop in any way.
12. The Parent and the Student shall only bring leased laptops for repair to district tech support personnel. The Parent and the Student shall not try to repair laptops themselves.
13. The Parent and the Student shall not allow the laptop to be removed from the continental United States.

Laptop Insurance and Warranty Provisions

The 3-year warranty (with coverage for the 4th year) that comes with the laptop covers manufacturing defects, parts that stopped working because they were faulty. The insurance plan described below covers damage to the laptop caused by the user or someone else. To the extent that warranty coverage is provided by a third party, such as the Vendor, the Student and the Parent shall look only to that third party for such coverage and HPS shall have no individual responsibility to the Parent and/or the Student for such losses, damages or claims which are intended to be covered pursuant to such third party warranty.

1. Coverage includes burglary, robbery, or an event that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence.
2. Coverage includes damage resulting purely by accident despite following all guidelines for care and handling of the laptop.
3. Coverage includes direct physical loss caused by fire, lightning, explosion, windstorm, smoke, vandalism or malicious mischief by a third party, damage by burglars, falling objects, weight of ice or snow, accidental discharge of water or steam, freezing, flood.
4. The following are the exclusions that are **not** covered by insurance and for which the Student and the Parent bear the risk of loss:
 - a. The laptop power adapter/charger.
 - b. Deliberate damage, neglect or abuse caused by the Student, the Parent or others who are allowed to use the laptop. This includes intentionally marking, defacing, and/or abusing the laptop (amusement, anger, frustration, etc.), as well as damage caused by tampering with hardware components (battery housing, RAM, iSight camera, etc.), including tampering to alter HPS configurations.
 - c. Leaving the laptop unattended or failing to secure it per school recommendations.
 - d. Leaving it in an unlocked car or leaving it on the bus.
 - e. Mysterious disappearance of the laptop meaning that the Laptop User has no knowledge as to the place, time, or manner of the loss.
 - f. Liquid/beverage spills on the laptop, i.e. eating; drinking near a laptop is not accidental and will not be covered by insurance.
 - g. Excessive scratches/wear to laptop exterior caused by failure to regularly use a protective case as required by this Laptop Use Agreement.
 - h. Damage caused by repairs made by an unauthorized source, HHS Laptop users should only bring laptops for repair to district tech support personnel and/or an authorized Apple Service Center.
 - i. Laptop issues covered by the laptop warranty.
5. Repairs not covered under warranty, such as a cracked screen or a liquid spill must be paid for by the Student and the Parent. Sample charges might include \$369 for cracked screen or the full price of the laptop depending on the amount of damage.
6. To allow for timely processing of damage/theft claims, if there is a cost incurred it should be paid to the HPS at the time a claim is reported. The claim will not be processed until this payment is made. If an extension or partial payment plan is requested by the Parent and/or the Student, the request should be made at the time when the claim is made. Loaner laptops cannot be issued until the fee has been paid or other arrangements for payment have been made with HPS officials. Financial assistance requests for fees will only be considered for families qualifying for financial assistance with the initial laptop fees, or in cases where HPS officials determine that extraordinary circumstances exist.
7. All damage/theft claims should be reported to the HHS Tech Support Center immediately and no later than 5 school days after an incident.
8. In the event of a theft, the Student and Parent must report the incident to a law enforcement agency immediately and no later than 3 days after the theft; in addition, the Student and the Parent must submit a police report with any claim based on theft. **Note that filing a false police report is a felony under law.**
9. In the case of damage or theft, HHS will use reasonable efforts to make a loaner laptop available for the Student's use that will be with the original software. The Student and the Parent understand that there are a limited number of loaner laptops; those loaner laptops are dispersed on a first come first serve basis, and one may not be available at all times. The Student and the Parent are responsible for full payment for any damage incurred on the loaner laptop.

Hopkinton High School 1-1 Laptop Initiative
LAPTOP LEASE REGISTRATION FORM
April 2014

Please return this form and initial payment (check or money order) no later than May 3, 2014 to the Hopkinton High School Office OR Hopkinton Middle School Office. ***Please make checks payable to Hopkinton Public Schools and include your students name in the memo field on the check.***

Your signature on this form is your request to reserve a laptop computer as described in the HHS Laptop Lease, Laptop Use and Insurance Agreement, and constitutes your agreement to make yearly lease payments as described below, and your agreement to enter into and perform the obligations set forth in the HHS Laptop Lease, Laptop Use and Insurance Agreement attached hereto. If you choose not to join the lease program now your next opportunity to join will be in May of 2015. HHS estimates that you will receive your laptop during the month of August, 2014. You will receive more detailed information about this from HHS administration.

Parent/Guardian Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email: _____ (please print clearly)
Student name: _____

MacBook Air 13" : Processor: 1.8 GHz dual-core Intel Core i5 (turbo Boost up to 2.8 GHz) with 3MB shared L3 cache. Memory 4GB of 1600MHz DDR3L onboard memory, Storage: 128GB flash storage, Graphics: Intel HD Graphics 4000 with 3 year Apple Care Agreement. Software Fee: \$18/year	Total cost over 4 payments: \$1,232.00 \$ 72.00 \$1,304.00
Deposit: Initial Lease Payment with one time Imaging Fee: \$15 Due: April 22 - May 3, 2014	\$ 341.00
Lease Payment 2 Due May 1-15, 2015	\$ 326.00
Lease Payment 3 Due May 1-15, 2016	\$ 326.00
Lease Payment 4 Due May 1-15, 2017	\$ 326.00
\$1 Buyout Payment with sales tax Due: May 1-15, 2018	\$1.00 + Tax

The Initial Lease Payment due with this form and the Laptop Lease, Laptop Use and Insurance Agreement by May 3, 2014 is non-refundable in the event that you decide not to participate in the Program beginning in 2014. Please make all checks payable to Hopkinton Public Schools. On-line payments are available through UniPay Gold from the district's homepage.

Please sign Terms and Conditions Statement on back of page.

Hopkinton High School Laptop Lease Program Terms and Conditions Statement

I(we) have read the **HHS Laptop Lease, Laptop Use and Insurance Agreement** and agree to abide by the terms and conditions therein. Specifically I(we) acknowledge that the computer remains the property of Hopkinton Public Schools until we have purchased it according to the conditions specified in the lease agreement. In accordance with the Laptop Lease Agreement, Section 4: Return Policies, if the student leaves HHS for any reason, the computer can be purchased for the remaining value of the lease and buyout or be returned in good working condition showing only reasonable wear and tear.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

2014-2015

Hopkinton High School 1:1 Laptop Initiative
FINANCIAL ASSISTANCE - LAPTOP REGISTRATION FORM
April 2014

Please return this form and initial payment (check or money order) no later than May 2nd to:

Hopkinton High School Office OR Hopkinton Middle School Office.

Please make checks payable to Hopkinton Public Schools and include your student's name in the memo field on your check.

Your signature on this form is your request to reserve a laptop computer as described in the HHS Laptop Lease, Laptop Use and Insurance Agreement, and constitutes your agreement to make yearly payments as described below, and your agreement to enter into and perform the obligations set forth in the Laptop Lease, Laptop Use and Insurance Agreement attached hereto. HHS estimates that you will receive your laptop in late August. You will receive more detailed information about this from HHS administration.

Parent/Guardian Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email: _____ (please print clearly)
Student name: _____

MacBook Air 13" Specs: Processor: 1.8 GHz dual-core Intel Core i5 (turbo Boost up to 2.8 GHz) with 3MB shared L3 cache. Memory 4GB of 1600MHz DDR3L onboard memory, Storage: 128GB flash storage, Graphics: Intel HD Graphics 4000 with 3 year Apple Care Agreement.	Total cost over 4 payments: Full Waiver (100%) \$200.00	Total Cost over 4 payments: Partial Waiver (50%) \$400.00
Deposit: Initial Payment Due: May 3, 2014	\$50.00	\$100.00
Payment 2 Due May 1-15, 2015	\$50.00	\$100.00
Payment 3 Due May 1-15, 2016	\$50.00	\$100.00
Payment 4 Due May 1-15, 2017	\$50.00	\$100.00

Note: Applicants must apply each year to qualify for the reduced costs. If the applicant does not qualify in a following year they will be required to pay the full payment for that year.

The Initial Payment is due with this form and the Laptop Lease, Laptop Use and Insurance Agreement by May 2nd, 2014. Please make all checks payable to Hopkinton Public Schools and include your student's name in the memo field on your check. On-line payments are not available at this time.

Please sign Terms and Conditions Statement on back of page.

Hopkinton High School Laptop Lease Program Terms and Conditions Statement

I(we) have read the **HHS Laptop Lease, Laptop Use and Insurance Agreement** and agree to abide by the terms and conditions therein. Specifically I(we) acknowledge that the computer remains the property of Hopkinton Public Schools. In accordance with the Laptop Lease Agreement, Section 4: Return Policies, if the student leaves HHS for any reason, the computer must be returned in good working condition showing only reasonable wear and tear.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____



1-1 Parent Night

August 2013

Hopkinton High School

Welcome and Introductions

- District Technology Team
 - Ashoke Ghosh, HPS Director of Technology
 - Linda Henderson, HPS Data Manager
 - Chapin Porcella– Lead Technician
 - Ryan Choquet– Technician
 - Matthew Cipriano- Technician
 - Colleen Worrell – Integration Specialist

HPS Technology Center

- Located on the main floor hallway
 - Ext 1245
- Open from 7:00 am – 3:00 pm each day
- Submit tickets online for questions or issues – [HHS Website](#) under Students
- Drop in for emergencies

After Hours Technical Support



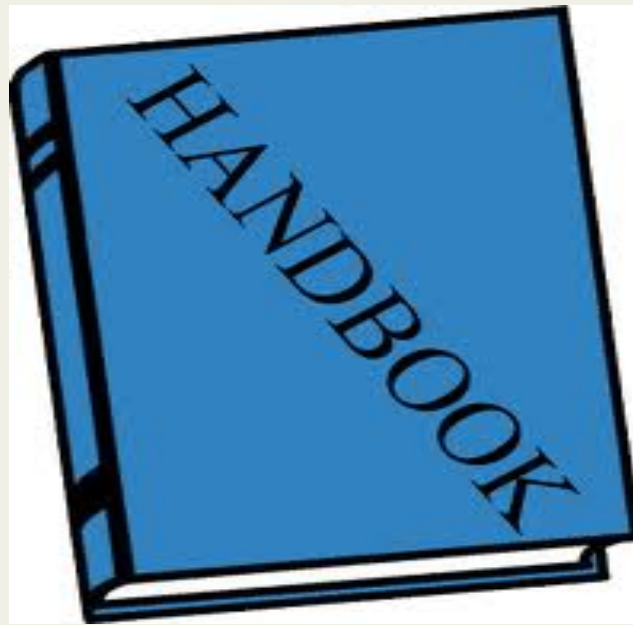
- There is an Apple Care Protection plan with each laptop.
- This allows you to contact Apple directly for help with hardware or software issues:
 - 800-APL-CARE (800-275-2273)
 - <http://www.apple.com/buy/locator/service>

Logins/Passwords



- Login to the network by using your login and password given to the students at orientation
- Keep passwords safe and do not share with friends
- Administrative rights – Students can update their own passwords
- Additional parental administrative account is available

1-1 Student Handbook Review



Daily Student Responsibilities

- Each student will be responsible for:
 - Purchasing a carrying case for your laptop
 - Arriving at school with your laptop charged every day
 - Bringing your laptop, case and charger to class each day
 - Taking care of your laptop throughout the year

Laptop Carrying Case

- Can be purchased at Best Buy, Target, Amazon
- Must have padding and a zipper



Laptop Care



- Carry in your case at all times
- Do not walk around the hallway with the laptop open
- Visit Help Desk Center or submit ticket at first sign of trouble
- Avoid eating and drinking near laptop
- Careful when using around young children and pets
- Keep your laptop away from extreme heat or cold. Leaving it in an unventilated car or in the sun could damage it
- Property of HPS until the lease is fully paid off

Laptop Care



- Do not leave ANYTHING on the keyboard when closing your laptop
- Do not put your laptop in your backpack with other books
- Don't use your computer as a folder to store papers
- Keep your laptop in your carrying case when you aren't using it. Don't drop the case on the floor, use it as a backrest on the bus, put heavy books on it, or cram it in your locker
- Keep your laptop away from dampness or wet weather, such as rain, snow, and fog

Cleaning Your Laptop



- Use only a soft cloth or approved wipes for screen and keyboard
- Don't spray liquid directly on the laptop
- Do not mark the laptop in any way with markers, stickers, etc. Each laptop is labeled with a district identification barcode and student id label. Do not remove these labels

Data Backup



- Students are ultimately responsible for backing up their data.
- Files must be backed up via flash drives, external hard drive or using Google Docs
- Students will receive more information about backing up in 9th grade technology seminar

Students Using School-Based Machines

- Will check them out from the booth each morning at the HS main entrance
- Must return them by the end of the school day
- Data should be stored on a flash drive or in the cloud, not on the individual machine
- If they need them overnight, fill out a request form w / parent signature

Safeguarding Your Laptop



- Students must lock their laptops in their student lockers when not in use
 - Keep in constant contact with your laptop
 - Do not leave your laptop unattended
 - Put laptop in locker during Wellness and after school activities (school will be open until 10pm for pick up)
 - No laptops in the cafeteria during lunch!

Safeguarding Your Laptop

- Reminders about your school locker
 - Do not share your locker or your combination with anyone
 - Do not alter the lock on your locker to prevent it from locking
 - Make sure to turn the dial when you leave your locker
 - Do not leave your laptop in your backpack in the school locker room



Laptop Warranty



- All computers are covered by Apple's warranty against manufacturer's defects for three years and will be covered for the 4th year by HPS.
- The Warranty will not cover:
 - If the machine is dropped (Apple voids the warranty)
 - If the laptop / charger was "stolen" because it was left UNATTENDED or in an unlocked locker
 - If damage is due to not following the Required Use Policy – such as a cracked screen or liquid spill

Laptop Accidental Damage/Loss Policy



Tiered approach for damage and repairs:

- **Level 1** - Software issues, log in issues and general help questions – Submit ticket to Technology Center
- **Level 2** – Defective hardware – Will be covered by the Apple and HPS Warranty. Student given a loaner
- **Level 3** – Damage due to negligence – cracked screen, liquid spill. Student/Parent responsible for cost of damage
- **Level 4** – Lost or Stolen device – Parents will be required to fill out a police report. Once it is declared stolen, school will replace laptop. If students have violated the rules as stated in 1-1 handbook, they will be responsible

Computers in the Classroom

- When students are using their laptops in the classroom, they are expected to remain on documents and websites as directed by the classroom teacher, follow the HPS Acceptable Use Policy, and use their laptops responsibly for school related purposes.

Computers in the Classroom

- Consequences for:
 - Inappropriate Classroom Behavior
 - Not being prepared with your laptop charged
 - Improper care of laptops
- Can range from warning to after-school detention, to loss of laptop privileges depending on the offense

Computers in the Classroom

- Students use the Internet only for educational research and activities
- Digital resources replace textbook in most cases – or textbook will be used in class, or sent home as resource
- Students will use laptops for in-class activities, to access to digital learning sites, and for personal organization and file storage
- Evolution vs. Event



HPS Acceptable Use Policy

- Prohibits hate mail, harassment, and discriminatory remarks against another person
- Prohibits inappropriate materials such as:
 - Materials that are unacceptable in a school setting
 - Pornographic, obscene, graphically violent, vulgar including music, sounds, language, videos or other materials

Internet safety guidelines for Students

- Never give out personal information
- Never use parents' credit card online
- Never share passwords with anyone
- Never arrange a face-to-face meeting
- Don't open e-mail if you don't know who sent it
- Don't click on banner adds or pop-up ads on websites
- Never use bad language or send threatening e-mail

Suggested Guidelines For Home Internet Use

Parents should set and enforce rules for home Internet use

- Parents should set parental controls (located in System Preferences)
- Have computer in a common room (not in the bedroom with the door closed!)
- Time limit on Internet, instant messaging, social networking sites, online gaming, etc.
- Parents should ask and know student's personal username and password

Moodle and Google Applications



Meet Your Mac

Student session will run 1-2 pm in
the high school auditorium



Administrative Rights

- Parent will have an administrative account on the laptop
- Parents may give students administrative rights if they choose

More Information . . .

[1-1 Website](#)

[1-1 Blog](#)

For More Information Contact:

- Mike Cournoyer– HHS Principal
- Ashoke Ghosh– HPS Technology Director
- Evan Bishop / Joshua Hanna– HHS Assistant Principal
- Colleen Worrell – Tech Integration Specialist



1:1 Laptop Program

August 2014

Hopkinton High School



HPS Technology Vision

Hopkinton Public Schools is committed to providing a safe educational environment in which everyone learns and collaborates in new and creative ways previously unimaginable and where technology seamlessly enriches our daily learning experiences.

Welcome and Introductions

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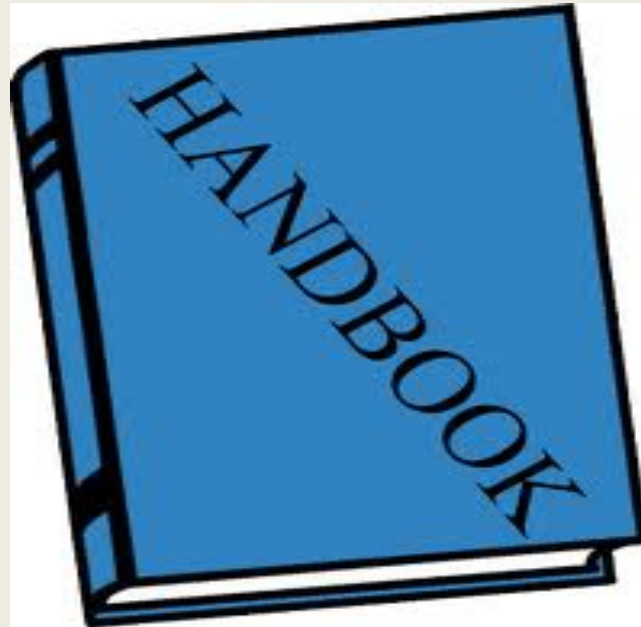
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Laptop Warranty



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- The Warranty will not cover:
 - *If the machine is dropped*
 - *If it is stolen or left in unlocked locker*
 - *If you spill liquid on it or crack the screen*

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More Information . . .

[1-1 Website](#)

[1-1 Blog](#)

@HPSTechtips

Next Steps!

- All students must rotate down to the cafeteria
- Different levels of participation will require different steps.(Lease/BYOD/Loan)

Goal for this morning:

- Safely acquire laptop/Complete paperwork
- Log on to School HPS network via WIFI
- Log into Moodle and run through Self-directed options
- Resolve network credential issues

Student Laptop Take Home Agreement

Student Name: _____ Date: _____

Device Type/Model _____ Serial #: _____

Parent Name: _____ Phone: _____

School: High School Grade: _____ Course Name: _____

Overview

The electronic device remains the property of Hopkinton Public Schools and is intended for daily use for school-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers/equipment that may be owned personally. Use of the electronic device for personal purposes should be within the standards of good judgment and common sense, in compliance with the district's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

Responsibility

It is the student's responsibility to take appropriate precautions to prevent damage to or loss/theft of the assigned electronic device. If the electronic device is lost or stolen it must be reported to the building principal and the director of technology. For theft or loss off campus, it should also be reported to local police. The police report should include the serial number for the lost device. The technology department will keep a log of electronic device serial numbers assigned. A copy of the police report must be sent to the director of Technology within 48 hours of the discovery of the loss.

Software Licensing, Virus protection, and troubleshooting

The electronic device will be configured with the standard suite of programs dependent on the school's software licensing agreements. It is also possible that other applications will be provided to you by the school system if required for a particular course. The district has policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it is installed on a school-owned computer/device. Faculty may not load personal software on a district-owned computer/device. On laptops virus protection is installed and configured to update over the internet. Virus updates should be checked on regular basis to ensure you have the latest protection. Any issues with the electronic devices should be reported promptly to the technology center at the high school and brought in for service. Technical service shall not be performed by anyone outside of the district.

Off Campus Internet Access

Users are permitted to use the electronic device to connect to the internet from locations other than the school in accordance with the acceptable use policy, such as through an Internet service provider (ISP) at home. Your electronic device is configured with both wired and wireless networking as appropriate for connecting to the Internet through an ISP. Although technology staff may offer some tips or advice about best practice for off-campus use, it will be up to you and your ISP to make remote connections work.

Student signature _____ Date: _____

Parent Signature _____ Date: _____

1-1 PARENT NIGHT

3/14/13



Agenda

6:30-7:00pm

Welcome and I-I Timeline

- Options for Participation
- Share initial estimated costs
- Share Program Evaluation Data

7:00 - 7:25pm

Teacher Presentations

7:25 - 7:45pm

Student Panel

Timeline 2013-2014

March 14th - 8th grade 1:1 parent information night.

March 15th - April 12th - Go out to Bid, finalize any third party options

April 15th - April 19th - Create packets for distribution (Vacation week).

April 22nd - May 3rd - Distribution and collection of packets & money -

During this time, families will confirm if they plan to participate in the program, provide their own device, or will not participate.

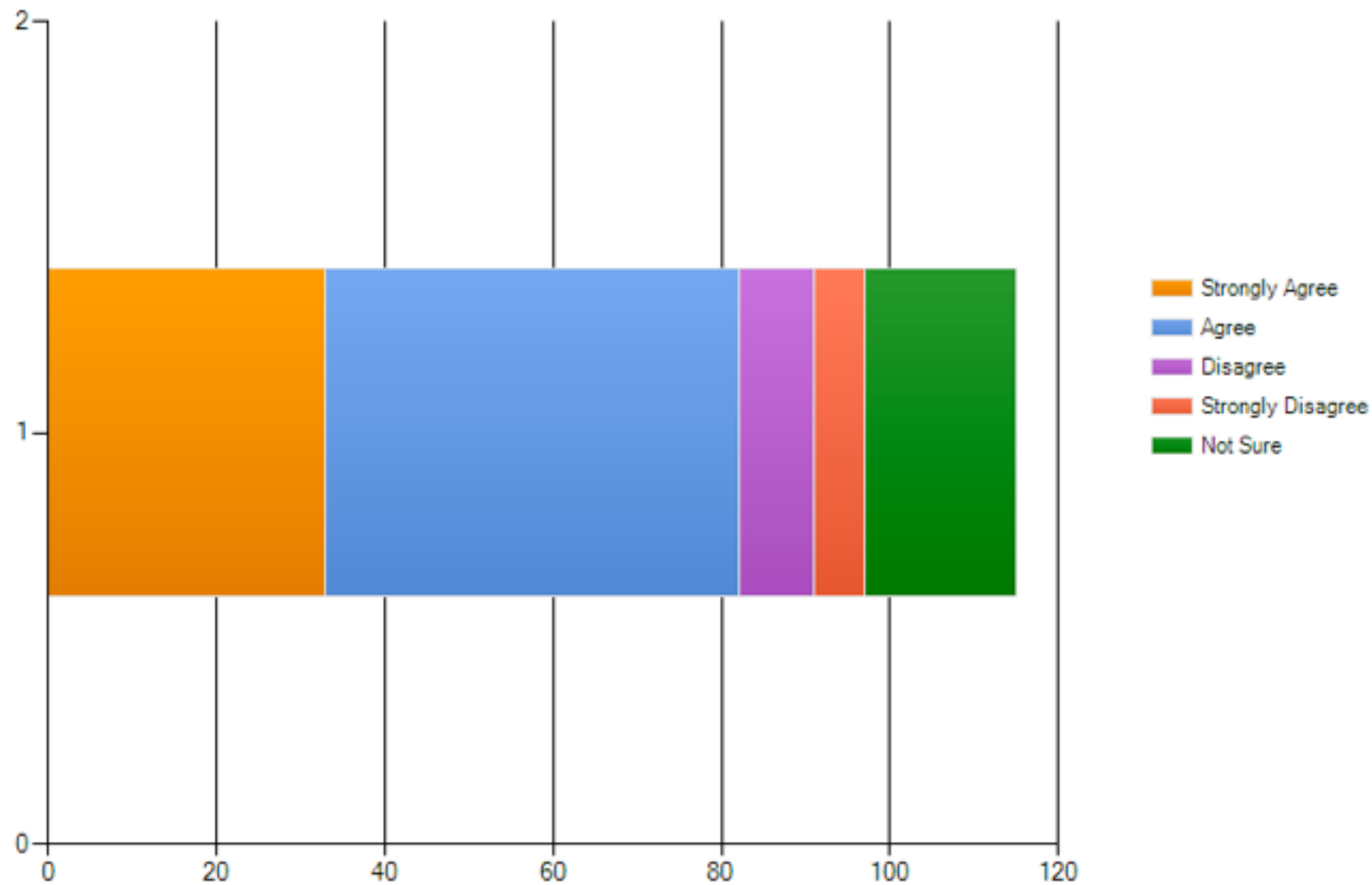
May 6th - 10th - The school will order the machines.

Late May - July - Expect to receive the machines, image and label, barcode, catalogue into our system.

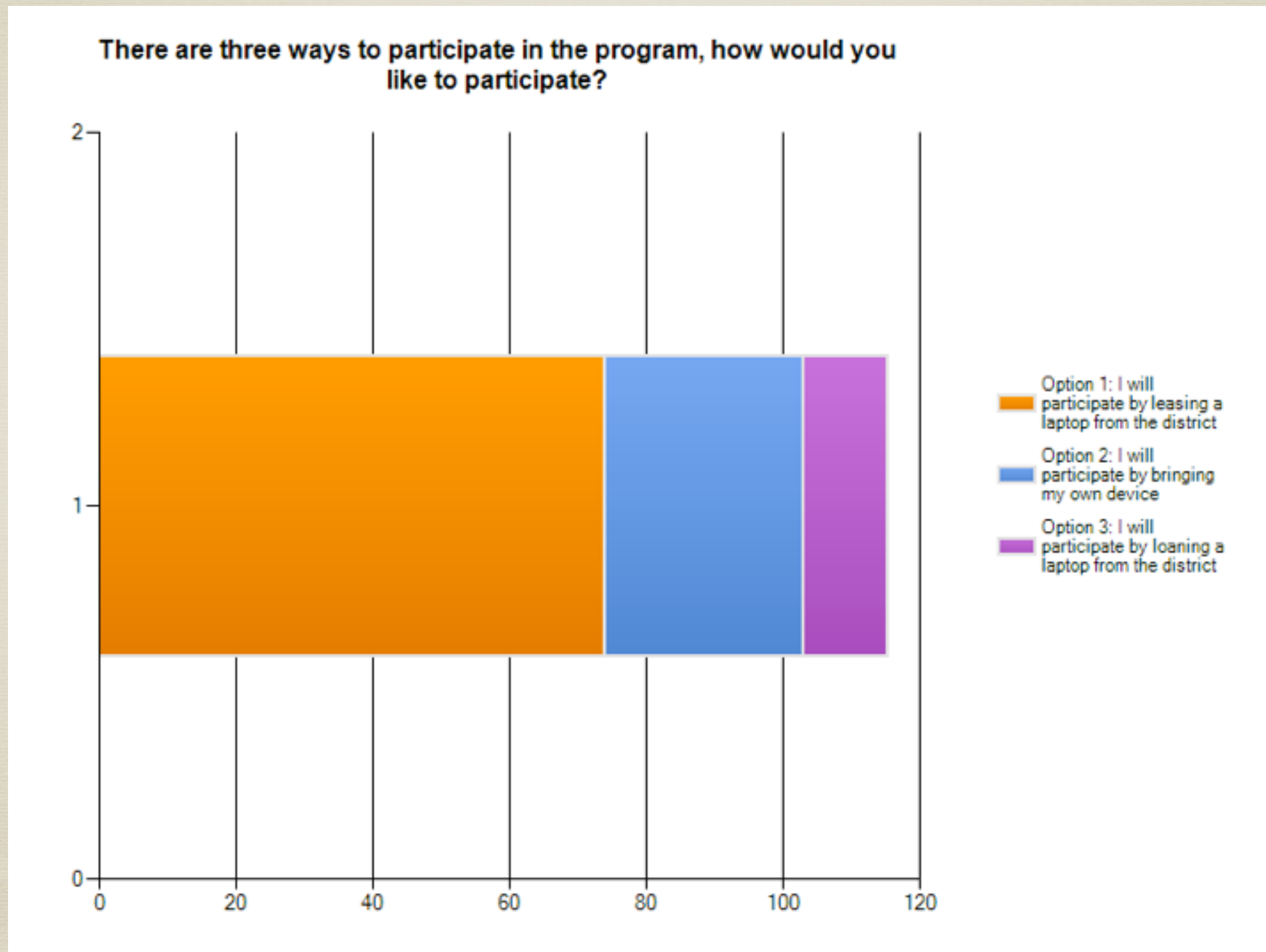
August - Conduct student/parent workshops and distribute machines

Current 8th Grade Parent Data

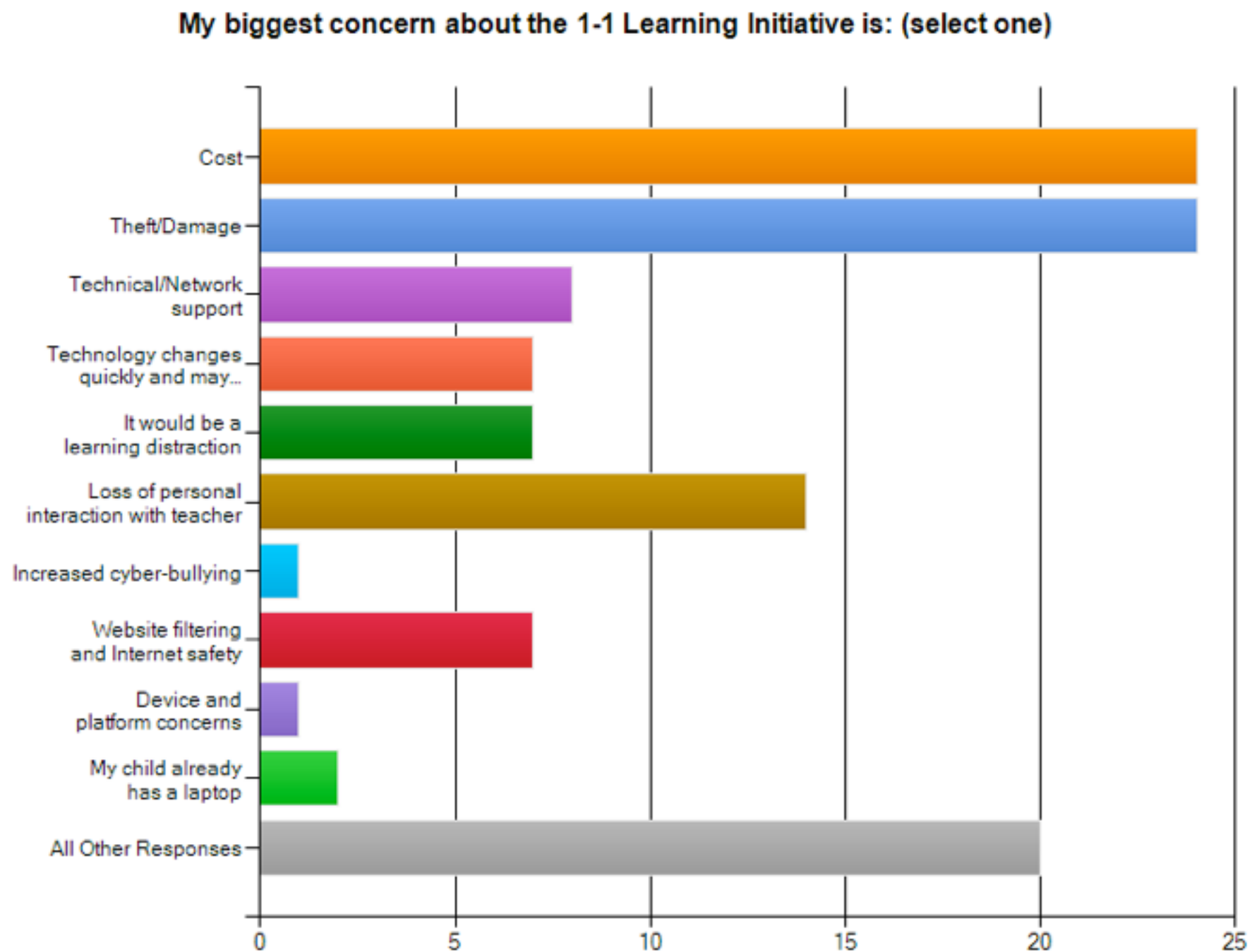
The 1-1 Learning program will improve my students' education by providing a targeted learning experience, better access to relevant information, and tools they will be using in college, the workplace, and in life in general. (select one)



How will my student participate?



Concerns:



Where are we this year?

* FY13 - Class of 2016 is going well

- Added Wireless to all Freshmen classrooms
- Procured 50 units for repairs, in school use, financial assistance, supplement classes of mostly freshmen
- Hired Network Administrator
- Began Program Evaluation
- Summer tech training for teachers/students/parents
- Will be adding more professional development for teachers and parents
- Continuing communication to parents and community

Plans for the future

FY14 - Class of 2017 (incoming freshmen)

- Add Wireless to all sophomore classrooms
- Procure spare units
- Add technician
- Continue with PD
- Watch Internet Use

FY15 - Add Class of 2018 and open to 2015 (Seniors)

- Add Wireless throughout the building (look at AC)
- Procure spare units
- Continue with PD

Cost Estimates

HHS 1-1 Laptop Lease Program: Comparative Pricing and Software:

Price Includes: MacBook 13" Air, OSX Mountain Lion, 7-hour battery, 3 Year Applecare Agreement.
(We buy parts and repair ourselves – send to Apple if needed) with a 4th year of support services.

Laptop Leasing Overview Prices as of 3/14/2013	MacBook Air 13" (13"/1.8GHz/i5/4GB/ 128GB flash storage/ Intel HD Graphics 3000) w/ 4 year Tech Support Protection Plan		
Cost Comparison:	Whalley	MacMall	HHS
MacBook Air	\$1689	\$1347.99	\$1214.75
Applecare (3 year)	included		
Hot swap program	\$99	Not Available	0
Software	\$80	\$80	\$80
Total	\$1868.00	\$1427.99	\$1294.75
Yearly Fee	\$467.00	\$367.00	\$323.69
Imaging Fee (Yr 1 only)	\$15.00	\$15.00	\$15.00
Sample Payment Schedule			
May 2013	\$482.00	\$382.00	\$345.31
May 2014	\$467.00	\$367.00	\$323.69
May 2016	\$467.00	\$367.00	\$323.69
May 2016	\$467.00	\$367.00	\$323.69

Cost Comparison and Breakdown Summary: At the end of the program you are paying less than retail stores and have received the following: Insurance for theft, software updates for Apple operating system and applications (iLife); warranty repairs done at HHS by certified technicians; a loaner laptop (hot swap) as repairs are being done.

Options for Participation:

- * **Lease Machine from District**

- Macbook Air 13", 4gb, 128gb Storage

- * **BYOD from home** - Mac, PC, or Tablet

- wifi, run Web 2.0 tools, Java & Flash, movie editing software, word processing ability, & etc.

- * **Daily Use** - Loan a computer from the school for the day

Evaluation Process

- Evaluation Team Participated in a Summer Training Program
Established Central Claim & Indicators to Evaluate the Program
Electronic Surveys to Parents, Students, and Teachers
(November and April)
Focus Groups (November and April)

Central Claim: The 1-1 program will facilitate safe, technology-rich, differentiated learning environments and actively engage students in learning that mirrors the world around them.

Evaluation Process

Indicators Domains:

Learning Environment
Professional Development
Infrastructure
Community Support

Sample Indicators:

The 1-1 environment has increased opportunities for students to explore and engage actively in new and different ways. (Learning Environment)

The 1-1 Professional development provides skills for teaching in a 1-1 learning environment. (Professional Development)

The infrastructure maintains reliable networks and systems for the 1-1 program. (Infrastructure)

The 1-1 program communicates with all stakeholders clearly and frequently. (Community)

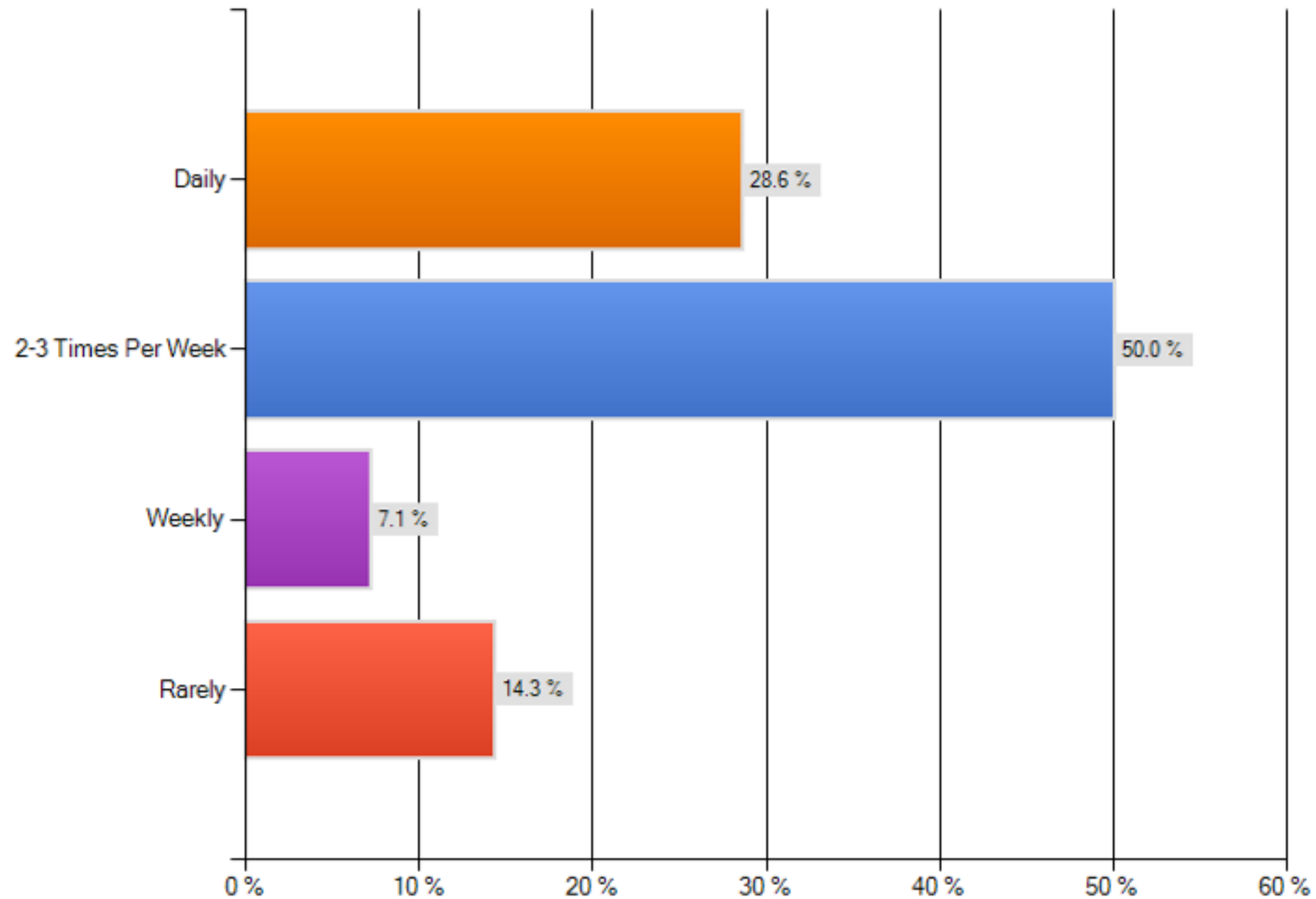
How the data was collected

- * Three surveys were created using SurveyMonkey and were distributed using email. Questions were based on the four indicators created by the evaluation team
- * Three focus groups with 8 members each were randomly selected for each group. The three groups were composed of parents, students, and faculty.
- * Participation:
 - Students -266
 - Parents - 116
 - Faculty - 27

Teacher Data

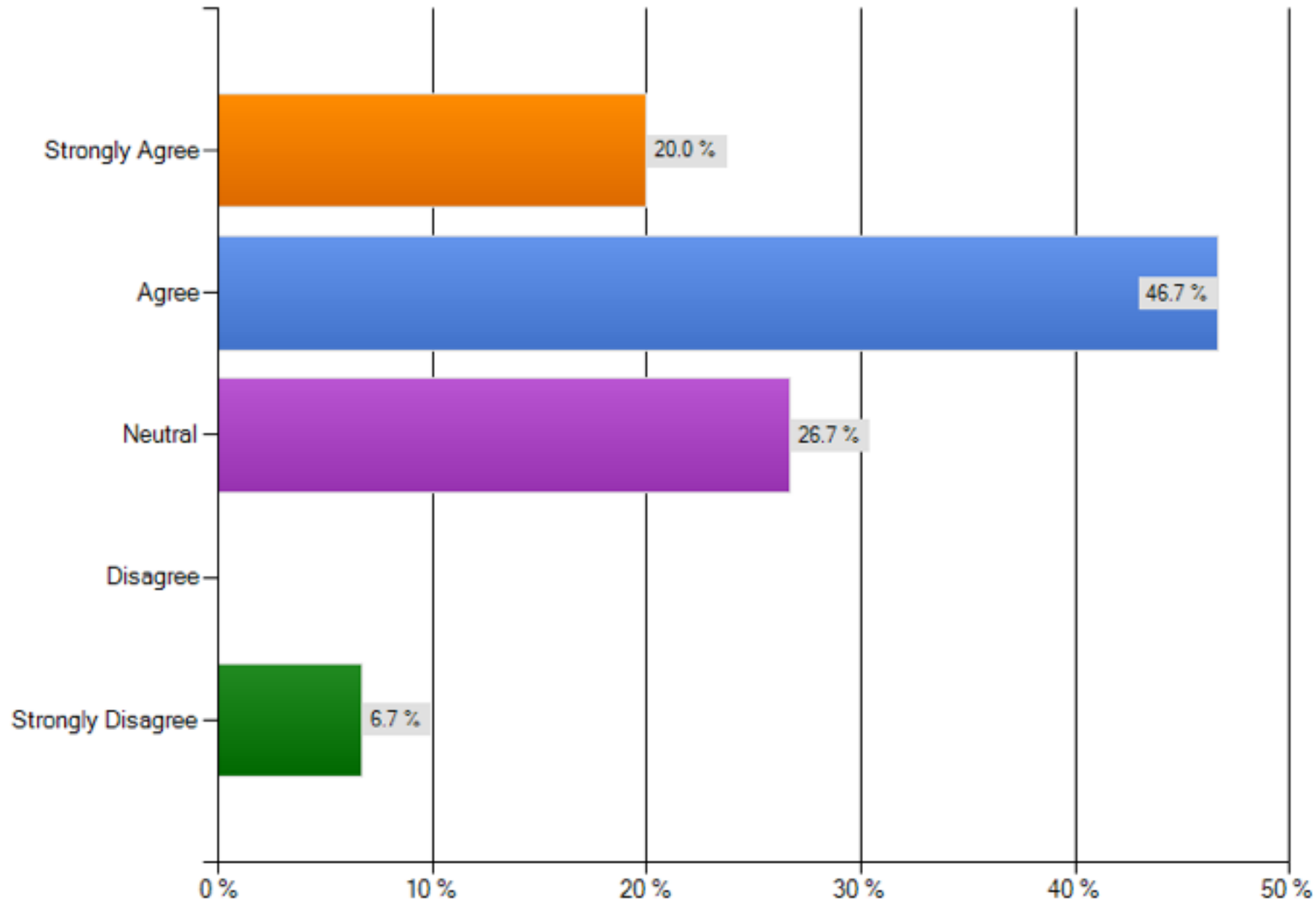
Learning Environment

How frequently are students using their laptops for in-class work in your 9th grade course(s)?



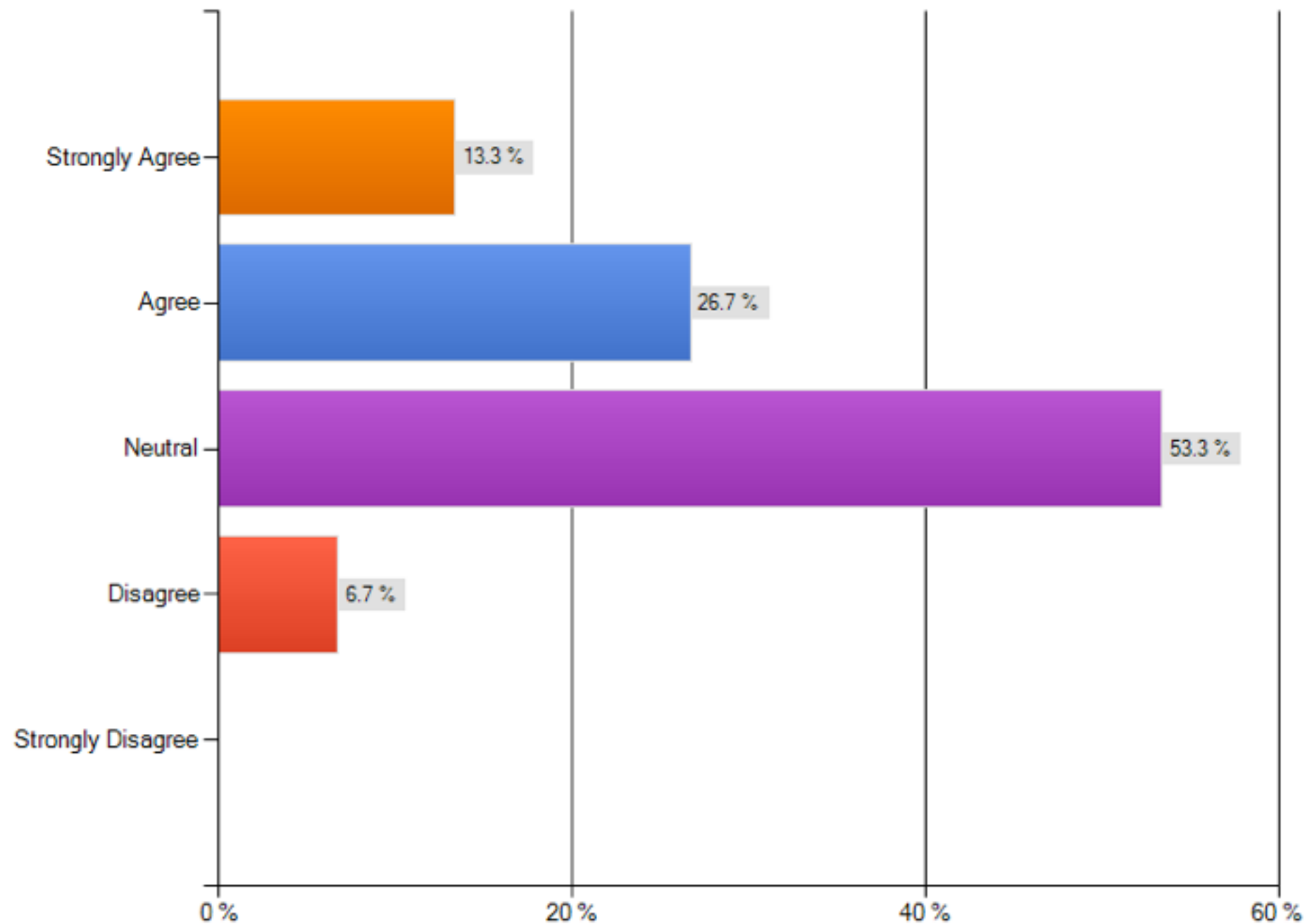
Learning Environment

Daily access to a laptop increases opportunities for students to explore and engage actively in new and different ways in my classroom.



Learning Environment

The 1-1 program has helped me to meet the individual learning needs of students.



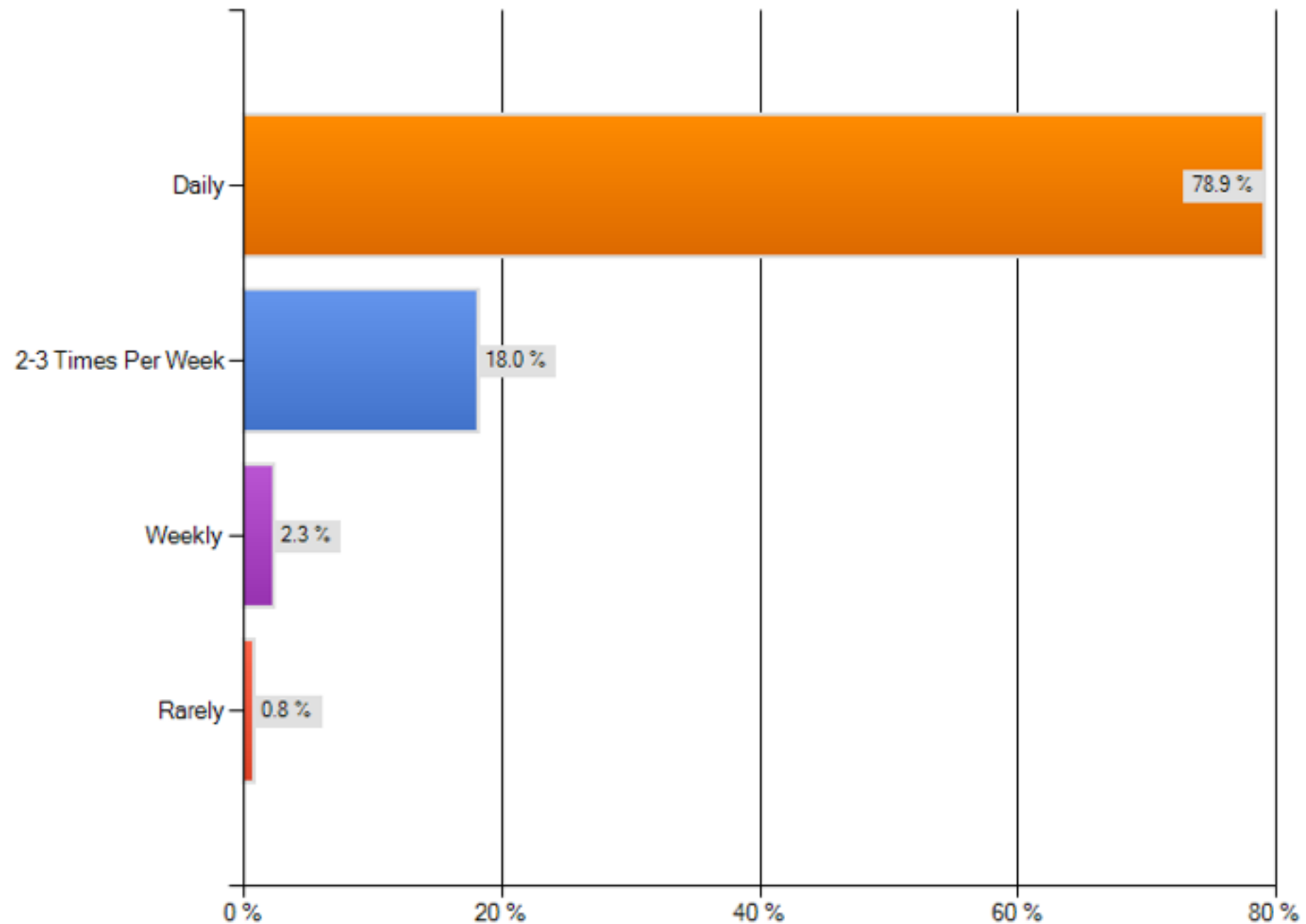
Summary Teacher Focus Group

- Program provides opportunity for differentiated instruction
- Allows teachers to design learning activities they could not do before
- Students are better able to keep organized using Google Docs and Moodle
- Enables teachers to communicate with students efficiently and in more ways (e.g. chat)
- Teachers emphasized need for additional PD to help them use laptops effectively in the classroom

Student Data

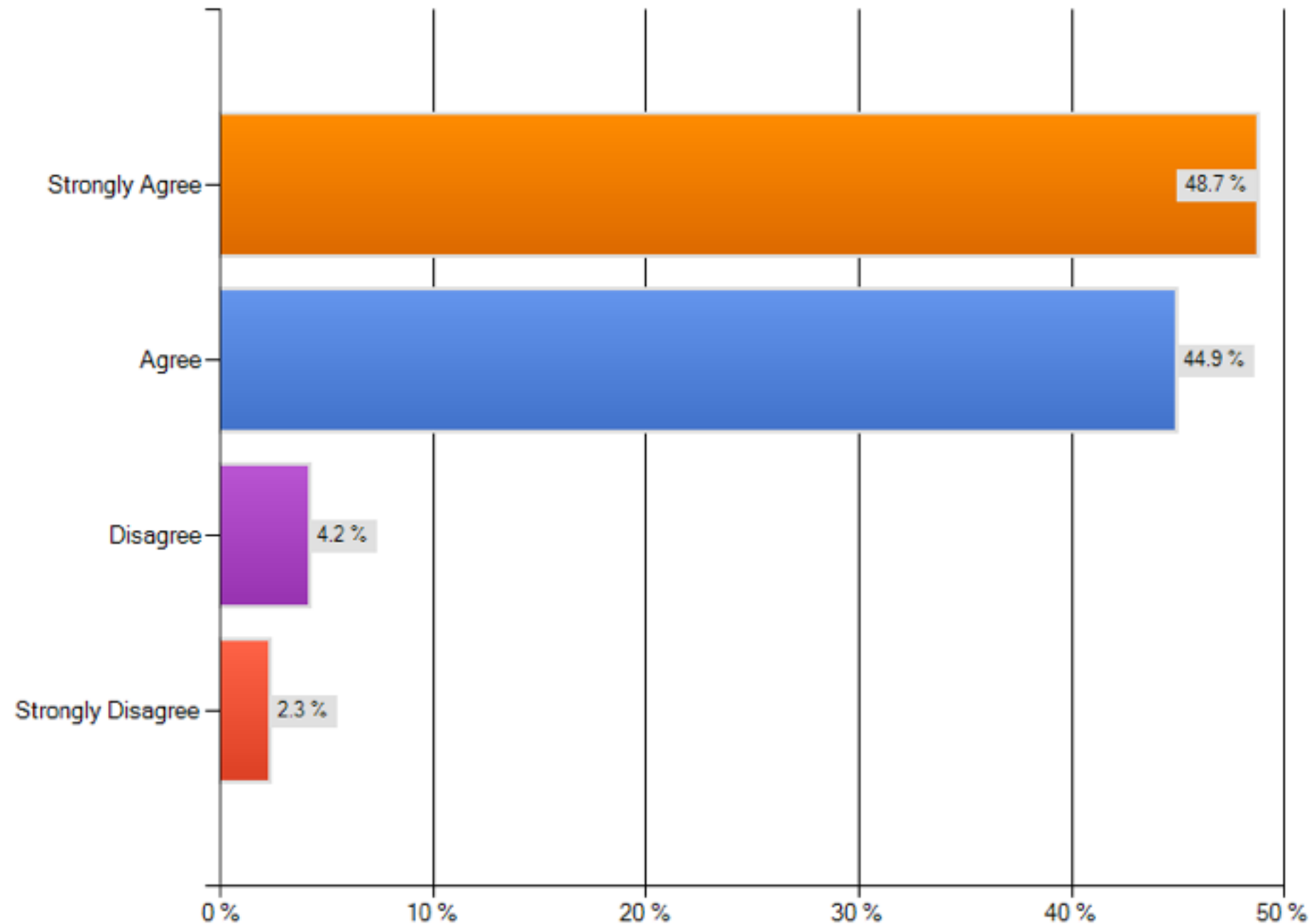
Learning Environment

How frequently are you using your laptop in your core classes?

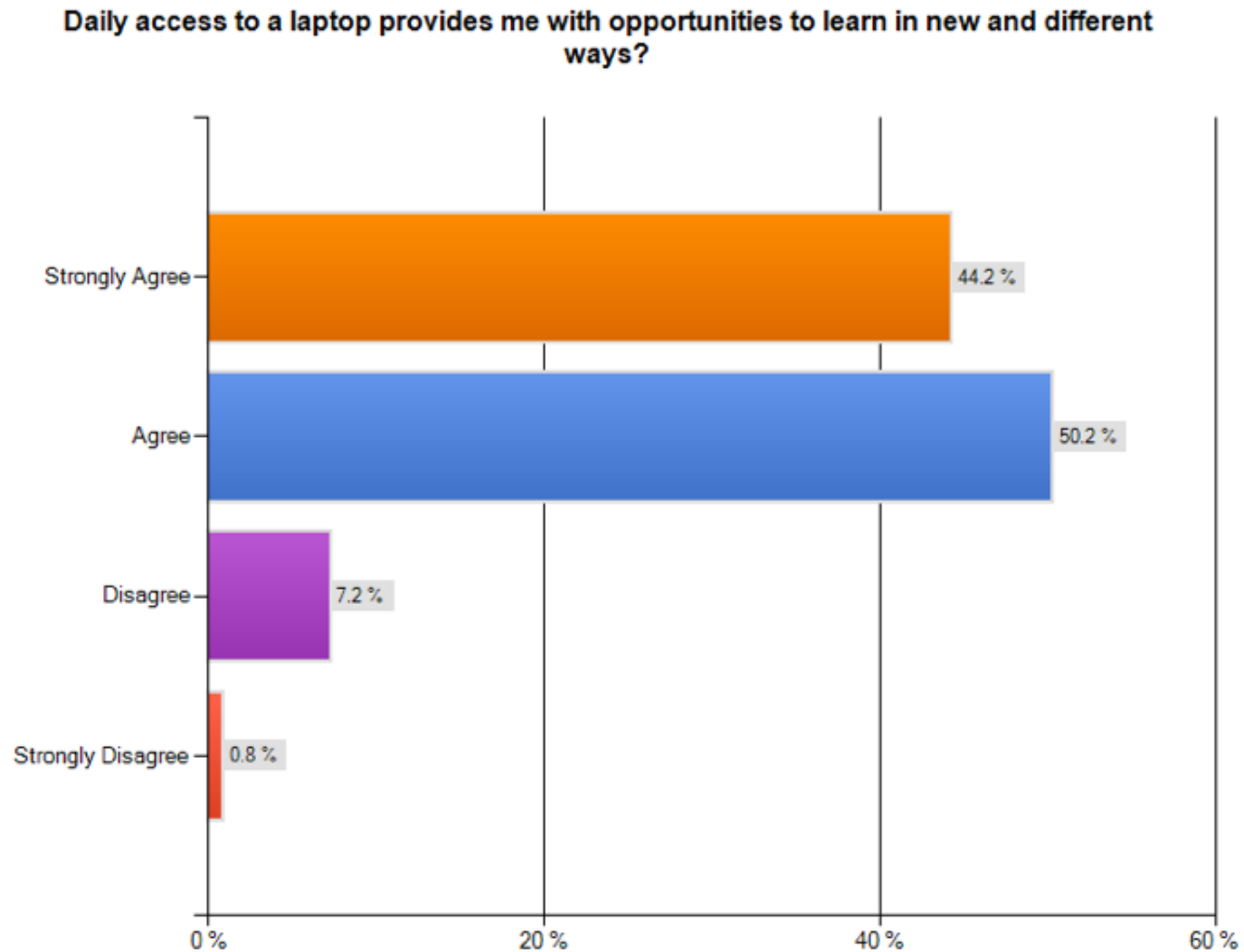


Learning Environment

The 1-1 program makes learning more enjoyable.



Learning Environment



Summary Student Focus Group

Students are using it every day in class and out of class

Really helpful for reviewing material taught in class

Students use it for projects and feel that they are more creative

Students like to be able to take their work with them wherever they go

Students feel it has made a big difference in their learning – it is a lot more fun

Classes move at a faster pace, less waiting time, more personal

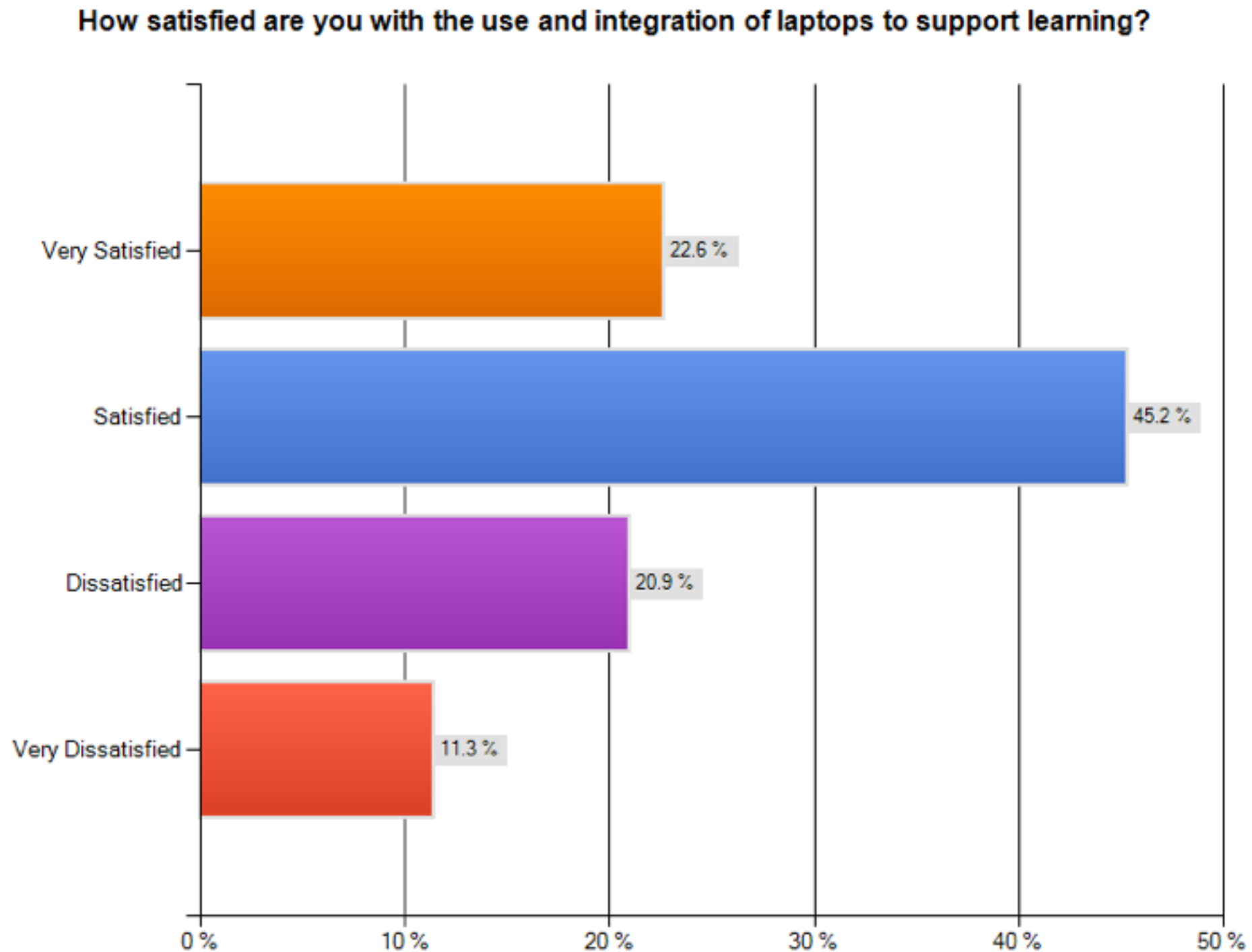
Sometimes difficult to pay attention with laptops open because of distractions

9th Grader Quote

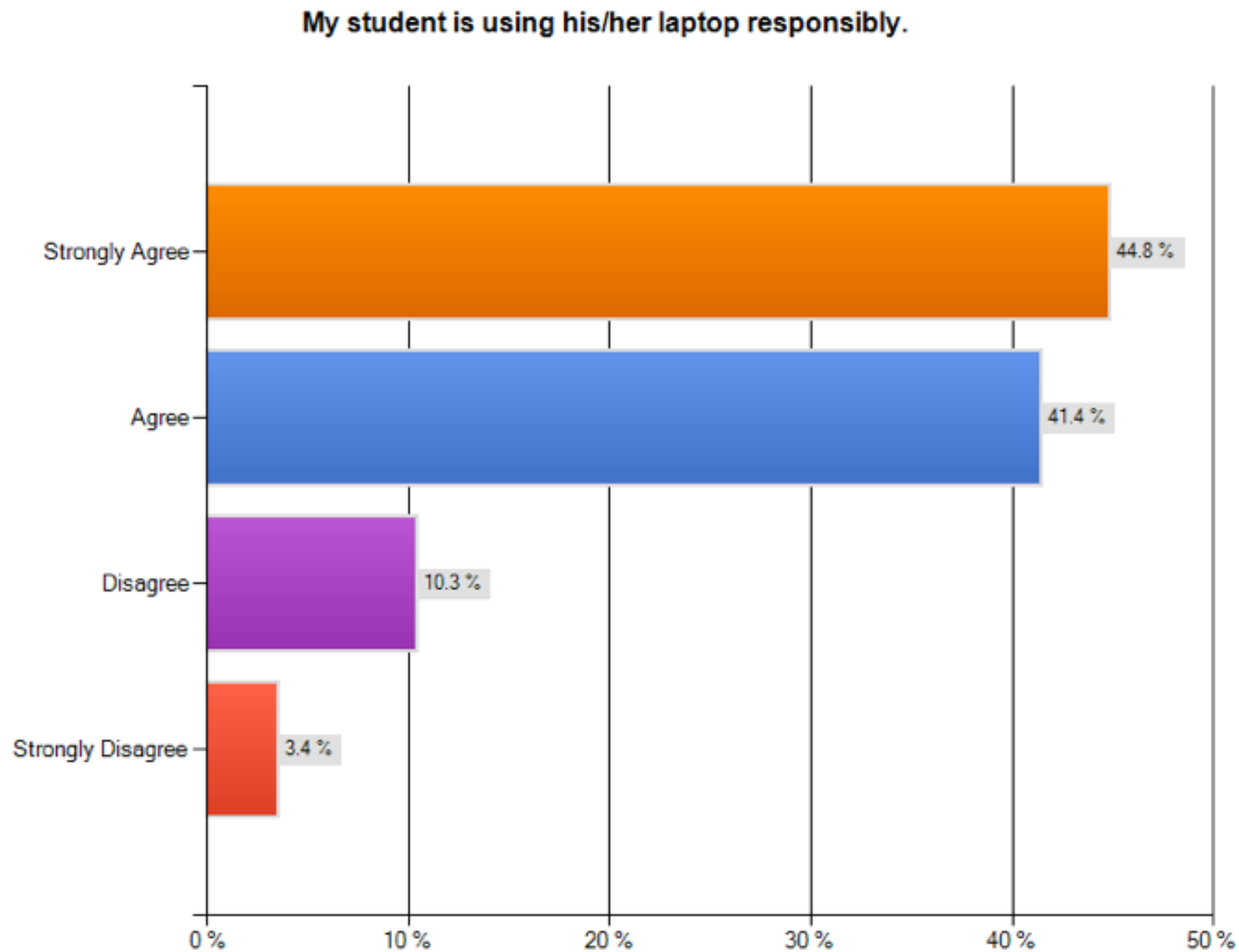
“I think that there is no big difference in having a PC or Mac, I just happened to have it before the 1-1 plan was installed so i'm using it now. I feel like all of the classes are compatible with using both computers, except Freshman Tech some things were different but other than that, everything you do in class is mostly using the internet so it does not matter which computer you use. The only disadvantages is that almost everyone has a Mac, and they have fun features, and also my backpack is a little heavy with everything in it. Also, no one has broken or stolen any laptops so there is no need to worry, after a little bit it comes naturally and is just a part of the normal day.”

Parent Data

Learning Environment

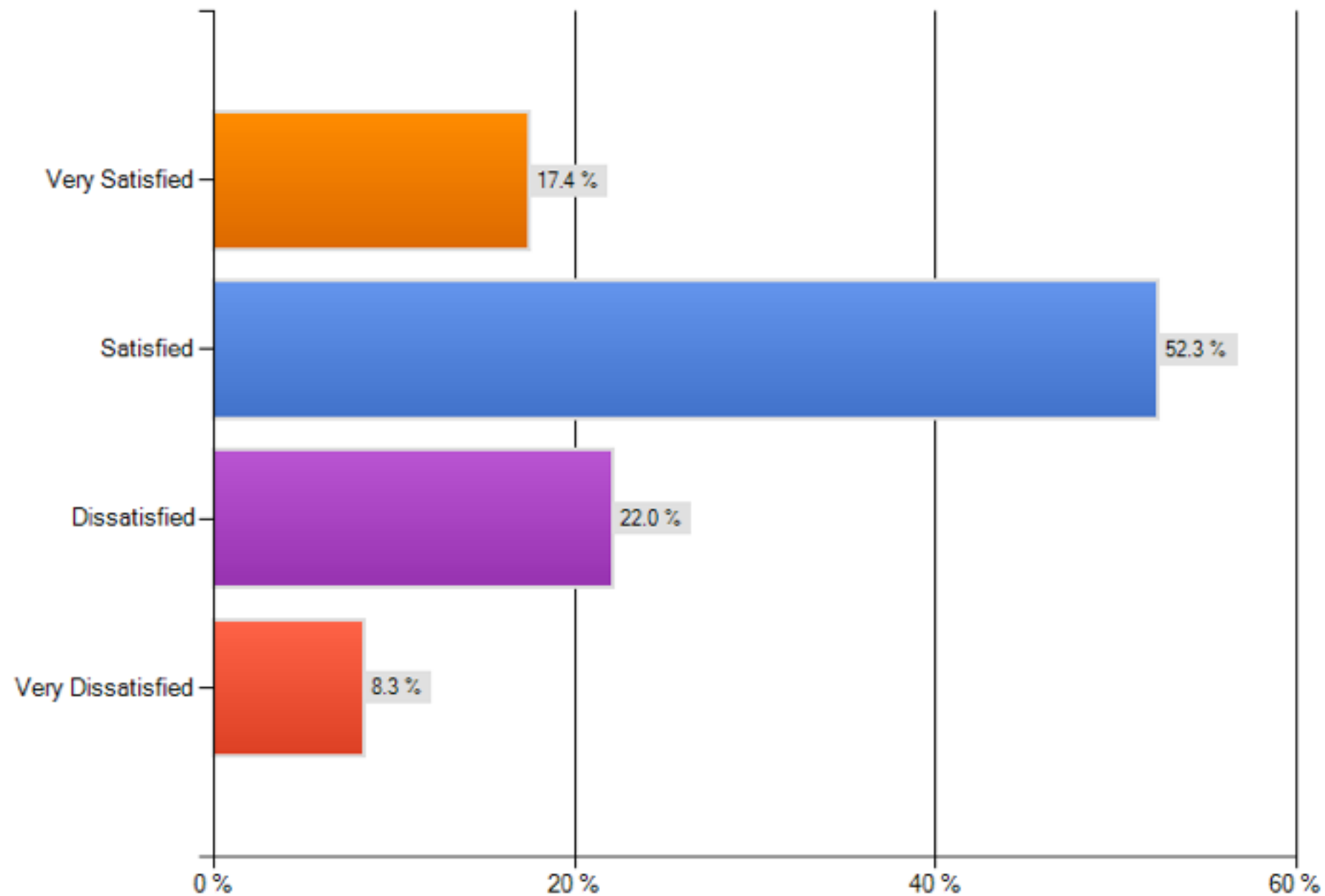


Learning Environment



Community Support

How satisfied are you with the school's response to initial concerns about the 1-1 program and its implementation?



Parent Focus Group

- * Laptop is helping students with organization
- * Teacher integration in year 1 is higher than expected
- * Some concerns about after school access when traveling
- * Collaboration at home while doing homework via Skype
- * Math department is utilizing tools that target individual needs.
- * Communication has been good, parents have shared Google calendar with kids
- * Distractions - integration of Facebook into study habits? Texting has become chatting

Addressing Concerns:

- * Distractions - Teacher training and we are currently reviewing software monitoring solutions - 6 hours of technology integration this Spring and the creation of an online course
- * After school hours - allowing students to take laptops on busses for games and events. Work with athletic director to keep laptops safe after hours.

Next Steps

- Final leasing cost
- Email and Post I-I Packet on the website
- Collect - Participation Form, Lease agreement, and sign-off forms

TEACHER PRESENTATIONS

Shannon Allberry

Regina Kilburn

Fred Haas

Devon Grilly

STUDENT PANEL

Ashley Perrson

Kyle Heavy

Christopher Zarba

Ryan McCrorey

Evan Goldstein



1-1

Parent & Student Handbook

Acknowledgments

Alyson Geary

Hopkinton High School Principal

Kathy Dooley

Director of Technology

Ashoke Ghosh

Hopkinton High School Assistant Principal

Matthew Konys

Computer Technician

Adapted from:

Natick Public Schools 1:1 Handbook with permission

Special Thanks to:

Natick's administrative and technology teams

Section 1:

Student Responsibilities

Each student will be responsible for:

- Arriving at school with their fully-charged computer, carrying case, computer charger, thumb drive, and personal headphones.
- Attending each class with their computer, carrying case and computer charger.
- Agreeing to and signing Hopkinton Public School's Acceptable Use Policy (AUP) and Acknowledgement of Receipt
- Protecting and backing up all electronic files or data created.

Students must arrive at school each day with a fully charged computer battery. To fully charge the battery, the computer charger must be plugged into an electrical outlet and attached to the computer for at least two hours (if the computer is shut-down). If fully charged, the laptop power should last throughout the school day.

A charging station will be available in the technology center and power-strips will be made available in classrooms to charge computer batteries that are running low; however, the teacher may have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges. NOTE: Being prepared for class includes fully charging the laptop battery each night and failure to do so on a chronic basis may lead to detention as a consequence.

Backing Up Files & Data:

It is the responsibility of each student to backup his or her own data. In the event your laptop needs to be serviced and swapped out with a loaner it will be critical to have an up-to-date backup of all your important files.

Hopkinton Public Schools will provide basic instructions for configuring automatic backups using Time Machine, which is a built-in application that backs up important files in the background. Time Machine along with an external drive, thumb drive, or cloud service are some of the easiest ways to backup and protect your important work.

Equipment Responsibilities

Students need to be responsible for the upkeep of equipment issued to them.

- Students should report defective hardware or software to the technology center as soon as possible.
- Students should know where their laptops are at all times and should not leave them unattended in the building.
- Students should lock their laptops in their assigned school lockers when they are not needed, which includes during Wellness periods and while students are participating in after school activities. In order to ensure laptop safety please:
 - Do not share locker combinations with your friends
 - Do not alter your locker lock in anyway to prevent it from locking
 - Make sure to turn your dial when you leave your locker
 - Do not store laptops in environments that are extremely hot or cold
- Students should place laptops in protective sleeve or case when not in use. If laptop is placed in your backpack please remember it is there! *Do not drop bag quickly to the floor or throw it around.*
- Students should periodically wipe their screens with non-abrasive cleaners.
- Students should periodically wipe the outside case and remove finger prints and dust
- Please do not place stickers on the laptop that will leave a heavy stick residue

If the school determines that intentional damage or repeated damage to the equipment has occurred, the student may lose their laptop privileges. Examples of intentional damage include damage:

- caused by liquid or food spills
- sustained in an incident where a staff member witnesses the abuse,
- or loss sustained when the laptop is in a location in violation of use/storage policy, such as:
 - stored with books in a backpack or unapproved case
 - left unattended and unsecured in the hallway, locker room, etc.
 - damaged or stolen while on a bus at an athletic or extracurricular activity,
 - sustained due to disassembly by the student, such as, damage due to attempted removal of keyboard, or missing keys on keyboard unless immediately reported & returned with parts
- or disruption of the "airport" network connection by disassembling components,
- that is obviously caused by the laptop being struck with an object.

Laptop Accidental Damage/Loss Policy

Repairs and Damages:

Level 1 – *Software issues, log in issues, general help desk questions.*

Stop by the Technology Center in the main floor hallway to get help with your problem or submit a request with the ticket system online at <http://helpdesk.hopkinton.k12.ma.us:9677/portal> and a technician will email you instructions or to set up a time to meet.

Level 2 – *Defective hardware*

Most repairs will be covered under the Apple Care agreement if the problem results from defective or faulty hardware. Technicians will identify what parts need to be replaced, and will fix the equipment in-house. You will be provided a loaner laptop for the duration of your repair.

Level 3 – More expensive claim –(i.e. spill damage, cracked screen, dropped laptop)

Students will be responsible for paying for the parts associated with the repair of a laptop due to accidental spills, drops, or other related damage. For example, replacement of a screen would cost around \$375, for a spill

Level 4 – Lost or stolen device

Students and parents will have to file a police report and a full investigation will be conducted to help retrieve the missing laptop. Once it is determined that the device is stolen and not missing, the school will replace the laptop.

Students who violate the rules as stated in the 1:1 handbook or fail to store their laptops correctly will be responsible for buying a new device.

Discipline:

Students are expected to abide by classroom behavior guidelines as stated in the HHS student parent handbook. In addition, when students are using their laptops in the classroom, they are expected to remain on documents and websites as directed by the classroom teacher, follow the HPS acceptable use policy, and use their laptops responsibly for school related purposes.

Consequences for Inappropriate Classroom Behavior w/Laptop

First Offense:

- Students will be given a warning and teachers may notify parents of the incident. If it is a serious offense that violates the Acceptable Use Policy or the Student Handbook students will be referred to their Assistant Principal.

Second Offense:

- Students will be assigned a teacher detention, teachers will notify parents of the incident. Assistant principals will be notified and incident will be recorded in iPass. Depending on the magnitude of the incident the student may lose laptop and network privileges.

Third Offense:

- Students will be referred to their assistant principal, parents will be notified and a Saturday school may be assigned and, depending on the magnitude of the incident, student may lose laptop and network privileges.

Consequences for Not Charging Laptop Batteries

First Incident:

- Teacher will have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges. The student will receive a verbal warning and the parent/guardian may be notified.

Second Incident & Subsequent Incidents:

- Teacher will have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges. The student will receive a teacher consequence and the parent/guardian will be notified. Consequences for repeated incidents will include after school detention.

Consequences for Improper Care of Laptops

First Incident:

- Student will receive a warning from a staff member and will be instructed to correct the problem (such as putting the laptop back in the sleeve, bringing the laptop back to their locker, etc.)

Second Incident & Subsequent Incidents:

- If a staff member observes a student improperly caring for their laptop a second time, the student will be assigned an after school detention and will be referred to the main office.

Hopkinton Public Schools Acceptable Use Policy

USE OF COMPUTER TECHNOLOGY: Acceptable Internet Use: Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on computer networks are often public in nature. General school rules for behavior and communications apply. Network access is provided for students and staff to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. It is the policy of the Hopkinton Public School System to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. It shall therefore be a violation of this policy for any employee or student to engage in any computer activity that does not conform to the established purpose and general rules and policies of the Hopkinton Public School System. These rules include but are not limited to:

- No student will be allowed independent access/use of the Internet, or e-mail system if a parent/guardian has refused permission. Independent access/use means use not under the supervision of a professional staff member who is actively engaged in the supervision of the student's Internet activity.
- All use of a school's local area network (LAN), Internet connection, or e-mail system must be in support of education and research and consistent with the purposes of Hopkinton Public Schools.
- Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users shall not download or remove any files without the expressed permission of a professional staff member.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the LAN or on the Internet.
- Malicious use of the LAN/Internet to develop or use programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Use of the LAN/Internet to access or process pornographic material or files dangerous to the integrity of the local area network is prohibited.

- LAN/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose. Accounts are password protected for security reasons. Under no circumstances should usernames and passwords be shared with others.
 - All information accessed via the Internet should be assumed to be the private property of the information provider unless otherwise stated and is not to be used without permission.
 - There may be no unauthorized removal or movement of any computer equipment.
 - Users should make no changes to a computer system that would inhibit the use of that system.
 - Giving out personal information about self or another person, including home address or phone number is strictly prohibited.
 - Students must notify parent(s)/guardian(s), a teacher, or a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.
 - From time to time, the Hopkinton Public Schools' Director of Technology will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- Violation of any of these rules could result in loss of computer privileges, detention, suspension, or any punishment deemed appropriate by the school administration.**

Internet use is governed by Hopkinton School Committee policy, school rules and codes of conduct and applicable law and regulation.

See School Committee policy IJNDB (www.hopkinton.k12.ma.us/schoolcommittee/policies.html) for further information or obtain a copy of this policy and additional information regarding use of computers in school from the principal. Parents and students are strongly urged to review the complete School Committee policy on Acceptable Internet Use.

Section 2:

Care and Maintenance

- Use only approved wipes for the screen - cleaners that are designed for LCD screens (regular glass cleaners that contain alcohol or ammonia and will cause damage).
- While the computer is turned off, you may clean the keyboard, trackpad and surfaces with a lightly damp cloth. Never spray cleansers directly on your computer.
- The trackpad can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- Don't place heavy objects on top of the laptop. This may cause damage to the screen. The laptop should never be in a pile!
- Do not place stickers on the inside/outside of the laptop.
- Be careful with the screen. Don't touch the screen with your fingers or any other object.
- Don't place anything between the screen and the keyboard when you close the computer.
- Use your laptop on a sturdy surface that allows for adequate air circulation. Placing the laptop on a pillow during use or blocking the side air vents can cause it to overheat.
- To maximize the overall life of the battery, once or twice a month, run the battery down completely before charging your laptop.
- Do not bend the AC adapter wire. Leave plenty of room for the wire to reach the computer.

When moving about with your laptop (From room to room and/or leaving school):

- Save all open documents
- Put laptop to sleep (close the lid)
- Place laptop in its laptop case (any student seen walking in the halls with their laptop open will immediately receive an after school detention!)

Wellness: Before you head to Wellness you must lock your laptop in your locker. If you need to charge your device at this time, drop it off at the Tech Center and they can place it in the charging cart.

After School Activities: Students must lock their laptops in their lockers during after school activities unless the laptop is in their immediate possession. Students will be able to get back into the school to retrieve their laptops from their lockers until 10pm each night when the school building is closed

Cafeteria: Student laptops are not allowed in the cafeteria during lunch periods. This is a high traffic zone and food and liquid spills can cause severe damage to your laptops. If you had to replace your logic board the estimated cost is \$700.00 and a cracked screen is roughly \$300.00. If students are seen in the cafeteria during lunch with their laptops, they will be immediately sent back to their lockers to lock them up. If you would like to use your

laptop during lunch, please sit in the upstairs atrium or in the space in front of the Athletic Center. Laptops can be used in the cafeteria during study hall periods when food is not being served.

End of Day: Students should take their laptops home at the end of the day. If you need to attend an extra curricular activity (practice, games, clubs, etc.) please lock your laptop in your locker. Do not leave your backpacks in the locker rooms or hallways unattended and not locked. Locker rooms are high-risk areas and are not regularly monitored after school. The school will not be held responsible for any laptops left unattended in locker rooms.

Save and Backup Your Data: Data will be backed up if and only if you save your documents to your portable USB Drive, CD/DVD, or external drive. Be sure to save every time that you do a significant amount of work that you would regret losing. Data should be backed up to the external drive at a minimum of once per week. Students are also encouraged to use cloud based solutions such as Google docs to store and back up their data.

All students are responsible for backing up their own data!

At least once a week:

- Empty the trash
- Restart (recommended but not a requirement)
- Shut Down your computer if you are not going to use your laptop for 1 or more days.
- Back up your laptop to the external hard drive.

Keep organized:

- Do not keep documents on your desktop; reserve the desktop for documents that you want to temporarily take off the network shares, work on at home and then put back on the network when finished.
- Keep your folders organized; documents in the Documents folder, movies in the Movies folder, pictures in the Pictures folder, and music in the Music folder. You will receive more instructions on organizing your information in the 9th grade technology seminar during 1st semester.

Quit applications that you are not using:

Applications like iTunes and Firefox query the network every few minutes and put a strain on the network that slows down traffic for all of us. If you are not using an application you should quit the application.

To maximize battery life:

- Turn down volume
- Turn down brightness
- Quit any applications that you are not using
- Your laptop needs power to keep up with you. Make sure to charge your computer fully before the beginning of the day.
- Use your laptop case to transport your laptop between home and school.
- Dim your screen to conserve power and make your battery charge last longer.
- Only keep open applications and websites you are using. This saves processor power, memory and extends your battery life.
- Save early, save often. Don't wait until the end of class to save documents for the first time. Make sure to save regularly while you are working.
- At the end of class make sure to save all your work, put your MacBook to sleep, and place it in your carry case only after it is asleep (cover closed). Plan to leave at least 2-3 minutes of time at the end of class to get this done before the next class.

During School:

- Work on a flat and level surface and not on top of other items on your desk. Don't risk having your laptop end up on the floor!
- When you're not using your laptop in class, place it in your carry case. Don't leave it out on the desk where it may get knocked off.
- Use time at lunch to charge your laptop.
- Never walk the halls with an open laptop! Always close the laptop and put it in your sleeve.
- Use your case when transporting your MacBook between classes.
- Don't put pens, scissors or paperclips in the same compartment as your laptop; they may damage the screen or one of the ports.

After School and at Home:

- Use a surge protector instead of plugging directly into the wall to protect from lightning strikes and power surges.
- If you plug into a cable modem at home, disconnect the network cable during thunderstorms or when you are not using your Internet connection.
- When connecting to power, plug in to the wall first, then your Macbook.
- When disconnecting from power, unplug from your MacBook first, then from the wall.
- Make sure to shut down your laptop if you don't plan on using it for more than a day.
- Don't work on a soft surface like a bed or a pillow or use in a way that will block the vents.
- Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information.
- Use your laptop away from food and liquids. Spills can be deadly to your Macbook.
- Leave your laptop in a secure place during after school sports and activities.
- Don't leave your laptop in a car overnight or for long periods. Extreme heat or cold can damage your MacBook.
- Keep your laptop locked in a safe location when you are away for the holidays.
- Keep your laptop safe from pets and younger siblings.
- Don't keep magnetic items like paperclips or staples near the power port on your laptop. The magnetic charge on the port will attract them and may cause damage.

Computer Troubles?

Force quit an application by going to the Apple menu and selecting Force Quit or by using the key-combination Command-Option-Esc

- If your computer is slow or certain applications aren't working right, try saving your work and restarting.
- If your computer won't turn on or won't come out of sleep, check your battery to make sure there's enough power left.

Section 3:

Technology Tips

The MacBook laptops are equipped with a wireless card. Wireless connectivity is available at school. For home use, students should only connect to a password protected wireless network. The cards can also access unprotected networks; however it is not suggested to do so because it will leave the computer and data vulnerable.

If a wireless network is not available at home, an Ethernet cable can be plugged into the computer and the cable modem. The computer will pick up the DHCP address and internet access should be available.

Printing at Home

- To be able to print at home, printers must be MAC OSX compatible.
- Printer must have a USB connection.
- MacBooks have many print drivers pre-installed and can often self detect the appropriate drivers. Additional drivers may need to be located and installed from the printer manufacturer's website.

The following steps will help students connect their MacBook to a home printer:

1. Turn your printer on and connect your MacBook to the printer. Open the Printer Setup Utility (located in the Dock as a printer icon)
2. Click ADD/Printer Icon on the Printer List window.
3. Select the type of printer from the 1st drop-down menu list.
4. Your printer should be listed in the Printer Setup Utility window.
5. Click on the printer name to select it and click ADD.

Technical support is available during school hours from the HPS Technology Department. They can be reached by calling 508-497-9820 ext 1246 or via the online ticket system @

<http://helpdesk.hopkinton.k12.ma.us:9677/portal>. In the event that a laptop needs repair, report it to the school computer technician. Every effort will be made to repair or replace the laptop in a timely fashion. Depending on the severity and nature of the issue, a loaner laptop may be provided until your laptop is repaired and returned to you.

If a technical issue occurs at home or outside of the school day all laptops are covered under the Apple Care Program. This coverage provides phone support for many hardware and software related questions. Apple Care Support can be reached at **800-APL-CARE (800-275-2273)**. Apple Care service is also provided by visiting the nearest Apple store which can be found at <http://www.apple.com/buy/locator/service/>

Section 4: Files

- Laptops come with a standardized, pre-loaded image. This image may not be changed in any way.
- Software may not be copied, altered, or removed from the laptops.
- It is your responsibility to backup your data just in case a laptop may need to be re-imaged.

Do not delete any application files that you did not create. The deletion of these files could cause issues with the computer functioning properly.

Illegal File Sharing

File sharing programs used to illegally download music, videos, games, etc. will not be installed or used on the laptop. It is a violation of Hopkinton Public School's Acceptable Use Policy and may be a violation of federal copyright laws.

Password

Students will login under their assigned username and password and will not share their passwords with other students.

Student Files

When creating documents for your classes stay organized, create folders on your desktop or within your documents folder for each of your subjects. Create a folder for English, Math, Social Studies, Science and Foreign Language. As you create documents, save them to the appropriate subject folder to make it easier to find your documents and stay organized.

To create a new folder:

Click the Finder icon in the Dock.

From the **File** menu, choose **New Folder**; a new "untitled folder" icon appears on the desktop.

Name your folder by simply typing a name in the highlighted text box below the folder icon.

You can now drag any files, other folders, into your new folder to establish a hierarchy.

For more information on files please see:

[Mac 101 Applications, Files and Folders](#)

1-1 Student Orientation Course in Moodle

Section 5:

Email and Internet Use

Email

Students will be using Gmail as their email accounts for school. When email is sent, the name and user identification is included in the email message. Students are responsible for all email they send. In association with any investigation, email, stored data, transmitted data or any use of online services are not confidential and will be made available to district, local, state, and federal officials.

Internet Use

Hopkinton Public Schools maintains filtering and firewalls as required by the Children's Internet Protection Act (CIPA). The firewall and filtering restrict access to unacceptable sites, chat rooms, and online games. However, no filter is as reliable as adult supervision. It is the responsibility of the student to appropriately use the laptop, network and the Internet.

Students should notify a teacher if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

Internet Use At Home

Once students leave the building, their internet access will not be filtered. Parents should turn on parental controls, parental controls is located in system preferences. You can control access to certain programs, certain web sites, and set times for students to disconnect. It is the responsibility of the parent/guardian to contract with an Internet Provider in accessing Internet from home and is their financial responsibility.

Remember Some Basic Internet Safety Rules:

- Never give out personal information such as addresses, phone numbers, passwords, and social security numbers to anyone.
- Never arrange to meet an Internet contact in person
- Obey all copyright laws.
- Never use or transmit anything with abusive, threatening, demeaning, slanderous, racist or sexually explicit.
- Always notify a teacher, parent/guardian if you accidentally access an inappropriate site and close the window immediately.

Some additional resources include:

[Safe Teens](#)

[Wired Safety](#)

[ISafe](#)

[NetSmartz Workshop](#)

Section 6:

Ergonomic Tips

“Ergonomics” can be a black hole of suggestions, with ideal positions and posture to do just about anything. There is a daunting list of rights and wrongs, but there are basic rules to follow to feel comfortable, and to allow your body to tolerate using a computer comfortably, longer.

The Rules to Comfort!

- Ideally **work on a tabletop surface**, such as a desk, counter, or kitchen table. (If you must work from your lap, tilt the screen and support your elbows or forearms as cued below).
- Your seat needs to **keep your lower back arched**, and to allow your forearms to be parallel with the table top height. This key position should enable you to properly relax all other body parts, allowing the chair to do the work, and you're your back or neck.
- Your **elbows should rest by your sides**, bent 90 degrees to enable you to use your forearms on the tabletop.
- If possible, it's even more ideal to be able to rest your elbows and forearms on the table, as long as your **shoulders are not elevated**.
- **Tuck your chair in** close to the table surface or you'll likely slouch away from the chair's back, changing your entire spinal posture, neck and shoulder positions.
- **Support your feet**, to keep your hips/knees bent to relatively 90/90 as well.
- Keep your head aligned over your spine and shoulders, **rolling your chin down** so your eyes gaze straight ahead to the top edge of the display screen.
- For even better ergonomics, **use an external keyboard and mouse when possible**, especially if you're going to be there a while! Prop your screen to eye level, and use a supportive chair to get the right fit.
- Keep your other studying items close by, **reaching within your arm's length** to keep from having to slouch to get them.
- **Take regular breaks** of at least 20 seconds every 20-30 minutes. Stretch, bend, move around.

Best Places to Avoid Laptop Use

- Lying on the couch, floor or bed
- Any chair without back support
- Perching on the edge of your seat
- Sitting in any soft or cushiony chair in which you can't readily reproduce your low back arch!

Some Fun Review Videos for Optimal Laptop Use:

- For kids
<http://www.youtube.com/watch?v=ZLwIP8cBaWA>
- For Adults
<http://www.youtube.com/watch?v=S3z7uYMmaZ0&feature=related>

Optimal Recommendations When Working at Your...

Desktop:

- Just putting the laptop on the counter, table or desk lowers the viewing screen below the recommended eye-level height.
- Tilt your head on your neck like nodding, but keep your head's weight centered over your shoulders, rather than rolling your whole head down towards the screen if it's to be used in your lap
- Adjust the screen so that it is parallel with your face
- Your eyes should align straight ahead to the top edge of the viewing screen
- Try to sit with any window or other strong light source 90 degrees to your side in order to minimize glare
- Look to have lights overhead, and slightly behind your computer instead of behind you
- Try to have your seat height elevated so that your elbows can rest comfortably on the table surface.
- Shouldn't need to use a wrist support; laptops don't typically need wrist supports as one is built into the computer's chassis.

What about my chair?

- The most important part of any ergonomic setup!
- Most chairs are made for "one size fits all" but we're obviously not all the same!
- Any chair can be adjusted to suit the needs of the particular user, but it takes pillows and props
- You want to start with sitting tall, maintaining your lower back arch. That's the same amount of arch you have when you're standing up, relaxed.
- "Ergonomic chairs" have an arch built into their backs, but you have to use it!
- May need to fill the gap between the chair and your back with a pillow. (Contour pillows are best)
- Feet should be supported underneath to keep your hips/knees between 90-110 deg
- Try to use a seat that matches your width. Pillows can fill the gaps
- Elbows should be bent 90 degrees/at a right angle, shoulders relaxed, down and back.
- Forearms should slide directly onto the keyboard then in front of you; not be elevated, nor dropped

In your lap:

- Elevate the computer so that your elbows and shoulders remain relaxed, and bent 90/90 as above. Elbow supported in this position is more supportive
- Tilt the laptop screen back and roll your head downward to have your eyes gazing straight ahead to the top edge of the viewing screen
- Remember the chair needs to be properly supporting your spine, and hence everything else

At the kitchen table:

- Ideally, have the screen directly in front of you. Constantly being turned L or R to view and type can lead to other issues

Common Questions about Ergonomics

- **What about using a detachable keyboard/mouse?**

Great idea for most people. Usually lets you find the most optimal alignment to sit with, or can even relax back in a recliner

- **Should I use a pull-out tray support for a keyboard/mouse?**

Often a great solution for optimizing desktop space, but need to be aware that your seat height likely needs to be changed

- **How long should I be able to stay in any one place without tiring or hurting?**

20 minutes is typical before one becomes fidgety due to ergonomic discomfort. Most recommendations suggest brief stretching and shifting in your seat every half hour, and taking a 5 minute break for every hour of work.

- **Do I need to get a new chair?**

Often times no, but adapting what you have can do the trick. It depends more on where do you most often use your laptop

- **What about sitting on a ball or kneeling chair?**

No ball nor kneeling chair is ideal, but they do offer good alternatives to help you sit up with a more properly aligned lower back. Change of position is often better than always using the same one chair or setup.

Section 7:

Internet Safety Tips

Internet Safety Tips for Families

The Internet is now an integral part of everyday life for most people. And within a short period of time, it has evolved from simply being a tool for accessing information and conducting communication and commerce to becoming a significant venue for social activity and interaction. For many young people who have never known a world without the Internet, it is also a vehicle for self-expression, a source of entertainment, and a creativity and distribution tool unimaginable by previous generations.

Know the Risks

The Internet should be a place where kids have fun communicating with friends and learning about the world around them. While using the Internet is an integral part of a young person's life and a necessary life skill, there are risks associated with it. Young people and parents should be aware of them to avoid or minimize their impact and help keep children's online time constructive.

In general, the positive impact and benefits of the Internet outweigh its risks. However, it is still essential to be aware of the risks and practice critical thinking and common sense to avoid them altogether. In considering the risks, it is important to take into account what may reach young people through the Internet as well as what they may share over the Internet with the outside world. Not all young people will encounter all of the potential hazards listed below, but by being aware of them, families can consider how to respond to them before ever going online.

What may reach them	What they share with the world
Inappropriate content <ul style="list-style-type: none">• Pornographic• Violent, Self-destructive (eating disorders, substance abuse, etc.)• Inaccurate or Extreme	Personal/private information <ul style="list-style-type: none">• That could be used by persons with bad intentions• That may damage a young person's (or a parent's or peer's) reputation, candidacy for school or job, etc
Unwanted contact <ul style="list-style-type: none">• Grooming (sexual predator behavior)• Cyberbullying (peer harassment)	Disparaging comments and inappropriate content <ul style="list-style-type: none">• Libelous, lewd, racist comments• Bullying peers, classmates, relatives• Sexting (explicit images taken and sent via cell phones)
Aggressive or undesired commercialism <ul style="list-style-type: none">• Blur between content and advertising• Sweepstakes & requests for personal information (leading to spam, or annoying/malicious pop-up ads)	Unintended and/or illegal file-sharing <ul style="list-style-type: none">• Music, videos, games, other files using a peer-to-peer service that is not legal or is not set correctly so that the computer can be accessed or hacked by outsiders
Computer Security Threats <ul style="list-style-type: none">• Spyware, spam, viruses, identity theft	

What may Reach Them

- ***Inappropriate Content***

A lot of discussion and concern has centered on young people's access to websites that promote pornography, violence or self-destructive behaviors. While parents and caregivers should be concerned about the content they see on the web, they also need to consider sites that are or look legitimate, but are fake, have been infected by malicious software, or are used by malicious hackers to steal passwords and other information. It is important to be aware of a website's security and privacy practices, especially if it requires a young person to provide personal information in order to use the site or features and software on it (such as widgets or 3rd-party code for use on social networking sites). Digital security and appropriateness of content are both important factors to think about when considering which sites are appropriate for young people.

Safety Tip

- Keep the computer in a common area where you can supervise as needed.
- Use parental control features in most security software to block categories of sites, set time limits, and prevent personal information from being posted online.

- ***Unwanted Contact***

As a social medium, the Internet enables young people to stay in touch with friends when they are separated from them or to meet new people who share their interests. If a young person is socially active on the Internet, they are very likely managing at least one personal profile on a social networking site which requires or allows them to publicly share something about themselves. While this ability is not inherently bad, there may be people familiar or unfamiliar to them who could take advantage of this. Behaviors such as online grooming (technique used by a sexual predator to convince an underage person to have relations with them offline) and cyberbullying (online harassment of peers) are some examples of unwanted online contact that parents and caregivers should understand and help young people recognize and act on if they ever experience it. In both cases, the first and best response to encourage is to alert their parents so they can figure out next steps together.

Safety Tip

- Ignore contact from strangers or from people that are attempting to bully.
- Report repeated, hurtful, or troubling contact to the website and to a responsible adult who can help track the communications for remedial action.

- ***Aggressive or Undesired Commercialism***

The Internet is a powerful marketing tool, and advertising messages targeting young people are plentiful. Parents and caregivers should be mindful of messages that entice them to acquire products or services in exchange for information or money. It is important to be aware of how this type of commercialism is delivered, what is being offered, and what young people may do as a result of it. Vendors are using more creative ways to promote their goods and embed their marketing messages which may make it difficult for a young person to differentiate between an advertisement and the content they are accessing (a technique called immersive advertising). Free offers and promotions for age-inappropriate products and services (dating services, gambling services, etc.) may also be compelling enough to a young person to enter personal information that could later be used by the advertiser to deliver continuous, intrusive advertising (as spam or pop-up advertising) or worse, may end up in the wrong hands (to perpetrate hack attacks, identity theft, etc.).

Safety Tip

- Think critically about offers that are too good to be true. Turn on pop-up blockers in your web browser.
- Use up-to-date security software and if available, the ad-blocking feature which can prevent ads being displayed.

- ***Computer Security Threats***

The massive adoption of the Internet as a social medium has not made it immune to the risks of information security threats. Risks of spyware, spam, viruses, or hack attacks still exist as they always have. In the case of the social web, attackers mask their attempts by preying on behavior that is normal or intuitive to a young person using the Internet. This is called “social engineering” and attacks can be cloaked with as simple a message as, “Hey, check out this video” in a video sharing site. The attackers’ motive is simple: to make money. And the Internet is an attractive place to make it, since it offers anonymity and a large user base comprised of many unsuspecting users who are more susceptible of falling for the techniques they use.

Safety Tip

- Always use up-to-date security software.
- Stick to reputable sites and read the user license agreements carefully for anything you are downloading.

What They Share with the World

- ***Personal/Private Information***

A young person who is socially active online—creating personal profiles, communicating with friends, and sharing things about themselves with others—is simply extending what they do offline onto the Internet. But in order to take advantage of online social venues they have to provide self identifying information from user names to photos to personal opinions, likes and dislikes. In this vein of self-expression, they may also provide too much information, which could be used by people with bad intentions or that may damage their own reputations among people they never intended to see it. It could also be used by hackers for the purposes of identity theft. Information posted online could be accessible at any point in the future, so young people should think before publicly sharing anything personal, through any online medium.

Safety Tip

- Understand anything posted online could be made public and is permanent. Avoid sharing too much information—in words, pictures or videos—that could hurt you in the end.
- Use privacy settings and never share your username or password with anyone.

- ***Disparaging Comments and Inappropriate Content***

The anonymity of the Internet can unfortunately encourage offline bad behavior to continue and be exacerbated online. As noted earlier, young people can become targets of cyberbullying, but they can also be as much a participant as a victim in this behavior. Because the information they post can be accessed by anyone virtually forever and can potentially be traced back to them, it is best always to be respectful of others, online or off. More severe comments, particularly those involving physical threats, may be considered a criminal offense.

A new trend is the use of cell phones by kids for “sexting”, the act of sending sexually explicit messages or photos electronically, primarily between cell phones. The photos are often of themselves or kids they know. This may seem funny to them, but they don’t realize they could be charged with the distribution of child pornography, a very serious criminal offense.

Safety Tip

- Do not post or forward anything online that could hurt another person. Some types of harassment or content can be considered a criminal offense, and can be traced back to you.
- Report any bullying or inappropriate content that can be hurtful to another.

- **Peer-to-Peer (P2P) File-Sharing Services**

File-sharing services are a popular tool that enables young people to share media files such as music, movies, or video games. The public discussion and concerns surrounding these types of services have focused a lot on the legal issues (copyright infringements) as well as the age appropriateness of the media being shared (such as pornography or violent games). But in addition to these risks, file-sharing services have increasingly become a destination for cybercriminals to fool people into downloading fake or malicious software. As noted before, their primary motivation is money. A combination of awareness of what is legal and what isn't, proper use of the file-sharing service, and security technology can help young people safely and securely enjoy sharing their favorite forms of media with their friends.

Safety Tip

- Determine if your kids need to use these services at all. They can open up your system to security risks and may be encouraging them to share illegally copied material.
- Always use up-to-date security software to help prevent hackers from installing malicious software on your computer and stealing your personal information.

Be Prepared for "What" may Reach Them

Below are some additional basic safety measures you and your child can do together today particularly if your children are just beginning to explore the Internet:

- **Keep Computer in a Common Area.**

Where you can be present while your child is using the computer or spot-check its use, as appropriate to the child's age.

- **Agree to Time Limits for Using the Internet and all Social Devices.**

Per day, per week, etc. Some security software will allow you to set specific times when your kids can access the Internet.

- **Keep Security Software Up-to-Date. (Provided by HPS with Issued Equipment)**

Make sure you have purchased and installed up-to-date security software to protect your computer from things such as viruses, spyware, spam.

- **Agree on Websites your Kids can Visit (For Younger Children).**

Create a list of websites they would like to visit. Make sure they only use sites that are age-appropriate – for example, many social networking sites have minimum age requirements.

- **Review Content and Privacy and Security Policies of the Sites your Child Frequent.**

Ensure the content of the site is age appropriate; make sure you understand how and what type of personal information might be collected by the site and how it may be used.

- **Talk with your Kids about Entering Personal Information Online.**

Advise kids to stay on the agreed upon websites only and not give out personal information such as name, address, phone number, age. If they are tempted to do this because of a contest, poll, or membership form, ask them to discuss with you first and only proceed with your permission and involvement; it could be opening the door to spam or something more harmful such as spyware.

- **Ignore Unwanted Contact from People They Have Never Met.**

Unwanted online contact will usually stop if they do not respond or react to it. If it persists, advise them to let you or any adult know about it. You should also report this to the site or service being used to contact your child, and the authorities if you or your child feels he/she's in danger in any way.

- **Run a Manual Scan with your Software Security and Check Browser History.**

After they are finished using the computer, do a manual scan to ensure no infections have occurred; you can teach them how to do this and let them to do it themselves if they are old enough. If you wish to, you can also let your kids know that you will check the browser history when they are finished using the computer to ensure they did not wander off onto websites they shouldn't have visited.

Be Prepared for "What" They Might Share

In general, common sense and critical thinking are the foundation for young people to become safe, responsible users of the Internet. Any interactions they have online should be done with the same approach as they would offline, so talk to your kids about using the guidelines below:

- **Be Cautious and Wise About What You Post.**

Think before sharing thoughts, photos, videos that are very personal or less than positive about you, knowing they could also be used against you.

- **Use the Privacy Tools Available in Social Networking Sites.**

Only those you invite to join your network should be able to see details about you and the people in your network. Even so, it is still wise to think twice before posting anything that is not intended for others to see or know because it can be passed along by friends.

- **Where Possible, Use Nicknames, Not Your Real Name, to Identify Yourself.**

On social-networking sites, in chat rooms, on blogs.

- **Be Respectful of Others.**

Avoid posting anything about another person that is libelous, lewd, racist or in violation of a site's or service's terms of service. Not only will it be taken down, but it could be traced back to you and—if it is considered illegal—may land you in trouble.

- **Use Legal File-Sharing Services Only and Ensure They are Set Up Properly.**

If files are being shared illegally, whether it was intentional or not, you could be held legally responsible for copyright infringement. Also, having the proper settings for the service will ensure that your computer and its contents aren't vulnerable to hackers, viruses, spam, spyware, etc.

Section 8:

Social Networking Tips

As a social medium, the Internet enables young people to stay in touch with friends when they are physically separated from them and sometimes to meet new people who share their interests. Social networking sites, chat rooms, message boards, and blogs are some of the many ways this is possible on the Internet.

Know the Risks

If a young person is socially active on the Internet, he or she is very likely managing at least one personal profile on one or more social networking sites which require or allow them to publicly divulge something about themselves. While this ability is not inherently bad, there may be people familiar or unfamiliar to them who could take advantage of this.

- ***Unwanted Contact***

Behaviors such as online grooming (technique used by a sexual predator to convince an underage person to have relations with them offline) and cyberbullying (online harassment of classmates or peers) are some examples of unwanted online contact that parents and care-givers should understand and help young people recognize and act on if they ever experience it. In both cases, the first and best response is to encourage kids not to respond to such messages and to alert their parents so they can figure out the next steps together. It's also a good idea not to delete the messages in case they later need to be used as evidence.

- ***Aggressive Commercialism***

In addition to unwanted contact, parents and caregivers should be mindful of online messages - sometimes legitimate, sometimes malicious - that entice young people to acquire products or services in exchange for information or money. It is important to be aware of how this type of commercialism is delivered, what is being offered, and what young people may do as a result of it. Vendors are using more creative ways to promote their goods and embed their marketing messages, which may make it difficult for a young person to differentiate between an advertisement and the content they are accessing or even interacting with (a technique called immersive advertising). Free offers and promotions for age inappropriate products and services (dating services, gambling services, etc.) may also be compelling enough to a young person to enter personal information that could later be used by the advertiser to deliver continuous, intrusive advertising (as spam or pop-up advertising) or worse, perpetrate cybercrime (hack attacks, identity theft, etc.).

- ***Cybercrime***

Social networking sites are also an increasingly popular place for cybercriminals to trick people into divulging information or downloading software onto their computers for any number of uses. Their methods range from simple to elaborate.

Sometimes a young person will just see an advertisement or link to download seemingly harmless software that they can use on their own social networking profiles, such as a widget, but which in fact has been infected with malicious software that gets downloaded along with the legitimate software. Some

applications that run on social networking sites may encourage young people to complete a survey or provide information that might not be appropriate to share with others. Other times, a young person can be lured to see an “attractive” video but is told it is necessary to download a viewer in order to see it. While downloading a viewer is a normal action necessary to see videos online the viewer could be infected with other software that, once installed, can be used by the cybercriminal to steal information from the computer, spy on the activities of its owner, or other uses depending on the type of malicious software installed.

- ***Behaviors Toward Others***

Kids and adults believe everything we do online is anonymous and cannot be tracked back to us. Unfortunately, this belief can encourage bad behavior done offline to continue and be exacerbated online. Young people can be victims as well as participants in behaviors such as cyberbullying and harassment. It is important for them to know that information they post can be accessed by anyone virtually forever and can potentially be traced back to them, so it is best to be respectful of others, online or off. More severe comments, particularly those involving physical threats, may also be considered a criminal offense.

Be Prepared

Parents, teachers, and others who care for young people who are socially active online should first set reasonable expectations. Forbidding young people to use social networking sites may force them to go “underground” and find other avenues (e.g. library computers, mobile phones, friends’ computers) to continue their social life online. A positive alternative is to teach them how to think critically about what they are seeing, reading, hearing and sharing online.

Below are some guidelines **for students** to follow when they are using social networking sites, chat rooms, blogs, or message boards:

- **Use a Nick Name or Code Name.**

It is best not to use your real name or to use names that might be sexually suggestive or offensive to others in any way. This can help reduce the likelihood of your being harassed online.

- **Set Your Profiles to Private.**

Social networking sites can be a great tool for connecting with others. A good way to stay safe using these services is to use the highest level of privacy settings possible, that still allows flexibility to use the site in a way that is useful.

- **Keep Personal Information to Yourself.**

It is best not to share your address, phone number or other personal information online, with strangers. Don’t reveal your actual location or when and where you plan to be somewhere.

- **Think About What You Post.**

Be cautious about sharing provocative photos or intimate details online, even with people you know or even in a private email or text conversation. The information or conversation could be copied and made public by anyone you share it with - and tough to get removed. Remember: what you say in a chat room or instant messaging session is live - you cannot take it back or delete it later.

- **Keep Your Security Software Up-to-Date.**

Social networking sites are very popular. Because there are so many people using them, cybercriminals have been known to use stealthy tactics in order to infect the computers of people who use them.

- **Read Between the “Lines.”**

It may be fun to meet new people online for friendship or romance, but be aware that, while some people are nice, others act nice because they are trying to get something. Flattering or supportive messages may be more about manipulation than friendship or romance.

- **Avoid In-Person Meetings.**

The only way someone can physically harm you is if you’re both in the same location, so – to be 100% safe – don’t meet them in person. If you really have to get together with someone you “met” online, don’t go alone. Have the meeting in a public place, tell a parent or some other solid backup, and bring some friends along.

- **Be Nice Online.**

Treat people the way you’d want to be treated. Harassing or bullying anyone online, if considered threatening, can also be considered a criminal offense.

- **Think About How You Respond.**

If someone says or does something that makes you uncomfortable, block them and don’t respond. If they continue, let your parents or another adult know. If the messages are threatening in any way, save the messages and tell your parents as this may be considered a criminal offense.

- **Be Smart When Using a Cell Phone.**

All the same tips apply with phones as with computers. Except phones are with you wherever you are, often away from home and your usual support systems. Be careful who you give your number to and how you use GPS and other technologies that can pinpoint your physical location. And if your phone has a camera, be sure that the photos you take or share won’t get you into trouble. Sending or sharing inappropriate photos of yourself or others to friends on social networks (or text) can end up getting you and others into serious trouble.

Be Prepared

It’s important to note that most major social networking sites require all users to be age 13 or older, as noted in their Terms of Use. Assuming they are old enough, below are some guidelines for parents and teachers to consider when it comes to letting kids use social networking sites, chat rooms, blogs, or message boards.

- **Ease Into the Process Together.**

If you’re going to help your kids use social networks safely and responsibly, it’s a good idea to use them yourself. There’s no need to be a power-user or a technology expert. Just spend a few minutes setting up a profile, using the privacy settings, and connecting with a few close friends or family. It is the best way to help your own kids use it safely.

- **Consider Keeping an Eye on their Social Network use From Time to Time.**

One way to connect with your kids is to connect with them on the social network. But if that feels like encroaching too much on their space or if you want your own privacy online, there are social network monitoring services that let you do this. You can also use search engines and the search tools on social-networking sites to search for your kids’ full names, phone numbers and other identifying information. If you do it you’re not invading their privacy if they’re putting personal info in public “places” online. If their pages are private, that’s a good thing, but it’s even better if they share it with you. You might also consider having them do this themselves so they can see and learn if they are putting too much out in the public domain that they never meant to.

- **Be Reasonable and Try to Set Reasonable Expectations.**

Pulling the plug on your child’s favorite social site is like pulling the plug on his or her social life. Instead of being protective, it can shut down communication and send kids “underground” where they’re more at

risk. It's too easy for them to set up free blogs and profiles from anywhere, including friends' houses or even a cell phone.

- **Talk with Your Kids About How They Use the Services.**

They, not news reports or even experts, are the ones to consult about their online social experience. Help them understand basic safety guidelines, such as protecting their privacy (including passwords), not harassing peers, never talking about sex with people they don't know, avoiding in-person meetings with people they "meet" online, and taking care in what they post - because anything people put online can be grabbed, reworked, and used against them.

- **Support Critical Thinking and Civil Behavior.**

No laws or parental-control software can protect better than a child's developing good sense about safety and relationships. Research shows that kids who are aggressive and mean online toward peers or strangers are at greater risk of becoming victims themselves. So teach them to be good citizens and friends online as much as offline.

- **Consider Requiring Internet Use in a High-Traffic Place in Your Home.**

Try to stay aware of your kids' time online by keeping the computer in a shared area of the house. This way, you can encourage a balance between online time and their offline academic, sports, and social times. Know that there are also many ways kids can access the Internet away from home, including on many mobile phones and game players.

Safety Tips for Sharing Videos and Photos Online

Below are some guidelines for young people to follow when posting and sharing videos and photos online.

- **Tough to Take Back.**

Whatever you post is basically permanent. Even if you later delete it, there is a chance that it has been copied, forwarded or reposted. And there are Web archives that hang on to content even after it has been taken down.

- **What the Background Reveals.**

Think about what's in the scene you're recording: posters on your wall, photos on a shelf, school or team t-shirts people are wearing, address signs in front of a house or car license-plate numbers all can reveal your identity or location. What you say during recording can, too.

- **'You Are What You Wear.'**

It's an old maxim with new meaning in online video. Think about what your appearance "says" about you. Would you feel comfortable showing this video to your relatives, boss, potential employer, or college recruiter?

- **Respecting Others' Privacy.**

Be respectful of the privacy rights of people in your video. If taping in a public place, be sure to ask permission before including bystanders, and never take video of children without their parents' permission.

- **Everybody's a Videographer.**

Don't think someone needs a video camera to record video. Most cell phones and still cameras are also now video recorders. Be aware that when people take out a cell phone, they could be using it as a camera or camcorder.

- **Be a Good Citizen.**

It's your right to express your point of view and even make fun of public officials or policies, but don't be mean or nasty, especially when it comes to people who aren't in the public eye. You can be held legally responsible if you slander, libel or defame someone.

- **Respect Terms of Use.**

Most video sites have terms of service that you must adhere to. Most of them prohibit sexually explicit content, gratuitous violence, and videos that are harassing, defamatory, obscene, libelous, hateful, or violating other people's privacy. Most responsible sites report videos depicting child exploitation and threatening or illegal acts.

- **Respect Copyrights.**

All reputable video-sharing sites prohibit the unauthorized use of copyrighted material. Of course that means that you can't rip-off segments from TV shows or movies. But it also means: Think about the music tracks you use in videos.

- **Talk with Kids About Video Bullying.**

Creating a video that makes fun of or ridicules another person can be extremely hurtful. This and other forms of cyberbullying are a growing problem on the Internet which affects many children and teens.

- **Kids' Web Video Viewing.**

As with all media, parental discretion is not only advised - it's a necessary part of parenting. Even though most of the major sites prohibit pornography and gratuitous violence, there are videos that are not suitable for younger children and there are some sites that do permit video that may be inappropriate for children or teens. Depending on the age of your kids and their maturity, consider using the filtering features of sites like YouTube or be nearby whenever they are using video sites.

Glossary Of Terms

Acceptable Use Policy (AUP): A set of guidelines and expectations about how staff/students should conduct themselves online.

Blog: An online diary or chronological log of comments published on a web page.

Bandwidth: A measure of capacity for communication channels. It is usually expressed in thousands of bits per second (kbps).

Broadband: Communications or web access which includes cable and digital subscriber lines (DSL).

Browser History: The web browser maintains a list of websites accessed which allows users to review and quickly access again.

Cache: A place to store files which can be temporary or permanent and is used to speed up data transfer.

Chat: Real-time Internet conference between two or more users usually by typing on a keyboard.

Chat Room: A virtual room where the chat session is held.

Cookie(s): Visited web sites often use these to track users and their preferences so that the next time the user visits that site, it recognizes the user. The websites stores these files within the user's web browser.

Cyberspace: A reference made to the Internet or the online, digital world.

Database: A collection of information organized in a way in which certain pieces of the data stored can be accessed and selected.

Download: The process of copying a file(s) from an online source to your computer.

Encryption: A way to convert plain text into secret code (cipher text) to prevent anyone but the intended people to read it.

File attachment: A method used in email to attach files to the email message. A paperclip icon often represents the process of attaching a file to the email.

File Name Extensions: Usually three to four letters that appear after a file name and a period which are used to identify an application program that the file was created with. (.doc, .exe, .TIFF, .JPG)

Filter: A type of technology which blocks Internet material or activities which are considered not appropriate.

Firewall: Hardware and software that secures computer files by blocking unauthorized access.

Freeware: Software that is available for anyone to use without charge and cannot be sold or distributed without permission.

Graphics File: A file which holds an image. Popular formats are JPG, GIF, TIFF, PNG and BMP.

HTTP: An acronym for (Hypertext Transfer Protocol) which is the standard communication of the World Wide Web.

Hyperlink: A word, image or phrase that when clicked on will go to another location within the document or another website. It usually appears in a different font color.

Internet Service Provider (ISP): A company that provides access to the Internet.

Internet Surfing: A metaphor for browsing the World Wide Web (www).

IP Address: A numeric Internet address separated by periods that is assigned to each computer connected to the Internet.

Phishing: A form of identity theft scamming where email messages link to fake sites that look so similar to the real ones and personal information is requested to be submitted to the fake but very real looking sites.

Podcasts: A web based audio broadcast converted to an audio format for playback such as MP3.

Portal: Websites such as Yahoo and Google who offer services such as email, search engines and other resources as well.

RSS: An acronym (Really Simple Syndication) which will automatically update the subscribed user with updated news, blogs, audio and video.

Spam: Unwanted, junk email.

Upload: The transfer of a file from a computer to a remote site.

URL: An acronym (Uniform Resource Locator) which provides the specific location of accessing a specific item or source on the Internet.

Web Browser: A program used to access the Internet such as Firefox, Internet Explorer, and Safari.

Wiki: A website that allows visitors to add, edit and change contents posted to the site.

Hopkinton Public Schools STUDENT & PARENT/GUARDIAN Acknowledgment LAPTOP AGREEMENT

This Agreement represents an outline of Hopkinton Public Schools 1-1 Student Handbook and HPS Acceptable Use Policy. By signing this Agreement, students and parents/guardians agree to abide by the HPS Computer Use Policies & Procedures as stated in the HPS 1-1 Student Handbook and the HPS Acceptable Use Policy.

Student Responsibilities

- I have received and agree to abide by the HPS network access and Acceptable Use Policy and abide by all local, state, and federal laws.
- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by Hopkinton Public Schools. Hopkinton Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13.
- I agree that my use of HPS technology is for educational purposes only.
- I agree that use of HPS technology is a privilege. I am responsible for the proper care of my HPS issued laptop, as well as any other HPS technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or HPS staff member.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not install, download and/or otherwise utilize any software that is illegal or that I have not purchased
- I understand that all files stored on my HPS issued laptop will not be private. HPS personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files. This can be done with an external backup drive or USB drive.
- I will not attempt to repair my HPS issued laptop nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my HPS issued laptop to the HPS Technology representative at my school.
- I will treat my HPS issued laptop with care by not dropping it, leaving it outdoors or in a vehicle at extreme temperatures and/or using it with food or drink nearby.
- I will place my HPS issued laptop in its protective case when not in use and when it is being moved or carried.

My signature and my parent/guardian signature, acknowledges receipt of and agreement to abide by the terms of the Laptop Agreement as set above. Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Accidental Damage/Loss Policy.

Student Name (Please Print)

Student Signature/ Date

Parent/Guardian Signature/ Date

HOPKINTON SCHOOL COMMITTEE POLICY

INTERNET ACCEPTABLE USE POLICY FOR STUDENTS & STAFF

The School Committee recognizes that Internet resources and various electronic tools including, but not limited to, laptop and tablet computers, “smart” phones, and digital cameras change how information may be created, accessed, communicated, and transferred. The School Committee supports the use of the district’s network and electronic tools by both students and staff for educational purposes and it recognizes that the District must assure that students develop the skills that are necessary to appropriately and safely analyze, evaluate, and utilize such resources. The School Committee expects that staff will blend thoughtful use of such information and tools throughout the curriculum and provide guidance and instruction to students in the appropriate use of both, including adherence to copyright and cyber-bullying laws.

The Hopkinton Public Schools shall not be liable for individual user’s inappropriate use of electronic resources or violations of copyright restrictions, users’ mistakes, or negligence or costs incurred by users.

As electronic tools and the Internet are constantly changing and the rate of change is increasing, this policy will be regularly reviewed to assure currency with new tools or Internet services.

Prohibited Behaviors

The School Committee charges the Superintendent or his/her designee with establishing, promoting, and adhering to regulations that maintain legal, ethical, and responsible use of the district’s electronic tools and network, and assuring that use conforms with Massachusetts and federal law and regulations, as well as the policies of the Hopkinton Public Schools. The district’s network or electronic tools may not be used for the following:

- **Harassment, discrimination, or bullying.** This includes, but is not limited to, the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images that harass and discriminate against a protected class or constitute cyber-bullying.
- **Posting of personal information.** No student or staff member may use the network to post personal addresses, telephone numbers, or personal email addresses of oneself or others without express prior consent of the principal and parents.
- **Sharing of email accounts.** Staff and students will take reasonable precautions to maintain the security of email or other accounts provided by the district by keeping passwords confidential.
- **Plagiarism.** Text, graphics, video, or other content must be used in accordance with copyright law and properly cited.
- **Copying district-purchased and/or copyrighted software.**
- **Accessing confidential information.** No one may gain unauthorized access or intentionally seek information on, obtain copies of, or modify files, other data, or passwords for which the person has not been given access, or misrepresent other users on the network.
- **Illegal activity of any type.**

The following uses are generally prohibited, with limited exceptions:

- **Commercial or for-profit purposes, including advertising.** Students may not use the district network to offer, provide, or purchase products or services. However, a staff member may use the network for these purposes as their job requires.
- **Accessing inappropriate material.** Although the district network is filtered in accordance with the Children's Internet Protection Act, it may be possible to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people. Such use is prohibited unless a teacher approves a specific, special exception for a student to conduct research.
- **Political lobbying for candidates.** The network may be used, however, within the rights of free speech to communicate with elected representatives and to express opinions on political issues.
- **Uploading or downloading unauthorized software on any district electronic device.** The Director of Technology may authorize downloading of software for district devices.

Social Networking

Staff will not:

- Fraternize with students using social networking sites such as, but not limited to, Facebook, MySpace, and similar Internet sites,
- Contact students via cell telephone, text, or instant message except in emergency or previously approved situations. Staff members who seek approval will complete a Social Network Contact Approval Form (IJNDB-R2), which must be signed by the Principal or Athletic Director.
- Make contact with students except through the district's computer and telephone system, unless there is an emergency or if approved as described above.
- Give out private contact information without prior approval.
- Make inappropriate contact with staff, students, or parents including:
 - Sharing items with sexual content,
 - Bullying,
 - Harassing, or
 - Exhibiting or advocating use of drugs or alcohol.

Use of District Devices and Electronic Network

All data stored or transmitted on any district electronic device or transmitted from any device on the district network may be monitored, retrieved, downloaded, printed, copied at any time and without notice, as staff and students have no right to privacy with regard to such data. This information may be disclosed to others, including law enforcement agencies.

The use of the district's network and electronic tools is a privilege, not a right. Access to network services will be provided to students and staff who demonstrate continual adherence to this policy. In addition, no student will be allowed to independently use the network unless parents or guardians provide Acceptable Network Use Permission (IJNDB – R1). Such permission may be provided on a paper copy or electronically in whatever format the district may provide.

First Reading	September 2, 2010
Second Reading	September 16, 2010
Third Reading	October 21, 2010
Adopted	Originally June 12, 2001; October 21, 2010
Policy Amended	
Legal References	Title 17 U.S. Copyright law Massachusetts General Laws:

	c.66 §10 (public records) c.71 §37h1/2 (felony complaint or conviction of student) c.76 §5 (prohibiting educational discrimination in public schools) c.214 §1c (right to be free from sexual harassment) c.265§.43 (prohibiting stalking) c. 266: <ul style="list-style-type: none"> ▪ §37e (use of personal identification of another) ▪ §98 (schoolhouse defacement) ▪ §120f (unauthorized access to computer system) ▪ §127 (personal property malicious or wanton injury) ▪ §143a (unauthorized reproduction or transfer of sound recordings) c. 269 §17 (prohibiting hazing) c. 92 of the Acts of 2010, <i>An Act Relative to Bullying in Schools</i> ; 603 CMR 49.00;
Policy Cross Reference	JICFB Bullying ACAB Harassment and Discrimination
Procedure Reference	Acceptable Network Use Permission Slip (IGNDB – R1) Social Network Contact Approval Form (IJNDB-R2)

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 12545 RIATA VISTA CIRCLE
 MS 198-3LSE
 AUSTIN TX 78727-

PO#: 14-28

Vendor Phone: (781)784-7984

Vendor Fax: (866)846-1568

Ship To: OFFICE OF THE SUPERINTENDENT

HOPKINTON PUBLIC SCHOOLS
 89 HAYDEN ROWE STREET
 HOPKINTON MA 01748-

PO Date: 07/02/2013

Attn: Kathy Dooley

Ship To Phone: (508)417-9360

Ship To Fax:

Ship/Due Date: 07/02/2013

Ship Via: Best Way

INSTRUCTIONS TO VENDORS

Submit invoices to the main address at the top of this form
 ATT: Accounts Payable

Line	Ref	Description	Description2	Secondary Ref#	Qty	Units	Price	Total
1	1102	HS, INSTR. TECH.	(50 MB airs - model 2)	570	1		14,000.0000	14,000.00
								Sub: 14,000.00
2	2012	1:1 LAPTOP INITIATIVE	(224 MB airs - model 1 and 2)	1490	1		59,878.7400	59,878.74
								Sub: 59,878.74

Grand Total: 73,878.74

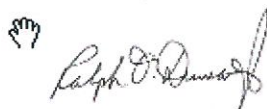
Comments:

Master lease agreement: 7659489

Lease Schedule: 001

Payment 2 of 4 class of 2016

BUSINESS MANAGER :



APPROVAL SIGNATURE :



7/11/13
 7/22/13

HOPKINTON PUBLIC SCHOOLS
89 HAYDEN ROWE STREET
HOPKINTON MA 01748-
Tel: (508)417-9360 Fax: (508)497-8225
Fed Tax ID# 04-6001186

Purchase Order

Vendor: 2290-00
 APPLE INC.
 C/O AFS EDUCATION FINANCE
 12545 RIATA VISTA CIRCLE
 MS 198-3LSE
 AUSTIN TX 78727-

PO#: 14-29

Vendor Phone: (781)784-7984

Vendor Fax: (866)846-1568

Ship To: WHALLEY COMPUTER ASSOC.
 1 WHALLEY WAY
 SOUTHWICK MA 01077-

PO Date: 07/02/2013

Attn: Kathy Dooley

Ship To Phone:

Ship To Fax:

Ship/Due Date: 07/02/2013

Ship Via: Best Way

INSTRUCTIONS TO VENDORS

Submit invoices to the main address at the top of this form
 ATT: Accounts Payable

Line	Ref	Description	Secondary Ref#	Qty	Units	Price	Total
1	2012 1:1	LAPTOP INITIATIVE	1490	1		52,660.7300	52,660.73
		Master Lease: 7659489, Lease schedule: 003 Class of 2017 1 of 4 payments (175 mbairs)					Sub: 52,660.73
2	1102 HS, INSTR. TECH.		570	1		7,522.9600	7,522.96
		Master Lease: 7659489, Lease schedule: 003 Class of 2017 1 of 4 payments (25 mbairs)					Sub: 7,522.96

Grand Total: 60,183.69

Comments:

ship to :Whally Computer Associates
 Master Lease: 7659489, Lease schedule: 003
 Class of 2017 1 of 4 payments

APPROVAL SIGNATURE :



Apple Inc. Education Price Quote

Customer: Ashoke Ghosh
HOPKINTON SCHOOL DISTRICT
Phone: 00
email: aghosh@hopkinton.k12.ma.us

Apple Inc: Randy Hashem
12545 Riata Vista Circle
MS: 183-IES
Austin, TX 78727
Phone: 512-6746130
Fax: 866-8452999
email: rhashem@apple.com

Apple Quote: 2201601762
Quote Date: 25-Jun-2014
Quote Valid Until: 23-Jul-2014

Quote Comments:

Row #	Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	MD711LL/B	MacBook Air 11-inch: 128GB 065-C2G2 1.4GHz Intel Dual-Core Core i5, Turbo Boost up to 2.7GHz 065-C10H 4GB 1600MHz LPDDR3 SDRAM 065-C10Q 128GB Flash Storage 065-C118 Backlit Keyboard (English) / User's Guide (English)	60	849.00	49,088.79
2	S3094LL/A	4-YR APA MB/MB AIR/13" MB PRO - USA	60	129.00	7,458.34
3	MD760LL/B	MacBook Air 13.3-inch: 128GB 065-C2G3 1.4GHz Intel Dual-Core Core i5, Turbo Boost up to 2.7GHz 065-C19G 4GB 1600MHz LPDDR3 SDRAM 065-C19P 128GB Flash Storage 065-C1CD Backlit Keyboard (English) / User's Guide (English)	60	949.00	54,870.63
4	S3055LL/A	3-YR APA MB/MB AIR/13" MB PRO - USA	60	69.00	3,989.23
5	MD760LL/B	MacBook Air 13.3-inch: 128GB 065-C2G3 1.4GHz Intel Dual-Core Core i5, Turbo Boost up to 2.7GHz 065-C19G 4GB 1600MHz LPDDR3 SDRAM 065-C19P 128GB Flash Storage 065-C1CD Backlit Keyboard (English) / User's Guide (English)	163	949.00	149,065.22
6	S3094LL/A	4-YR APA MB/MB AIR/13" MB PRO - USA	163	129.00	20,261.81
Edu List Price Total					295,474.00
- eWaste Fee / Recycling Fee					0.00
-					
-					
Extended Total Price*					284,734.02

*In most cases Extended discounted Total price does not include Sales Tax
*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2201601762. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
 - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this quote with your Purchase Order via email to institutionorders@apple.com.
 - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT austincontracts@apple.com.
- ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
 - APPLE INC. AS THE VENDOR
 - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
 - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
 - PURCHASE ORDER NUMBER
 - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
 - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
 - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
 - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL **23-Jul-2014** UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
 - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

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<https://ecommerce.apple.com>
Fax: 866-8452999

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