

# REED UNION SCHOOL DISTRICT



## Del Mar Middle School Millennial Classroom Project Handbook

***"We will create the learning environment of the future  
utilizing innovative research based instruction within a  
creative and flexible school structure."***

*... Reed Union School District Strategic Plan*

# Del Mar Middle School

## Millennial Classroom Project

### Enhancing Teaching and Learning One-to-One Laptop Initiative

#### Introduction

Providing a laptop for each middle school student creates new learning environments to prepare students for tomorrow's world. Education is in the midst of exciting changes that improve learning opportunities for all students. We are on a new journey to focus on learning WITH technology, not ABOUT technology. The computer labs of yesterday are not sufficient to provide the access that students need on a daily basis to support learning. Our students will have the tools at school and home to research, synthesize and integrate, relevant learning topics using the abundant sources of information available on databases or the Internet. We are giving our teachers and students the ability to communicate and interact with content experts anywhere in the world.

Teachers working with colleagues and students in concert, identify software and content that enhances the curriculum, and are used for intervention, differentiation, and expand learning. The possibilities are infinite to extend and to enhance learning for each student. We are a leader, providing the necessary tool to ensure 21st century quality education.

This document outlines the parameters of the Millennial Classroom Project. It provides a brief overview of the key elements that drive teaching and learning with integrated technology.

## **Student Use of Technology, Board Policy #6163.4**

The Reed Union School District's Student Use of Technology Policy (BP 6163.4) is in effect and applies to all students. See Appendix II for the complete text of the Board Policy. Failure to comply with the rules and guidelines of the Board Policy may result in loss of computer and/or Internet privileges, and/or legal/disciplinary action. For additional rules and guidelines specific to the laptop program.

See Appendix I.

### **Ownership**

Laptops are the property of the Reed Union School District. They are provided for the exclusive use of Del Mar Middle School students and teachers. Due to insurance and liability issues, the student MacBook should not be lent to other individuals, groups, or institutions.

### **Management**

Reed Union School District and Del Mar Middle School is responsible for asset management for computers in the Millennial Classroom Project one-to-one laptop initiative. Reed Union School District keeps track of all computers it assigns to students. Computers assigned to students will be entered into inventory and labeled. A student withdrawing from Del Mar Middle School will return the MacBook before his/her last day. A new student entering Del Mar Middle School will be assigned a MacBook. Returned computers will be re-imaged to their original state. Student laptops will be turned in at the end of the school year to be upgraded and serviced over the summer.

### **Insurance**

All Del Mar Middle School families are required to purchase an insurance policy from the Reed Union School District to cover student loss or damage to the laptop issued to the student.

**Summary of Coverage: See Appendix III.**

## Internet Safety

The Internet provides access to educational resources and opportunities for personal growth, as well as entertainment. As an educational tool, users can learn about virtually any topic. However, the Internet also contains content not appropriate for children.

The Reed Union School District in partnership with the Marin County Office of Education will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Middle school teachers will continue to use age-appropriate sites and monitor students at school. The County filtering system will block inappropriate sites at school, but will this blockage will not be in effect when students connect to the Internet at home. Each student laptop is also equipped with content filtering software that helps block inappropriate websites while away from school. It also provides school administration with a log of when and what websites were visited.

*Please note:* The best way to assure your child is having positive online learning experiences is to stay in touch with what s/he is doing. School staff will support parents by providing adult educational opportunities throughout the year.

## Backing Up

It is extremely important that students back up their work on a regular basis. Every student is responsible for backing up his/her files. Backing up by CD or flash drive should be a regular part of their laptop routine. During the course of repairs, files may be altered, erased, or destroyed. It is important that files be backed up before turning a computer in for repair.

## Repairs

A student laptop needing repair should be brought to the Del Mar Middle School Tech Support Center. The Support Center is available for students before school, during Break, Lunch and immediately after school. Students will need to drop off their computers. Reed Union School District Technical Support will troubleshoot, and/or repair the laptops. Most repairs are completed and returned to students within 24 to 36 hrs. As an Apple Certified Repair Provider, any repair requiring additional service may be sent to Apple Computer for further diagnostics and service. If this is the case, it will take approximately three to five business days from the time it is dropped off until it is returned.

## Power Management

Batteries for each MacBook may or may not last a full day depending on the amount of computer usage. The following settings and procedures will maximize battery life.

1. Batteries must be fully charged at the beginning of each school day. Charge your computer every night. A laptop charges faster when it is off.
2. Whenever the laptop is not in use, close the lid to put it to sleep. Batteries last longer in the sleep mode.
3. Use a simple, light-colored desktop image. Complex, large, and deep color images require more battery power.
4. Keep the laptop in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer. Never leave your laptop in a car.
5. Reduce screen brightness using the brightness controls on the laptop keyboard.
6. Quit all applications that you are not using.
7. Remove any CD's or DVD's when they are not in use.
8. All cables and wires should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery is not charging, do not wiggle the power cord. Bring the laptop to the Technology Support Office.

## STUDENT HANDLING AND USE SPECIFICS

### Caring for your MacBook

Your laptop is a delicate, electronic learning tool and needs to be treated with care. To get the greatest enjoyment and learning experience from your MacBook, please follow the care procedures listed below.

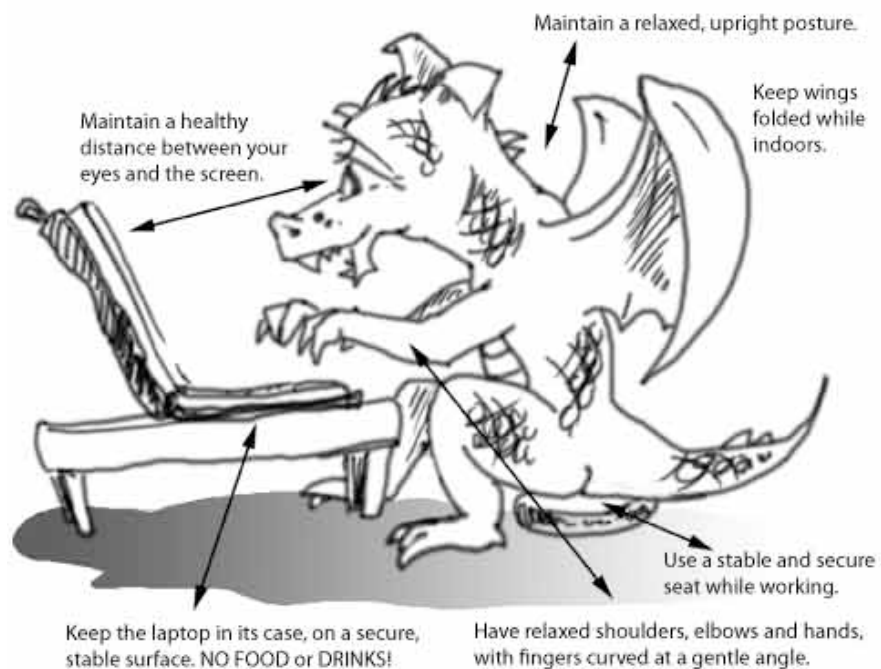
### Handling

1. Use the MacBook on a flat, hard, and stable surface.
2. **DO NOT** carry the laptop with the lid up. An accident is more likely to happen with the lid open and up.
3. Close the lid from the center edge of the screen not from the corners of LCD screen. Do not slam the lid shut.
4. Do not set books or other objects on top of a MacBook.
5. Do not leave pencils, pens, or any other materials on the keyboard when closing the MacBook.
6. Do not pick up the MacBook by the screen.
7. Keep magnets away from your MacBook.
8. Keep your laptop in its case when it is not in use.
9. Do not eat or drink when using the laptop.
10. When using the MacBook outside, avoid sand, dirt, moisture, direct sunlight, and heat.
11. Avoid touching the LCD screen with your fingers, pens, pencils, or other items.



## Cleaning

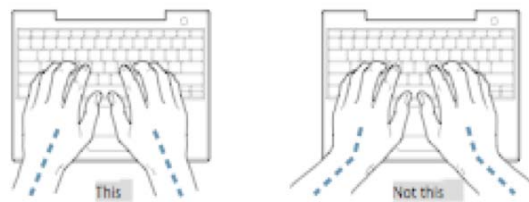
1. Shut down your MacBook, disconnect the power adapter and remove the battery prior to cleaning the outside of the computer.
2. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. **DO NOT** spray liquid directly on the computer.
3. **DO NOT** use aerosol sprays, solvents, or abrasives on any part of your laptop.
4. If LCD screen needs cleaning please take it to the Technology support Office. If you need to clean the screen, use "iKlear Polishing Kit" or damp clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.



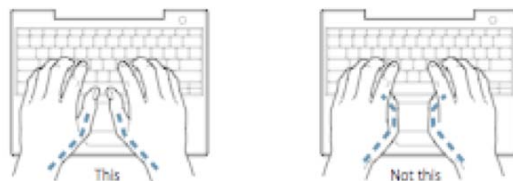
## Ergonomics

Some tips for a healthy work environment.

- ◆ Shoulders should be relaxed when using the keyboard or track pad. Try to keep your wrists in a neutral position (not bent), sit about arms length from the screen.



- ◆ Use a light touch when typing or using the track pad and keep your hands and fingers relaxed. Avoid rolling your thumbs under your palms.



- ◆ Change hand positions and stretch often to avoid fatigue since some computer users may develop discomfort in their hands, wrists, or arms after intensive work without breaks.
- ◆ Do not stay in one static position for long periods of time.
- ◆ If you use an external mouse, position the mouse at the same height as your keyboard and within a comfortable reach.
- ◆ Adjust the angle of the display to minimize glare and reflections from overhead lights and windows. Do not force the display if you meet resistance.
- ◆ You can also adjust the brightness of the screen when you take it from one location to another or if the lighting changes.
- ◆ Good posture is important to a healthy interaction with your MacBook.

## Del Mar Middle School Student Laptop Use Rules

1. You are responsible for your computer at all times. The primary use of the laptop is for education. Treat it as a valuable tool for learning. Inform staff immediately of any problems or concerns. Swapping and sharing laptops is prohibited.
2. You must bring your laptop to school daily and your laptop must be fully charged.
3. Laptops must be transported in the provided laptop carrying case at all times. Laptops must stay in bag while in use and bag must be properly closed (zipped) prior to transporting.
4. Protect your files on your laptop and the server by keeping your passwords private. You are responsible for organizing and maintaining your files. You must not only save your documents but also must back up your files to the network and/or flash drive or CD.
5. You are responsible for completing all work even if your laptop is being repaired or otherwise unavailable. You may have to revert to pencil and paper or use a desktop computer at Del Mar Middle School.
6. Assignments must be printed and ready to turn in at the beginning of class on their due dates. School assignments should be printed at home. However, printing can be done before school, during breaks, and lunch to your assigned printer.
7. Online games may not be played at school.
8. You may listen to appropriate music that you have legally downloaded to your laptop. However, video and music CDs, MP3s, and DVDs are NOT to be used with the laptops during the school day except with Teacher permission.
9. Accessing inappropriate Internet sites is strictly forbidden on any Del Mar Middle School computer including laptops.
10. You are not to touch other students' or teachers' computers physically or through the network without permission.
11. You are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.

12. The “dress code” for computers is the same as Del Mar Middle School’s dress code. If it is not appropriate for fashion, then it is not appropriate on your computer. This includes the desktop, screen saver, documents, graphics, sounds, icons, etc.
13. E-mailing, forwarding, downloading, displaying, or using obscene, threatening, offensive, and all other inappropriate material is prohibited.
14. Though the Reed Union School District does not provide an email account for students, personal email may be used. However, it should be used for legitimate and responsible communication. Rude, abusive, threatening or inappropriate material is prohibited and students will be held accountable for any communications via email.
15. Security/confidentiality of network and/or computers must be respected and no effort should be made to bypass or gain access to server information that is not open to the public.
16. Sound must be turned off except when used as part of a class or during designated times (lunch, etc.). You must provide your own headphones.
17. Laptops are loaded with district and site approved software. Installing additional software is prohibited. Do not change settings. Never open the inside of the laptop.
18. Do not write on or attach stickers to your laptop and/or laptop bag.
19. Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. \*

\*Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion.

## Consequences

Depending on the infraction, the penalty for violating the rules may include:

- \* Parent contact by staff member.
- \* Detention
- \* Loss of laptop privileges for a period of time
- \* Suspension
- \* Removal from laptop program

Important Note: If the laptop is being used inappropriately and/or interfering with the learning environment, appropriate consequences will be given. See specifics on following page.



**Violation:**

**Consequences for first infractions may include:**

**Consequences for subsequent infractions may include:**

Loading games onto laptop	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Warning</li> <li>• Game(s) removed</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Warning</li> <li>• Game(s) removed</li> <li>• Loss of computer privileges as appropriate</li> </ul>
Instant messaging, chatting, and other off-task behavior	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Detention</li> <li>• Loss of computer privileges as appropriate</li> </ul>
Inappropriate icon, screen saver, image, posting inappropriate material online or accessing inappropriate Internet sites	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Detention</li> <li>• In-house suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Detention</li> <li>• Suspension</li> <li>• Loss of computer privileges as appropriate</li> </ul>
Copying or plagiarizing documents	<ul style="list-style-type: none"> <li>• Parent, teacher contact</li> <li>• Loss of credit for assignment</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent, teacher contact</li> <li>• Loss of credit for assignment</li> <li>• Loss of computer privileges as appropriate</li> <li>• Detention or in-house suspension</li> </ul>
Accessing a teacher or another student's computer or account physically or through the Network	<ul style="list-style-type: none"> <li>• Parent, teacher contact</li> <li>• Detention or Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent, teacher contact</li> <li>• Loss of computer privileges as appropriate</li> <li>• Suspension</li> </ul>
Physically damaged or abused laptop	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Payment of insurance deductible</li> <li>• Detention meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Meet with administration</li> <li>• Payment of insurance deductible</li> <li>• MacBook replaced w/ iBook</li> <li>• Loss of computer privileges as appropriate</li> </ul>
Cyber Bullying (harassing others via use of computer)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Detention or suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Loss of computer privileges as appropriate</li> <li>• Detention or suspension, and possible expulsion</li> </ul>

## APPENDIX I

BP 6163

### REED UNION SCHOOL DISTRICT POLICY

**SECTION:** Instruction

**TITLE:** Student Use of Technology

#### **POLICY STATEMENT:**

The Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the District's schools and classes.

#### **On-Line Services/Internet Access**

The Board intends that the Internet and other on-line resources provided by the District be used to support the instructional program and further student learning.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by District rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the District's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the District for any damages. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

Staff shall supervise students while using on-line services and may ask teacher aides to assist in this supervision.

#### **Legal Reference:**

EDUCATION CODE

48980 Required notification at beginning of term

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51884 Education Technology Act especially:  
51870.5 Student Internet access  
60044 Prohibited instructional materials  
PENAL CODE  
313 Harmful matters  
632 Eavesdropping on or recording confidential communications  
UNITED STATES CODE, TITLE 20  
6801-7005 Technology for Education Act of 1994

**Management Resources:**

CDE PUBLICATIONS  
K-12 Network Technology Planning Guide: Building the Future, 1994  
CDE PROGRAM ADVISORIES  
1223.94 Acceptable Use of Electronic Information Resources  
WEB SITES  
CSBA: <http://www.csba.org>  
CDE: <http://www.cde.ca.gov>

**Date of Policy Adoption: February 15, 2000**

**Date of Policy Revision:**

**REED UNION SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

**SECTION:** Instruction

**TITLE:** Student Use of Technology

At the beginning of each school year, parents/guardians shall receive a copy of the District's policy and administrative regulation regarding access by students to the internet and on-line sites. (Education Code 48980)

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use.

**On-Line/Internet Services: User Obligations and Responsibilities**

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the District's Acceptable Use Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their (students) own account numbers.
2. The District's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials.
4. The use of the District's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from:
  - Sending or displaying hateful or pornographic messages or pictures.
  - Using obscene language or profanity.
  - Harassing, insulting or attacking others.
  - Engaging in promoting violence.

- Engaging in racial, gender or other slurs.
- Receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.
- Downloading without permission
- Accessing chat rooms, unless authorized by the classroom teacher.
- Damaging computers, computer systems or computer networks.
- Using others' passwords.
- Trespassing ("hacking") in others' folders, work or files, or attempting to compromise or compromising any computer or network system's security.
- Transmitting personal information without written parental consent.

It is understood that research opportunities may arise that include subject matter that borders the prohibitions outlined in Section 5. Any such research must be authorized by staff and approved in writing by parents.

6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal.

### **Student Designed Web Pages**

1. All posted web pages will display proper use of grammar and appropriate spelling.
2. There will be no direct links to businesses for commercial purposes or to sites that display sexually explicit material, hate crimes, violence, drugs or alcohol.
3. The classroom teacher will preview web pages before posting on-line.
4. Student work will only be identified by first name. Neither first nor last names will be used to identify student pictures unless written parental consent is given.

### **Process for Dissemination to Staff**

- All staff will receive a copy of the policy.
- The Principal and Technology Teacher/Mentor at each site will annually go over the student use policy with all staff.
- The policy will be added to the New Teacher's Binder and will be added to the training component for new teachers.
- The policy will be included in the Substitute Teacher's Binder at each site.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

**Date of Policy Adoption: February 15, 2000**

**Date of Policy Revision: October 16, 2001**

## APPENDIX II

### Student Use of Technology Agreement

#### Millennial Class Project One-to-One Laptop Essentials

- I agree to read the Millennial Classroom Project Handbook (see Del Mar Middle School Website Home Page under "Hot Links").
- I agree to follow the rules and guidelines listed in Appendix I and District Policy 6163. I understand the consequences for not following the rules and will do my best to be a responsible digital citizen and laptop student.
- Because the Internet contains an unregulated collection of resources, the Reed Union School District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. I agree to not hold the Reed Union School District responsible and shall agree to indemnify and hold harmless the District and all District personnel for the failure of any technology protection measures, violations or copyright restrictions, users' mistakes or negligence or any costs incurred by users.

**PRINT** Name of Student: \_\_\_\_\_  
*First Name* *M.I.* *Last Name*

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

- I have reviewed the rules with my child. He/she understands the consequences for not following the rules and expectations.

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

**APPENDIX III**

**Reed Union School District  
Parent/Student Insurance Agreement  
Millennial Classroom Project, One-to-One Laptop Initiative**

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between \_\_\_\_\_, (Parent) \_\_\_\_\_, (Student) and the Reed Union School District, (District). The equipment referenced in this agreement, an Apple MacBook 13” 2.0 GHz Combo 1GB 80GB AirPort laptop computer (Laptop), is the property of the Reed Union School District.

**The term of this agreement shall be for the 2010-2011 school year, beginning August 26, 2010, and ending June 17, 2011.**

1. The Parent/Student agrees to pay the District \$140.00 to insure the Laptop during the school year. **This cost is exclusively for the purchase of the policy premium.**
2. If the Laptop or its accessories are destroyed or need to be repaired, the Parent/Student will pay up to a \$100.00 deductible per occurrence to the District for all necessary repairs.
3. If the Laptop is lost or stolen, the Parent/Student agrees to pay the District \$500.00 for the Laptop to be replaced.
4. Failure to compensate the District within sixty (60) days from the date of reported loss or damage may allow the District to take legal action.
5. The established value of the Laptop is \$1,976.00.

*(Make checks payable to RUSD)*

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**Witness whereof, the parties hereunto have subscribed to this agreement, including the comment on the condition and value of the assigned laptop.**

**SIGNED:**

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_