Syracuse STEM at Blodgett

Middle School

Student Laptop Handbook

2023 - 2024

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Syracuse STEM at Blodgett Middle School

## **Mission**

Syracuse STEM at Blodgett provides a positive student-centered environment in which all students will develop academic skills and attitudes to enable them to be successful lifelong learners. Project Based Learning is our framework to implement an authentic learning experience. The administration, faculty, and staff constitute a strong team that provides a safe, secure environment in which all students have the best education. By working together, we create a learning environment that nurtures success within an interactive and engaging setting which provides for the individual needs of our diverse student population. Parents and the community will be actively involved in developing all students at learn at high levels and develop into mature, productive, and responsible global citizens.

## **1.1** **Goals and Objectives**

Syracuse STEM at Blodgett Middle School’s One-to-One computer initiative will integrate technology in the classroom to:

* + Promote student engagement and enthusiasm for learning.
  + Increase resources for learning.
  + Expand self-paced student learning opportunities.
  + Provide students access to information and the opportunity to connect it to curriculum in a meaningful manner.
  + Engage students in authentic real-world learning.
  + Encourage communication, collaboration, creativity, and critical thinking.
  + Nurture a sense of responsibility and 21st century digital citizenship.
  + Promote Focused Note Taking skills
  + Students will be able to leverage technology to create one integrated project (PBL) per year.
  + Will incorporate the 7 elements of a Gold Standard PBL project.

## **1.2 Metrics**

## Students will have a minimum of 3 note taking activities weekly per content area following the Focused Note Taking model in their digital binders.

## Students will consistently move through all five phases of the Focused Note Taking process.

## Students will showcase their projects at a PBL Showcase. Each project will incorporate the 7 elements of a Gold Standard project with integrity and intentionality.

## **2. What is One-to-One Computing?**

One-to-One Computing is a concept where every student has access to the same laptop computer to use in every class throughout the day. The student and his/her/their parent/guardian are responsible for that computer. Through this program, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real-world assignments, and seek legitimate digital information to solve real world problems, and collaborate with their peers, teachers, and subject area experts in new ways.

## **3. Terms of Laptop Loan**

All 6th, 7th and 8th grade students enrolled at Syracuse STEM at Blodgett Middle School will be issued a laptop. Lessons on the use and care of laptops will be provided to students during the second week of school. The laptop will be assigned to individual students, and the serial number of the laptop will be recorded. The laptop issued to the student will remain with the student throughout the school year. The laptop and all accompanying accessories remain the property of the Syracuse City School District (SCSD) and will be returned to their CREW classrooms at the end of every school day.

Laptops are a necessary instructional tool. All students will need the laptop to be successful and prepared participants in Syracuse STEM at Blodgett Middle School. All students who are assigned a laptop are responsible for having it in school every day, as well as ensuring that the laptop is fully charged. The laptop is not to be left unsupervised at school. All students are also responsible for using the district- issued laptop case and maintaining the condition of the charging cords.

### **4.1 Conditions of Loan**

Syracuse STEM at Blodgett Middle School will provide a laptop to all students enrolled in our school. All students will be asked to sign a Laptop Loan Agreement form each year before receiving their computer.

### **4.2 Laptop Computers**

The following will be issued to each student:

* + 1. Laptop Computer
    2. Carrying Case

## **Laptop Care Guidelines**

Laptops are sensitive machines. Below are guidelines to help the students care for their assigned laptop. The guidelines are as follows:

### **General Precautions**

* + - When not in use, keep your laptop in the school-issued laptop carrying case.
    - Do not overload the laptop carrying case with other items, especially those that may damage the laptop.
    - Do not sit on your laptop or place any objects on top of it. Doing so may cause damage to the screen and internal components.
    - Do not pick up or carry your laptop by the screen or push against the screen with more force than necessary to operate the touch screen.
    - Do not touch the screen with pens, pencils, or sharp instruments. A stylus may be used if included with the laptop or are part of the student’s accommodation.
    - Do not leave pens, pencils, or paper on the keyboard when closing the screen.
    - *Keep liquids, food, and debris away from laptops. Do not keep food, food wrappers, or drink containers in the laptop carrying case.*
    - When using the laptop, gently place it on a flat, solid surface. This will allow air to circulate properly and keep the laptop from overheating. Placing the laptop on a pillow or blanket can block airflow.
    - Keep your laptop away from magnets, including large speakers, amplifiers, and transformers.
    - Do not leave your laptop unattended.
    - Insert cords, cables, and removable storage devices carefully.
    - Never attempt to repair or reconfigure the laptop. Under no circumstances are you to tamper with the internal components or remove any screws.
    - You are not permitted to install a second operating system on the laptop, to boot into an alternative operating system located on an external drive, to upgrade or repair the laptop, or to have a third-party upgrade or repair the laptop.
    - Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
    - You may personalize carrying cases with stickers or other materials that are of an educationally.
    - A label and an asset tag have been applied to your laptop for identification purposes. Do not remove them.
    - Do not put stickers on laptop or personalize the outside in any way.
    - Gently open and close the laptop while in use. Do not slam the laptop closed.

### **Carrying Your Laptop**

* + - All laptops and components must be carried in the school approved laptop carrying case at all times.
    - Carefully unplug all cords and accessories before placing it into the carrying case.
    - When traveling between classes, place your laptop in standby/hibernate mode in order to provide faster startup time in your next class. This will occur when you close the lid to your laptop unless you modify the power configuration that is pre-applied to your laptop.
    - If you are not using your laptop in your next class, turn the laptop completely off before placing it in the carrying case.
    - Remember to gently close the lid before carrying the laptop.
    - Be sure to completely close the carrying case before picking it up to travel.
  1. **Laptop Security:**
     + Make sure that your laptop is always supervised.
     + In the event of a fire drill or other evacuation, laptops should be left in the classroom. Classroom doors will be secured.
     + If your laptop gets damaged, please immediately let your teacher know the situation and they will communicate with the Library Media Specialist or send you to the Library Media Specialist.
     + For repairs, your laptop must be turned in to the Library Media Specialist.
     + The laptop has internet content filtering software installed. The software may not be removed, altered, or circumvented.
     + Internet activities will be monitored via Gaggle. An activity report will be run periodically to verify appropriate use. There is no expectation to privacy.
     + All policies, including the Acceptable Use Policy and Acceptable Use of social media and Digital Communications, are applicable and in force whenever the laptop is in use, whether during or after school hours.
     + Each laptop has identifying labels, including a serial number and asset tag. These labels must not be altered, destroyed, or removed.
     + Laptop and all laptop accessories must be returned to Syracuse STEM at Blodgett Middle School upon request. Failure to return a laptop may result in full payment for the cost of a replacement laptop, disciplinary action, and/or legal action.
     + Do not lend your laptop to any other person for any reason, including other students. The laptop should only be used by the person to whom it was assigned.

### **Music, Games, or Programs**

The SCSD Acceptable Use Policy states that students are expected to comply with ethical use of the district’s network and abide by federal copyright laws. Music, videos, and games can be disruptive during class and may not be used unless the student has permission from their teacher.

### **Student Storage/Saving Files**

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the laptop hard drive will be deleted.

### **Computer shutdown**

Students must completely shut down laptops at the end of each school day before plugging them into charge prior to leaving school grounds. Students must boot/restart laptops when returning to school each morning in CREW.

### **Screensavers/Wallpapers**

If students choose to modify the standard wallpaper or screensaver, they must adhere to the standards and policies of SCSD.

### **Sound**

Laptop sound should be always muted while in school unless permission is granted from the teacher. Headphones may be used in class only with permission from the teacher.

## **Email and Internet Use**

### **Email and other Digital Communications Accounts**

Students are provided an email account by SCSD. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account will be monitored.

### **Internet Safety**

As a part of the SCSD curriculum, students will be instructed about appropriate online behavior. Lessons will also be provided to create an environment free of cyber-bullying. The following are general guidelines:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if you accidentally access an inappropriate site.
3. Never access someone else’s email, files, or folders.
4. Never use someone else’s laptop or login.
5. Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
6. Never arrange to meet someone in person that you know only from the internet.
7. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
8. Protect your user account by keeping your password secure and logging off or locking your computer when it is not in use. All email, network, and internet activity are the responsibility of the individual whose account is logged in to the computer at the time of the activity. *If your account is logged in, you are responsible.* Keep your password a secret and use a complex password that is not easy to guess.
   * If you need your password reset for any reason, please go to the Library Media Specialist.
9. Protect personal information. Never provide your full name, addresses, phone numbers, passwords, social security numbers, pictures, or other personally identifiable information to anyone online without parent permission. Do not provide the personal information of others.

10. Do not use online sites and materials that do not support the curriculum or are otherwise

inappropriate for educational use. This includes any social media or video sites.

### **7. Privacy**

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. SCSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school district’s equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

Syracuse STEM at Blodgett administrators may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities that may have occurred using LDSD’s network or computer systems.

### **7.1 Passwords**

Students can only log into their school issued laptop using their assigned username and password. Students should not share their passwords with other students or use another student’s password. Students may not change/activate passwords on the laptop other than the password corresponding to their assigned user account. If a student’s password needs to be reset, they have to go to the Library Media Specialist for the reset.

## **8. Social Networking**

Social Networking activities will only be used when assigned by a teacher for academic purposes. Students will avoid posting personal information online, will understand that postings are permanent, and will always exercise mature and responsible conduct, both on and off campus. Students will not take or post content (videos, images, text, etc.) of events that occur during the school day without permission. Students will not post content (videos, images, text, etc.) about other students, especially content that includes inappropriate language, demeaning or offensive comments, racist or threatening language, or any other content that would be considered a form of harassment.

## **9. Student Expectations for Use in the Classroom:**

Each student needs to take their computer to class each day. It is the students’ responsibility to plug their laptop into the laptop cart located in their Crew classroom at the end of the school day so that it will be fully charged for the next day. Teachers will be designing many of their lessons based on students' access to their laptop. Students will be required to have their laptops with them and be ready for all classes.

* Keep the laptop in the carrying case if you do not need it for your class.
* When in use, keep the laptop on the desk (not on your lap).
* Only access content and websites as directed by your teacher. Students are expected to be on task during class.
* Close the lid of the laptop before standing up, or moving the device, or putting it into your laptop carrying case.
* Use two hands when carrying or transporting the laptop. Do not carry the laptop by the screen.
* Follow all directions given by the teacher, including when it is appropriate to use the laptop and when it should remain closed. Teachers may have their own rules of use specific to their classrooms.
* Keep the laptop sound turned off unless the teacher has given directions to use the sound function.
* Only use headphones ONLY if you have permission from the teacher.
* Plug in the laptop into the laptop cart at the end of the day in order to charge the laptop.
* You should only use the laptop assigned to you
* Do not share your logins with another student.
* Do not share personal information on the internet with anyone, this includes name, address, pictures, and any other information.
* Do not make or post any content that contains inappropriate, racist or threatening language, demeaning comments, personal information about other students, and images that would be considered harassment.

## **10. Parent Expectations**

1. Review the SCSD Acceptable Use Policy and this One-to-One Laptop Guidebook with your child.
2. Ensure your child understands and adheres to laptop and internet policies and guidelines set forth in the *One-to-One Laptop Guidebook* both at school and at home.
3. Ensure the return of the laptop and all accessories at the end of the current school year or before the student withdraws from school.

**11. Modification to Program**

Syracuse City School District reserves the right to revoke or modify this One-to-One Laptop Guidebook, and/or its policies and procedures at any time with parent notification.

**Laptop Parent Agreement**

We are excited to be able to provide your student with a laptop computer to use during the school year while your student remains enrolled at Syracuse STEM at Blodgett Middle School. ***The laptops are to be used by the student for educational purposes only and are the property of Syracuse City School District.*** Please note the following conditions of the program:

Please read the One-to-One Student Technology Manual carefully with your child. Be sure that both you and he/she understand the guidelines for this program. Failure to comply with all guidelines, terms and expectations in the One-to-One Student Technology Manual, the Acceptable Use Policy, and SCSD Board policies and procedures may be subject to disciplinary action, financial responsibility for costs, fees, fines and other monetary consequences.

By signing below, you acknowledge that you:

* Have reviewed the One-to-One Student Technology Manual
* Understand the conditions of the program and reviewed the Syracuse City School District Board Policy Responsible Use of Technology Internet Safety.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_

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

## **Laptop Student Agreement**

**This form must be signed and turned in to your CREW teacher before you can receive your laptop.**

1. I understand the laptop is the property of the Syracuse City School District.
2. I will use the laptop appropriately and only for school purposes.
3. I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.
4. I understand the laptop assigned to me is only to be used by me.
5. I will not use the laptop near food or drinks.
6. I will not disassemble any part of the laptop or attempt any repairs, upgrades, or modifications.
7. I will carry the laptop in the carrying case provided by the school. I will not deface or permanently mark my laptop case.
8. I understand that the laptop and its contents may be inspected at any time because it is school property.
9. I agree to return the laptop, carrying case, power cord, charger cable, and any other accessories assigned to me when requested in good working condition.
10. I will ensure the laptop battery is fully charged to start each school day.
11. Cyberbullying of any kind will not be tolerated and there will be consequences per the SCSD Code of Conduct.
12. I have read, understand, and will follow the policies, procedures, and guidelines outlined in the Syracuse STEM at Blodgett Middle School Student Technology handbook, the Acceptable Use Policy, the Student Code of Conduct, and all other applicable School Board policies and procedures at all times.

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CREW Teacher: CREW Room Number: \_\_\_\_\_\_

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