



AMERICAN ACADEMY

EDUCATE | INNOVATE | EXPLORE

AMERICAN ACADEMY

One2One Handbook

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SECTION 1: PROGRAM OVERVIEW

Vision

American Academy is preparing our students to live and work as responsible citizens and life-long learners by providing students and teachers with technology tools and skills necessary for student-directed learning.

The American Academy One2One learning program will offer every student an expanded set of new learning opportunities for both collaborative and self-directed learning. With a personal laptop available to them at all times, every student will:

- possess an integral learning tool to gain the 21st century skills required to excel and compete globally;
- be empowered by and engaged with the curriculum;
- increase his/her knowledge and understanding of technology;
- become constructors and designers of information and ideas.

We hope that you will share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

Terms of Laptop Loan

All fifth through eighth grade students enrolled at American Academy will be issued a laptop after parents and students have met the prerequisite requirements. The laptop will be assigned to individual students, with serial numbers recorded and will stay with the student for the remainder of the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.

Parent/Student Required Prerequisites

PARENT REQUIREMENTS

Parents will be required to sign the required forms. Parents are partners with American Academy and they will learn how they can help make this program successful; the purposes and advantages of mobile technology; how to best support their child in safe and focused uses; and how to protect the equipment. Parents will be given information on methods of obtaining safe access to the Internet both at home and in the community.

STUDENT REQUIREMENTS

Students will attend training sessions provided by the IT Department the first week of school as well as additional sessions during study hall throughout the year.

Home Use

Students will be allowed to take their school-owned laptops home *after* all required forms have been signed by the parents.

Conditions of Loan

American Academy will lend a laptop to all fifth through eighth grade students enrolled in the school upon compliance with the following:

- 1) Signed Student Responsible Use of Technology (RUT)
- 2) Signed Laptop Loan Agreement (LLA)
- 3) Signed Laptop Fines and Fees (LFF)
- 4) Signed DCSD Acceptable Use Policy

Hardware and Software Issued

The One2One device issued to students has the following components:

- 1) Laptop Computer
- 2) Power cord
- 3) Carrying Case with Strap

Laptops run on Microsoft Windows and are Internet capable. They also have anti-virus services. Other software applications may be installed by members of the American Academy IT Department. The software installed by American Academy must remain on the laptop in usable condition. *No unapproved software may be installed by students.* This laptop is considered the students' "work" computer and must be used for all American Academy-related schoolwork.

SECTION 2: LAPTOP CARE GUIDELINES

Laptop Care Guidelines

GENERAL CARE OF THE LAPTOP

- For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
- Please be aware that overloading the case will damage the laptop. Take precaution when placing the case on a flat surface.
- When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop case.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
- Dimming the LCD brightness of your screen will extend the battery run time.
- Never attempt repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws; doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
- Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- A label has been applied to your computer for ID purposes. Please do not place additional stickers/items on the computer. Remember the laptops are the property of American Academy.
- Keep your laptop away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- Always disconnect the laptop from the power outlet before cleaning.
- Clean the screen and touch pad with lint-free, anti-static cloth. (Never clean the screen with glass cleaner.)

- Wash hands frequently when using the laptop.
- Do not pick up the laptop by the screen.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Be careful not to leave external mouse, pencils, pens or papers on the keyboard when closing the screen.
- Do not leave the laptop in a vehicle for extended periods of time or overnight.
- Never sit on the laptop.

CARRYING THE LAPTOP

- All laptop and components are to be carried in the school-provided laptop carrying cases at all times.
- Always close the lid before moving or carrying the laptop.
- Carefully unplug all cords, accessories, and peripherals before moving the laptop.
- Do not overload the laptop carrying case since this is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case except for the outside zipper pocket.
- Do not remove your laptop from the carrying case. The case is designed to stay on at all times to protect your laptop.

SECURITY

- Do not leave laptops in unsupervised areas. Unsupervised areas include but are not limited to the cafeteria, outdoor tables/benches, gym, restrooms, and hallways. In the event of a fire drill or other classroom evacuations, students should leave their laptops and proceed with emergency procedures.
- Unsupervised or abandoned laptops will be confiscated by staff.
- When students are not using the laptops, laptops should be stored in their secured lockers or in a designated classroom.
- Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. If a laptop is stored temporarily in a vehicle, it must not be visible from outside.
- During after-school activities, students are still expected to maintain the security of the laptop.
- Each laptop has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.

POWER MANAGEMENT

- It is the student's responsibility to recharge the laptop battery each night and on weekends so it is fully charged at the beginning of each school day. Power outlets are not accessible in classrooms for recharging.
- Uncharged batteries or failure to bring the laptop to class **will not** be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- Outside of school, be careful not to cause a tripping hazard when plugging in the laptop.
- Power cords (AC adapters) are to remain at home and prohibited to be at school.
- Protect the laptop by using a surge protector whenever possible.

CHARGING CLOSET AND BATTERY BANK (LOANER BATTERIES)

The American Academy IT Department has multiple charging closets with power cords. If a student neglects to charge the laptop at home or is running low on battery during the day, the student can plug their laptop in one of the charging closets. This is available on a first-come, first-serve basis. There may be times when all power cords are in use and no spots are available. We encourage students to monitor their battery status throughout the day and plug in when the computer will not be used (specials, lunch, etc.).

The American Academy IT Department has a "battery bank" of fully charged batteries that can be used with the laptop model X131e. *The following grades have this model - CP 8th grade / PARKER 7th and 8th grade.* Students will be allowed to check out a fully charged battery from the battery bank **three (3) times per trimester**. After the 3rd time in a trimester, the student will NOT be given a loaner battery and can place the computer in the charging closet as an alternative. The student may be imposed a consequence by the teacher if the computer was required and their computer was not charged and functioning for class. It is important to note that the computer is a required classroom supply! Loaner batteries will be distributed at the discretion of the IT Department.

The 11e model and cannot use a battery from the battery bank since this model has a sealed internal battery that cannot be removed or swapped out. *The following grades have this model - CP 5th, 6th and 7th grade / PARKER 5th and 6th grade.* It is VERY important that the students who possess this model laptop come to school every day with a fully charged battery. Their only option will be to plug their laptops into the charging closet.

CONSERVING BATTERY POWER

- Dimming the brightness of the screen will extend battery run time
- For prolonged periods of inactivity, shut down the laptop.

Software and File Management

GENERAL INFORMATION

- The laptop has the American Academy standard operating environment installed and configured. This includes Windows 10 Enterprise, Microsoft Office 2016, Adobe Master Collection, Microsoft antivirus, and all required STEM software.
- The software installed on the laptop is licensed to American Academy. To adhere to copyright legislation, students must not copy, delete or transfer software installed on the laptop for any reason. Laptops come with a standardized software configuration. This configuration may not be altered.
- All installed software must be approved by American Academy.
- Do not change the computer name.
- Do not change or remove operating system extensions.
- Unapproved software, hardware, or additional plug-ins are not to be loaded on the laptops.
- All files must be stored on the student's online (cloud) OneDrive. The school does not accept responsibility for the loss of any data deleted from the hard drive due to re- imaging laptops.

MUSIC, GAMES, OR PROGRAMS

The [American Academy Responsible Use of Technology Agreement](#) and [DCSD Acceptable Use Agreement](#) state that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Music, videos and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be brought to school unless the student has permission from the teacher for an educational project.

DELETING FILES

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

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 will be deleted.

Students are expected to save all files **to the cloud (OneDrive) using Office 365 OneDrive**. If the student laptop crashes and files are lost, it is the student's responsibility to have the files saved elsewhere.

SYNCHRONIZING DOCUMENTS/SOFTWARE UPDATES

Students must also restart laptops when returning to campus each morning. Many software installs and updates can only be done when the computer is booting up.

SOUND

Laptop sound will be muted at all times in school unless permission is granted from the teacher for instructional purposes. Headphones should be used in class if needed.

PRINTING

Students may print to the student printers as needed. Students are not expected to print at home. However, students are allowed to install home printers if desired.

VIRUS PROTECTION

Microsoft AntiVirus is installed on the laptop to prevent viruses from infecting the laptop.

- System Center receives automatic updates whenever connected to the internet or on the school network.
- Real-time scan runs continuously in the background. It provides protection by scanning open or saved files and displays a notification message when it detects a security risk.
- Manual scans can be done by clicking with the right mouse button on the green Forefront icon.
- Do not open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the Internet.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to Spam.

Email and Internet Use

EMAIL AND OTHER DIGITAL COMMUNICATIONS ACCOUNTS

Students are provided an American Academy email account. Students must use this email account to correspond with AA students and teachers. This email account is similar to a “business” account and students should use it when conducting school “business”. Teachers will not accept email sent from a personal account. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the [American Academy Responsible Use of Technology Agreement](#) and [DCSD Acceptable Use Agreement](#) are being followed. **Digital communications etiquette (see Appendix D)** is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses, and online collaboration sites.

Parents may monitor student email by checking it from time-to-time or by adding the student email account to a tablet, phone, or other email client. Directions on how to do this are available on the American Academy website.

INTERNET USE ON CAMPUS

An internet filter is maintained by the Douglas County School District and American Academy while the student is at school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. American Academy cannot guarantee that access to all inappropriate sites will be blocked.

Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. American Academy will not be responsible for any harm suffered while on the network or the Internet.

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

INTERNET SAFETY

As a part of American Academy curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying.

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders using their personal login information.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- 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.
- Protect your user account by keeping your password secure and logging off or locking when not at the computer. Keep your password a secret!
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Never arrange to meet an Internet contact in person.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

OFF-CAMPUS INTERNET USE

American Academy does not provide Internet filtering for the laptops while connecting to the Internet away from the school network. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home. ***No filter is as reliable as adult supervision!***

American Academy does not recommend that students use laptops in an unsupervised or isolated setting while off campus. American Academy recommends students use laptops in plain view of parents, guardians, or other family members.

There are many filters available for you to use at home. OpenDNS.com and K9 Web Protection are free internet filters. Two others are NetNanny.com and IntegrityOnline.com.

MONITORING AND SUPERVISION

American Academy engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. American Academy also takes technical measures to filter internet access to protect students from inappropriate content on campus. School personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

Students will provide access to the laptop and any accessories assigned to them upon request by the school. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Faculty and staff have the ability to remotely monitor student computer use.

For more information about Internet safety, go to <http://www.isafe.org>.

Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. American Academy reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via American Academy'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.

School-system personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The school will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

PASSWORDS

Students should log in only under their assigned username and password. Students should not share their passwords with other students. Students should never "pretend" to be another user and login using someone else's login information. Students are not to activate any passwords on the laptop such as start-up (BIOS), hard drive, or file system passwords.

COPYRIGHT COMPLIANCE

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
- Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
- Even an innocent, unintentional infringement violates the law.

See Appendix C for additional information about Copyright and Fair Use Guidelines.

SOCIAL NETWORKING

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off campus.

LAPTOP INSPECTIONS

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.

SECTION 3: STUDENT RESPONSIBILITIES

Student Responsibilities

- Students are responsible at all times for their laptops, whether at school or off campus and the student is responsible for all use of their assigned laptop.
- Unsupervised laptops will be confiscated by staff and taken to the IT Department. Students must see IT personnel in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders.
- Students are required to bring the laptop to school each day with a fully-charged battery.
- Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher.
- A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. Students leaving laptops at home will be required to complete assignments using alternate means determined by the teacher. **The IT Department will NOT issue a loaner laptop if theirs was left at home.**
- Users are responsible for their actions and activities involving school-owned computers, networks and internet services, and for their files, passwords, and accounts on school-owned equipment.
- Students must ask for assistance if they do not know how to operate technology that is required in a class.
- Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.
- The right to use a One2One laptop at home is a privilege. If students do not adhere to [American Academy Responsible Use of Technology Agreement](#) and [DCSD Acceptable Use Agreement](#), all Board policies, and the guidelines in this Handbook, the privilege to use the laptop at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The Principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations;
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes;
- Downloading inappropriate materials, viruses, or software;
- Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Setting BIOS passwords;
- Using the laptop or network for financial gain, advertising, or political influence;
- Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove or install computer hardware or software;
- Opening the computer to access internal parts;
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- Invading the privacy of others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Using email other than the school-issued email account, on school-owned equipment;
- Forwarding or distributing inappropriate email messages;

- Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;
- Accessing or attempting to access Internet sites not approved by district/teacher include non-educational chat rooms, instant messaging, or social networking sites and including Facebook, YouTube and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits;
- Attempting to disable or circumvent Douglas County School District's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- Falsifying permission or identification information;
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;
- Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action;
- Accessing or attempting to access the wired or wireless network with any device that is not property of American Academy. Note: Students are not to bring their personal laptop computers to school. Only American Academy computers may be used on campus;
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;
- **Cyber-bullying** in any form. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the Principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
- **Packet Sniffing**, defined as any type of software or hardware device designed to capture or view network data/packets, is forbidden. The school's network security system will scan for and report any devices capturing packets.

CONSEQUENCES

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the Student Code of Conduct. The Principal will have authority to decide appropriate consequences regarding non-compliance. American Academy cooperates fully with local, state, and federal law enforcement for computer crimes recognized under Colorado state laws.

***NOTE: The Principal has the discretion to permanently confiscate the laptop from the student at any time.**

Respect and take care of your computer!! It is yours while you remain at this school!	
DON'T . . .	DO . . .
Leave your computer in extreme weather conditions (in the car or on the field). Some components are susceptible to extreme temperatures and can be easily damaged.	Store your computer in a temperate, safe and secure location when not in use.
Eat, drink, shower, use hair or nail products near computer at any time.	Use a clean, flat surface or approved lap tray/table with adequate ventilation to operate your computer.
Operate computer on a non-hard surface such as your lap, bed, a blanket or pillow. The fan and heat sink must have proper air flow.	Operate the computer on a hard surface and allow ventilation
"Drop" the carrying case and computer on the floor, even if it is inches from the ground, or assume that if your computer is "in the bag" that damage is under warranty.	Gently "set" the computer down on any hard surface.
Apply personal markings and/or stickers to your computer or carrying case.	Report peeling stickers to your IT Department for replacement.
Overstuff your computer case.	Keep your laptop in the provided carrying case
Leave your computer or case unattended.	Store your computer in your locker or other temperate, secure location when not in use.
Ignore lost or stolen computer and/or hardware.	Report loss or theft immediately to the IT Department or school Principal.
Be afraid to report damage to computer	Report damage to your computer and/or hardware to the IT Department. Failure to report damage may void time-sensitive coverage and assume negligence.
Install software	Use the software on the computer. Request permission to install additional software if needed
Tightly wrap the cords around your power supply as the wires in the ends near the brick can be easily frayed or broken.	Loosely wrap the ends around the brick of your power supply.
Use Goof Off, Windex or other harsh chemicals to clean your computer.	Use microfiber or LCD cloths and canned air to clean your computer.

SECTION 4: TECHNICAL SUPPORT AND REPAIRS

Technical Support Availability

Technical support is available during school hours from 8am-3:30pm. If a student has a technical problem at home, the student should email the American Academy IT Team and IT@AAK8.ORG to report the problem as completely as possible. All repairs will be performed or managed by the IT Department. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Basic troubleshooting

SCHOOL DAY TECHNICAL SUPPORT PROCEDURES:

- Student identifies a problem.
- With teacher permission, the student **MUST** bring the laptop to the IT office.
- The IT Team will look at the laptop. If possible, the problem may be fixed while the student waits.
- If the problem requires additional time, the student may be given a loaner laptop to use for the day.
- If the laptop requires additional repairs provided by the computer warranty vendor, the laptop will be sent offsite and a loaner laptop will be provided to use until the laptop is returned.
- When the laptop is fixed, the IT department will contact the student and return the original student's computer. At that time, the student will return the loaner computer.

SECTION 5: WARRANTIES, DAMAGES AND THEFT

Hardware Warranty

American Academy purchased a warranty with each laptop that covers repair/replacement of the laptop chassis, LCD screen, hard drive, and mother board for damage caused by manufacturer defect. Repeated incidents of repair/replacement by an individual will result in disciplinary measures and possible denial of the use of the laptop. Students shall report all laptop issues to the IT Department. All technical incidents will be entered into the asset management system. All behavior incidents will be recorded by school officials.

Please note the laptop warranty is void if attempts are made by students/families to change the hardware.

DAMAGE NOT COVERED BY WARRANTY

Repair fees will be charged for damaged laptops, chargers, batteries, and carrying cases due to abuse or neglect. Damages to the laptops not covered by the hardware warranty and all peripherals will be assessed per the Damage Fee Table below.

DAMAGE FEE TABLE (DUE TO DAMAGE CAUSED BY ABUSE OR NEGLIGENCE)

Damaged Item	Fee
LCD screen (x131 model)	\$150.00
Touch screen (11e model)	\$250.00
Keyboard	\$50.00
Hard drive	\$90.00
Motherboard	\$365.00
Outer casing damage	\$50.00
Camera assembly	\$75.00
Damaged or lost battery	\$75.00
No bag strap	\$15.00
Damaged or lost power cord	\$75.00
Damaged or lost laptop bag	\$75.00
Touchpad or red "eraser" mouse	\$35.00

INSURANCE

American Academy has insurance coverage on school property that covers loss or theft of the laptops. However, if, in the determination of state insurance officials, a student or parent is guilty of negligence regarding the loss or theft of the laptop, the insurance coverage will not apply.

PARENT LIABILITY

The parent or guardian will be responsible for compensating the school for any losses, costs, or damages which are not covered by the warranty or the property insurance coverage, possibly including the laptop's full replacement cost. Students with damaged laptops who fail to report the damage may be subject to additional fines and disciplinary action.

THEFT

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school Principal.

Any theft occurring on school grounds must be immediately reported to the school Principal or IT department.

Be prepared to provide the following information when reporting a theft:

- Date and address of theft
- Complete details of theft
- Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The school will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

SECTION 6: PARENT EXPECTATIONS

Parent Responsibilities

- Remember that while the school system will provide Internet content filtering on campus, *there is no substitute for parental supervision when using a computer.*
- Monitor student use of the laptop and Internet at home.
- Make sure your student has a place to charge the laptop each night.
- Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the *American Academy One2One Handbook.*
- Sign the required forms at the beginning of the school year.
- Reimburse the school for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
- Review American Academy's Responsible Use of Technology and DCSD Acceptable Use Policies and this Laptop Handbook with your child.
- Assist your child who is assigned the laptop with homework and school assignments.
- The purpose of the One2One Laptop Program is to help students learn. Student use of the laptop for learning is the most important priority of the One2One Laptop Initiative.
- Ensure the return of the laptop and all accessories at the end of the current school year or before the student withdraws from school.

COMPUTER TIPS FOR PARENTS

Computers are a resource or tool. American Academy strives to prepare all students for a future in the global workplace by teaching them how to use computers as a resource and a tool. Our children will be faced with computer and Internet distractions in everything they do in the world today and American Academy is also preparing them to stay focused handle those distractions.

Parents are still in control and have the ability to:

- Communicate with your children and set computer limits. Here are some examples:
 - All computers must be used in a public space at home (such as kitchen table or dining room).
 - No computers allowed in the bedroom.
 - No computer use after hours (with the hours being set by you, the parent).

- Create an agreement with your child about what is and is not acceptable to you.
 - I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
 - I will tell my parents right away if I come across any information that makes me feel uncomfortable.
 - I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
 - I will never send a person my picture or anything else without first checking with my parents.
 - I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.
 - I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

- Limit the hours during the day that your child is on the computer.

- Physically monitor student activity on the computer.

We encourage parents to have their student's login and password in order to monitor their child's computer profile. If students refuse to share, their password can be reset at a parent's request.

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APPENDIX A: Terms of Agreement

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American Academy holds the legal title to the laptop and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Policies and Procedures. American Academy does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the rare case that the network is down, neither American Academy nor any of its agents or employees will be responsible for lost or missing data.

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the school or upon removal from the school through withdrawal, suspension, expulsion, or transfer. Failure to return the laptop on or before this date to the school Principal or designee will result in criminal charges being sought against the student, parent, and/or the person who has the laptop. The laptop remains the property of American Academy and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to return the laptop and peripherals for annual repair and maintenance will result in a certified letter sent to the parent or adult student* indicating items not returned. The parent or student will have five (5) days to return the items or pay replacement costs, or this failure to comply will be referred to local law enforcement. The parent or adult student* can be charged with theft. American Academy reserves the right at any time to require the return of the laptop. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the laptop or violation of Board policies and guidelines as outlined in this Handbook.

MODIFICATION TO PROGRAM

American Academy reserves the right to revoke or modify this Handbook, and/or its policies and procedures at any time.

SCHOOL LIABILITY

American Academy assumes no liability for any material accessed on the laptop.

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APPENDIX B: DCSD Acceptable Use Agreement

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The following is a copy of the DCSD Acceptable Use Agreement. This form must be signed and returned to the school during registration.



Student Acceptable Use of District Information Technology Agreement (AUA)

Directions: After carefully reviewing Douglas County School District Policy JICJ and Regulation JICJ-R, *Student Use of Information Technology*, and any other materials that are attached to this Agreement, please read and fill out the appropriate portions of this Agreement and return it to your school. *No student will be permitted to use any District information technology (such as computer access) until this form is properly filled out and turned in.*

Parent or Guardian (If the student is less than 18 years old, then a parent or guardian must read and sign this Agreement)

As the parent or guardian of this student I have read and agree to follow the District's rules regarding appropriate use of its information technology ("IT"). I have discussed these rules with my child and believe he or she understands them. I also recognize that it is impossible for the District to completely control information that is available to students electronically and will not hold the school, the District, or any of its employees responsible for materials my child may acquire through District IT. I understand that neither I nor my child has any expectation of privacy in electronic communications made or received using District IT, and that the District has the right to inspect, retain, and, if appropriate, disclose any information sent or received through its IT system. I understand that this includes materials and records of use that have been "deleted." I also recognize that if my child uses District IT inappropriately, his or her access to such resources may be restricted or revoked, I may be required to reimburse the District for unauthorized charges or costs, and such inappropriate use may result in other disciplinary consequences for my student, up to and including expulsion and/or legal action. With this understanding, and in consideration of the benefits access to District's IT provides, I give permission for my child to use District IT in accordance with District policies and school or class rules.

Student Name (please print)

Date of Birth

School of Attendance and Grade Level

Parent or Guardian Name (please print)

Signature of Parent or Guardian

Date

Student (grade 7 and above)

I have read and agree to follow the District's rules regarding appropriate use of District information technology ("IT"). I have discussed these rules with my parent or guardian, have asked a teacher or other school official any questions I might have about these rules, and understand these rules. Because of the benefits access to District IT provides, I agree to follow these rules and to limit my use of District IT to school-related communications (such as communicating about homework or class projects) and things directly related to further education (such as getting or learning about a job or community-service activities). I understand that if I do not follow the rules, I may lose the privilege of using these resources and may have other disciplinary action taken against me.

Student Name (please print)

Student Signature

Date

620 Wilcox Street Castle Rock, Colorado 80104 303-387-0100

APPENDIX C: Copyright and General Guidelines of Fair Use

The following is to be used as a guideline for American Academy students when using online sources for reference in student work or presentations of any kind. "Fair Use" refers in this document to the Fair Use Exemption of the U.S. Copyright Law.

- The Fair Use Exemption of the U.S. Copyright Law ("Fair Use") means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, *with proper credit and citations*. They may retain them in their personal portfolios as examples of their academic work.
- Students and teachers should include on their programs and on any printed materials that their presentations have been prepared under Fair Use Exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product's use, such as when it is accessed by others over the Internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, "educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under Fair Use could later result in broader dissemination, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

TEXT

You may use up to 10% of a copyrighted work or 1000 words, whichever is less.

POEMS

You may use:

- Entire poem if less than 250 words
- 250 words or less if longer poem
- No more than 5 poems (or excerpts) of different poets, from an anthology
- Only 3 poems (or excerpts) per poet

MOTION MEDIA

You may use the following:

- Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Clip cannot be altered in any way
- A photograph or illustration may be used in its entirety
- No more than 5 images of an artist's or photographer's work
- When using a collection, no more than 10% or no more than 15 images, whichever is less

MUSIC

You may use:

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds
- Up to 10% of a body of sound recording, but no more than 30 seconds
- Any alterations cannot change the basic melody or the fundamental character of the work

INTERNET

Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations

NUMERICAL DATA SETS

You may use:

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table
- A field entry is defined as a specific item of information (*e.g.* name, Social Security number) in a record of a database file
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet

COPYING AND DISTRIBUTION LIMITATIONS

- Do not post multimedia projects claiming fair use exemption on an unsecured web site
- No more than 2 copies of the original production may be made
- Only 1 may be placed on reserve for others to use for instructional purposes
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy

ALTERATION LIMITATIONS

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective
- Notation of the alteration should be documented within the presentation itself

MULTIMEDIA PRESENTATIONS CITATIONS

- Educators and students must credit sources, giving full bibliographic information when available
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.

APPENDIX D: Digital Communication Etiquette

Digital communication etiquette or netiquette as it is sometimes called, is a basic set of rules you should follow in order to make the internet better for others, and better for you. It's just as important to treat people with courtesy and respect online as it is in real life. When you instant message, chat, or email someone over the Internet, they can't see your face to tell if you're teasing them or saying something in jest. How do you practice good Netiquette? It's simple - just treat others as you want to be treated - with courtesy and respect. People know these rules but usually do not follow when using the Internet. This includes hacking others computer, downloading illegally, plagiarism and using bad language on the Internet.

The following information came from tech.blorge.com.

Keep e-mails short and to the point

E-mail has a specific business purpose such as getting results, communicating an important fact or getting a response. The chances of quickly accomplishing that purpose increase when your e-mail is short, easy to understand and gets to the point.

Write the action you are requesting and topic in the 'subject' line

Describe what you need the recipient to do and the topic in the "subject" line. Something short and to the point. For instance: "Please review this rough draft;" or "Final project attached." By clearly identifying the purpose of your e-mail in the subject line, the recipient will quickly know what you are writing about; it's easy to find; and it separates your e-mail from spam.

Check your grammar and spelling

Grammar and spelling are often overlooked. However bad grammar and spelling reflect poorly on you. You want to look smart, not sloppy. Use any built-in spell check before sending an e-mail.

Be cautious. Think before you send an e-mail

It is so easy to hit the "reply" button and write a message. This can be a problem if you act spontaneously. Temper and tone matter. In most instances, once an e-mail is sent, it is gone. You cannot take it back.

Remember that e-mail is not private

When you send an e-mail to someone, it goes through many networks before it reaches your recipient and may even leave copies of your e-mail on a server, which can be accessed. It may seem as though you are communicating only with that person (and in most instances you are); however, your e-mail can be forwarded by the recipient to others.

Be courteous, considerate and responsible when writing an e-mail message

Communication via e-mail is often considered informal, but you shouldn't treat it that way. Remember, your e-mail may be going to your teacher or the Principal.

Respect others online: no cyber bullying, flaming, inflammatory language, etc.

You should not abuse other people online. For example, do not insult weight or size, do not curse, and do not send spam messages. Treat others the way you would like to be treated.