

Antilles Middle School 1:1 Laptop Program Policies and Procedures

The goal of the 1:1 Laptop Program is to equip students with the digital and technological skills necessary for success as they move through their academic careers. The intent of the program is to foster collaboration, allow students to digitally share information and experiences, provide cross-curricular learning opportunities, and increase opportunities for students to take responsibility for their learning. Seamlessly integrating technology into our educational program will provide students with the tools and skills they need to meet academic success.

1. Program Fees

The cost of the program is a **\$500 fee per year (covered by tuition)** which includes the lease of the laptop, insurance coverage, on-site tech support, access to loaner laptops in the case of necessary repairs or replacement, and all associated software.

The laptops come with a laptop case. This case may be replaced by the school up to one time every three years. The second time the case breaks, the student will be charged \$25 for a replacement case.

The laptops are covered by a 3-year Dell warranty and a comprehensive insurance policy that covers cracked screens, spills & liquid submersion, accidental damage (drops), theft & vandalism, fire, flood & natural disasters, and power surge damage by lightning. The parent is required to pay for any cost to repair the laptop that is not covered by insurance or warranty.

2. Laptop Distribution

Receiving Your Laptops

Laptops will be distributed on the first day of school during the 6th grade orientation. Students will be given the laptop, a power cord, and a protective sleeve. Parents and students must sign and return the Laptop User Statement of Agreement and this document (which includes the [Acceptable Use Policy](#)) before items can be carried home. Students will have the option to keep their laptop for summer use if the family has turned in a reenrollment contract and paid their deposit. Alternatively, they may turn it in for summer storage. Laptops will be collected at the end of the 3-year lease or if the student leaves Antilles School.

3. Laptop Care, Storage, and Protection

General Precautions

- Students are responsible for the general care of their assigned laptop. Any laptop that is in need of repairs must be taken to the Middle & Upper School library to be turned in to the Antilles Tech department.
- No food or drinks of any kind are allowed next to the laptop while it is in use.
- Students should never carry the laptop with the screen open.
- The laptop should be closed and always placed in the protective sleeve while moving between classes or to and from school.
- The laptop must remain free of any writing, drawing, stickers, or labels that are not put on by Antilles School.
- Students are responsible for keeping their laptop's battery charged for school each day.

Screen Care

- The laptop screen can be damaged if not treated carefully.
- Do not lean on the laptop when it is closed.
- Do not place anything on or near the laptop that could put pressure on the screen.
- Do not place anything in the protective sleeve that could press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry cloth only.

Laptop Identification

Laptops, chargers, and cases will be labeled by the school and can be identified by a serial number.

Laptop Storage

- In between classes, laptops must be carried in the protective sleeve and may be carried with two hands or in a backpack.
- During break, lunch, and assemblies, laptops must be stored in the protective sleeve and locked in the student's locker.
- Any time students are not monitoring their laptops, they should be stored in the protective sleeve in their lockers with the lock properly locked.
- Nothing should be placed on top of the laptop when stored in a locker.
- Students are expected to take their laptops home every day after school, regardless of whether or not they are needed.
- Laptops should not be left or stored in vehicles or any other environment where temperatures could reach extreme temperatures.

4. Laptop Use at School

Laptops are intended for use at school each day and students must be responsible for bringing their laptop to all classes unless specifically advised to not do so by their teacher.

Laptop left at home

If a laptop is left at home, a student must immediately call their parents/guardians to bring the laptop to school.

Laptop undergoing repair

If a laptop is undergoing repair with the Antilles tech team, a loaner laptop will be issued to the student until repairs are complete.

Printing

Students may use the printers provided in the Upper School library to print. If students would like to print on a home computer they can add their home printer to their computer themselves.

Managing files

Students should utilize Google Apps accessible via their Antilles student username and password for the majority of work being done on the laptop. Google provides cloud-based storage to allow for files to be retrieved from any device connected to the Internet. If a student completes work outside of the Google platform, they should save their work to the private network home folder (H:\drive) that will have their username listed. This folder will be synced offline. Students should not save work to *My Documents* as it will not be backed up.

5. Laptop Software

Originally Installed Software

All software originally installed by Antilles School must remain on the laptop in usable condition and be easily accessible at all times.

Virus Protection

The laptop has anti-virus protection software that will be upgraded from the network. Shutting down or restarting the laptop daily is required to ensure that all software remains up to date.

7. Student Acceptable Use Policy (AUP)

Antilles School students are expected to act thoughtfully and respectfully, and they are responsible for their behavior while using computers, electronic tablets, e-Readers, the Internet, and the School's network resources. In order to use the School's computers, tablets, and e-Readers and to have access to the Internet and the School's network, Antilles students and their guardians are asked to review and sign the School's handbook which includes the *Computer Network Student Acceptable Use Policy (AUP)*.

Antilles School reserves the right to restrict, monitor, and control any student's use of any device being utilized while on campus including computers, tablets, e-Readers, the Internet, and the School's network resources. School administrators may review or delete students' files and communications in order to maintain the system's integrity and to insure that students use the School's resources responsibly. Students' work stored on the School's computers and servers is not private and may be reviewed, removed, or deleted at the discretion of the School's administrators.

If a student damages the School's property, including computers, tablets, e-Readers, and network resources, the student's guardians will be held financially responsible for the cost of repair or replacement.

The following actions violate the School's Student Acceptable Use Policy:

- Using technology to offend, humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students, faculty, or staff, including sending or displaying messages, pictures, or photographs that may be offensive, humiliating, embarrassing, threatening, slanderous, and/or obscene
- Using obscene, threatening, slanderous, or offensive language
- Damaging computers, tablets, computer systems, computer applications, or the School's computer network
- Violating copyright laws
- Violating federal or Virgin Islands' territorial laws
- Using or sharing another student's password
- Trespassing in another student's folders, work, or files
- Wasting limited resources, including indiscriminate printing or file storage of materials that are not school-related, especially games, videos, pictures, and other media files
- Using computers, tablets, the Internet, or the School's network resources for commercial purposes, financial gain, or fraud
- Any use of computers, tablets, the Internet, and the School's network that is not related to specific learning objectives in the School's curriculum without specific permission from the School's faculty or staff to do so
- Accessing personal web-based e-mail or social media sites while using the School's devices without explicit permission from the School's faculty or staff to do so

- Downloading files and installing applications without the specific permission and supervision of the School's faculty and staff to do so
- Deliberately circumventing filters and/or security measures on the School's network, servers, individual computers, tablets, and other electronic devices, including the use of any and all proxy servers
- Using or attempting to use or access the School's restricted network resources
- Obligating the School for any financial liability through materials ordered, installed or downloaded

Acceptable Use for iPad Tablets and Laptop Computers:

- Take good care of the iPad or laptop computer and other equipment assigned to them
- Never leave the assigned iPad or laptop computer and other equipment unattended
- Never loan out the assigned iPad or laptop computer and other equipment to other individuals
- Know where the assigned iPad or laptop computer and other equipment is at all times
- Charge the battery daily
- Keep food and beverages away from assigned iPad or laptop computer and other equipment
- Not disassemble any part of the assigned iPad or laptop computer nor attempt any repairs to these items
- Protect the assigned iPad or laptop computer and equipment
- Use assigned iPad or laptop computer and equipment appropriately for educational purposes, meeting the School's expectations
- Keep assigned iPad or laptop computer and equipment free of decorations (such as stickers, markers, etc.)
- Not deface the serial number or ID sticker of assigned iPad or laptop computer and equipment
- Understand that assigned iPad or laptop computer and equipment are subject to inspection at any time without notice, and these remain the property of the School or VI Government
- Follow the policies for assigned iPad or laptop computer and equipment at all times and in all locations
- Immediately report theft and/or vandalism of assigned iPad or laptop computer and equipment
- Be responsible for all damage or loss caused by neglect or abuse to assigned iPad or laptop computer and equipment
- Return the assigned iPad or laptop computer and equipment with its case and its power cords in good working order

Violations of the School's AUP will result in disciplinary action, which may include revocation or suspension of specific user privileges.



Name: _____

Grade: _____

Student Signature: _____

Date: _____

Guardian Signature:[collected digitally by Rediker forms]