

TECHNOLOGY USER POLICY/LAPTOP USAGE

GRADES 4 - 6

Student Focus

Why Use Technology?

- Research
- Independent Learning
- Assessment (i.e. RenLearn)
- Immediate Feedback
- Organization



**Just Remember –Using
Technology at school is a
Privilege not a Right**

Where to Save Information

2 Drives to save in:

G: drive – student's home directory - (2015abc on g:\)

When to use it – when saving something you are working on by yourself

S:\temp\students\5thgrade\teacher name\ _____(subject)

This is where you would save group projects, assignments your teacher wants (always name file with your last name or with your initials when you save to a shared location.)

**P:\projects\gradelevel\teacher name – more space, not backed up
great for big projects, movies, etc.**

File Names:

memoirspb.doc - no spaces, punctuation, label for your use
brownmemoir.doc

Examples of Inappropriate Use

- ❑ Using another person's account or trying to discover a password
- ❑ Downloading, installing or copying software
- ❑ Damaging any technology resources (this includes changing workstation configurations such as printers, screen savers, Bios information, etc)
- ❑ Damaging another person's files.

Examples of Inappropriate Use

- Intentionally wasting limited resources such as Internet bandwidth, disk space, or **printing capacity**
- Accessing inappropriate materials from web sites
- Participating in unsupervised or non-instructional chat rooms, email, IM, Texting without permission of staff member.
- Posting any personal information

Examples of Inappropriate Use

- ❑ Violating copyright laws
- ❑ Plagiarism of materials that are found on the Internet
- ❑ Downloading games or playing games on-line
- ❑ Streaming video or audio
- ❑ **Harassing, insulting, embarrassing or attacking others via technology resources.**

Mountain Brook City Schools Technology Usage Agreement

School: _____
Grade: _____
Last Name: _____

Mountain Brook City Schools Technology Usage Agreement

Parents/Students:

- Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school.
- The complete text of the Mountain Brook Schools' technology policy can be found in the Code of Conduct and on the Internet at:
<http://www.mtnbrook.k12.al.us/cms/Policy+Manual/4408.html>
- From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Mountain Brook Schools' Internet server.
- A student's personal information will NOT be published on the Mountain Brook web sites.
- Pictures used on the Mountain Brook Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition.
- Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

Mountain Brook City Schools Technology Usage Agreement (continued)

Students:

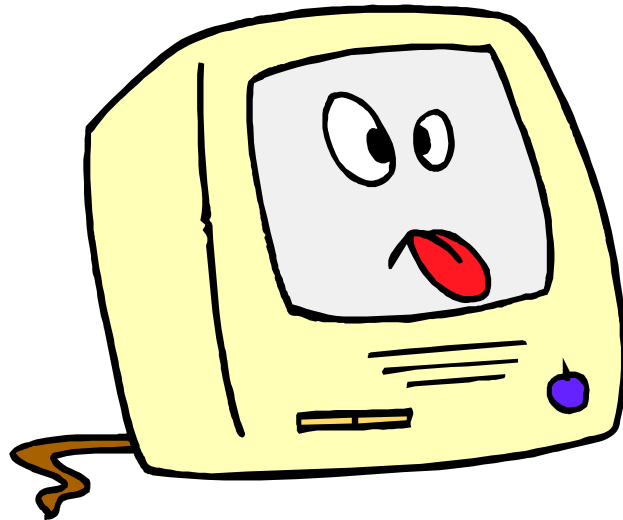
- I acknowledge that I have read, understand, and agree to all terms in the Mountain Brook Schools' Technology Usage Policy as outlined in the Mountain Brook Schools' Policy Manual. I further understand that, as a user on the Mountain Brook Schools' network, I am responsible for appropriate behavior when using any Mountain Brook Schools' technology resource.

- I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:
 - ▣ loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
 - ▣ additional disciplinary action determined as appropriate at a specific school by school staff;
 - ▣ and/or legal action, when applicable.

- I also understand that this agreement will be binding during my entire career at my current school.

Be Healthy

- ❑ Wash or Sanitize your hands before you begin use.
- ❑ Do not touch the screen.
- ❑ If you cough or sneeze **please** go wash your hands.



Be Careful

- ❑ Be very careful removing the laptop from the cart.
- ❑ Gently unplug the power cord and place it on the “tray”.
- ❑ Remove the laptop with both hands.
- ❑ When returning the laptop, gently plug in power cord and gently place laptop back in the proper place on the cart.
- ❑ Shoving and pushing laptops will cause cables to fray and break.

Be Safe

- ❑ Always have the laptop out of harm's way. (on a desktop or in a safe area on the floor)
- ❑ If you see a frayed cable, don't touch the frayed part and inform your teacher.
- ❑ Turn on the computer with the Power Button.



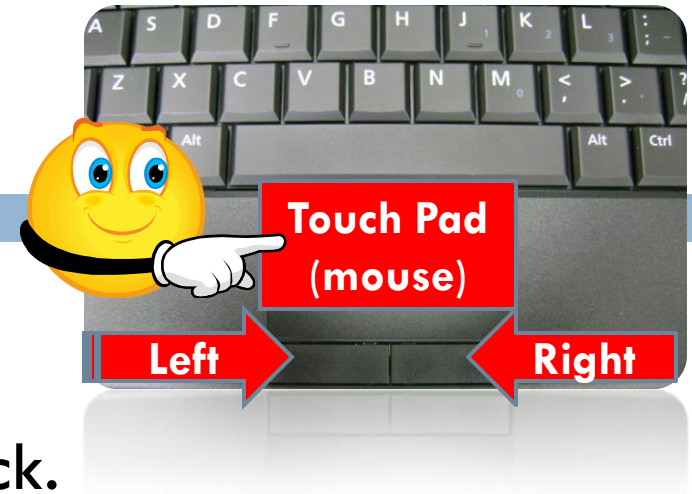
Be Patient



- ❑ Be PATIENT when you are using the laptop. Click once and wait. Continuing to click-click-click will cause your laptop to freeze and/or will try to open the program multiple times.
- ❑ The first time you log in to a laptop, it needs time to “get to know you”.
- ❑ Type carefully and accurately.
- ❑ Use the laptop for educational purposes— use only what your teacher assigns to you.

Be Knowledgeable

- Use the touchpad as a mouse – 1 finger.
- Use the left button to do a left click. (Right Button for right click)
- Save your work often.
- Always run the following updates when prompted: Adobe, Java (coffee pot), Windows (yellow shield).
- Failing to run updates will cause your computer to run S-L-O-W-L-Y.



Be Correct

- Always **shut down** the computer properly.
- Choose **Start** and then **Shut Down**.



- Don't press the power button to turn off the laptop.
- Look for the message "**shut down**".
- Wait for the monitor to go black before closing the laptop.



Be Organized

- ❑ Return the laptop to the proper place in the cart.
- ❑ Never shove or push the laptop into place.
- ❑ Plug the laptop into the charger.
- ❑ Save your original file in your G drive (**only you can edit/delete/remove it from that location—no other student or teacher can “mess with” your G drive files.**) Then you can **Save As** a copy to the shared drive if your teacher requests. Sometimes you may be asked, if you are working on a large MovieMaker file, to temporarily save in a folder you’ve created on the C drive of your laptop.

Things to Setup on the Laptop

1. Always use the same # laptop assigned by your teacher.
2. Set the printer to be **your default printer**.
3. Go to the Internet and answer questions and popup blockers.
4. Try to login to Renlearn, EMGames, Social Studies Book on-line, Math book. (See next slide for example of yellow/tan informational bar and popup-blocker you will see the first time you use some online programs.)
5. Explore your teacher's websites.

Pop-up blocked. To see this pop-up or additional options click here...

1

1. When you login, you'll see a message in the "Information Bar" about a popup being blocked or it will tell you if something has to be allowed or ran for your page to display properly.

2

2. Click the "Information Bar" and choose "Always Allow Pop-ups from This Site." or Run or Allow whatever it wants you to run or allow.

Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings

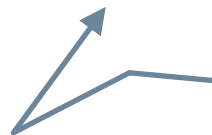
3

3. Go to Google toolbar and click on the Blocked button to unblock AND go to Tools/Popups/Turn off popupblocker.

School

Turn Off Pop-up Blocker
Pop-up blocker settings

Search More >>



Turn off popups in 2 places now.

Problem Solving:

- **Missing icons:** Press F5 or Right-click desktop and choose refresh.
- **Still missing icons:** Restart laptop and log back in.
- **Can't log in/No network available:** Check the blue wi/fi indicator (locate now on your laptop) **If not on,**
 - 4th grade—flip on wireless switch on right edge of laptop.
 - 5th grade--flip on wireless switch on upper right edge of laptop.
 - 6th grade--flip on wireless switch on lower left edge of laptop.
 - Wait 15 seconds for wireless to connect after turning it on. (You may even have to restart one time after turning it on.)

Problem Solving Continued:

- **Running slowly or slow logging in and out:** Run updates: Windows, Java, Adobe. Usually indicated in lower right taskbar if updates are available.
- Students should **always run updates when prompted** and allow them to completely run before shutting down computer. They can run in the background, and students can continue to work.
- **If a laptop is not used regularly, like the last 1 or 2 on cart,** someone should pull it out and log it in and let it stay up during class to get updates and shut down at the end of class.
- You **can/should run windows updates** if laptop is slow by clicking on Start/All Programs/Windows Updates/Express/Install/Finish.

Problem Solving Continued:

- **Screen too dark:** FN + arrow up to brighten screen
- **Volume too low:** Click the megaphone on taskbar on lower right of screen and make sure the sound is not muted. Move slide up to increase volume.

Help your teacher remember:

- Teachers should **list problems on the chart on top of the laptop cart** so other teachers are aware of the problem and that it has been reported.
- Teachers should do an **IT Direct** so that the technology office is aware of problems and can fix the problem in a timely manner. The IT must include the **Service Tag** which is on the back of each laptop.

Problems with Laptops:

1. Write the problem here on this chart.
2. Write problem on sticky note and tape it to the top of the laptop.
3. Do an IT for the problem. **Include Service Tag** and **Laptop Number**.
4. Place a line through the item when it has been fixed.

Laptop #	Problem	Date	Service Tag *very important (on back of laptop)	Teacher's Name	Check if you did an IT

Help your teacher remember:

There is a file with common problems, troubleshooting, tidbits, etc that he/she can access anytime for more help with laptops.

Laptop Common Problems and General Care:

(saved in R/Staff/Technology for future reference and/or printing for use in your room)

Icons are missing:

- If the icons were there when the student logged in and began working and then in the middle of usage, disappear, you can refresh your display by pressing F5 on the keyboard or right click on the desktop and choose refresh.
- If the icons never appear when student logs in, you should restart once. Then log back in.
 - a. If the icons appear, great. If not, leave the laptop logged in and put it to the side for the rest of the class period. If icons appear before the end of class, students can use and/or shutdown and put back on cart. It will be ready to go for the next student.
 - b. If the icons do not appear, please sticky note that laptop and turn in an IT that the icons won't appear. If the icon's not appearing becomes the *norm* on certain laptops, please make sure that you do an IT with the numbers of the laptops that continue to freeze and not display icons on start up.

Laptop is slow or takes a long time logging in and out:

Updates: It is critical that updates are done on a regular basis. Updates "build" on each other therefore when updates are missed all updates must be done at one time. This is not only time consuming it also causes a trickle – down effect of laptop problems. Remember students can do the updates and teachers can instruct the students to do this each week. If you have an extra laptop that is not used with your class, have a plan for making sure it is logged in so updates will run. When **updates pop up on the laptop concerning Adobe, Java, or Windows, it is important that the students run them and restart if prompted.** There is a shield that appears on the task bar if you have a Windows update waiting. Click the shield to run the update. A coffee pot appears for java updates.

Taskbar (Start) moved:

- The task bar can be moved to other locations on the display. It can be moved back to the bottom. Click, hold, and drag in the blue space in between start and the next vertical divider line on the task bar and drag the task bar back to where you want it and release. (It looks like it is not coming with you, but it will. Try again.)

Monitor display is flipped on its side:

- The display can be flipped on its side. The key command to flip it back is ctrl + alt + the arrow key (right arrow to flip on its side up arrow to flip back, etc.)

Screen is too dark: