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Dear Parents and Guardians:

AITE is dedicated to the full integration and development of technology competencies in our learning environment. Students are only permitted to use AITE issued computers in our school. In order for every AITE student to participate in the laptop program a number of items must be completed:

1. The cost for each device for the 2016 – 2017 school year is \$75, which is non-refundable. The amount covers one year of theft/loss insurance (\$50) and one year of tracking service (\$25). While the school provides first-time computer repair services at no cost, families are responsible for any costs incurred due to subsequent major damage of equipment as determined by the school. The insurance will cover replacement of only the computer due to theft and/or loss, minus depreciation. Specific procedures are required to receive reimbursement. The tracking service utilizes GPS to locate a computer in cases of theft or loss. Both are required and the costs are nominal. A check or money order, made out to AITE, in the amount of \$75 is required prior to distribution or for continued possession. Loss of the power cord and battery are not covered by the insurance and are the responsibility of each family. The \$75 fee must be renewed each year. The \$75 fee does not cover damage to the computer as a result of student inappropriate use of the equipment. Backpacks are not supplied by the school.
2. AITE students and their parent/guardian are asked to review and sign the **AITE Equipment Lending Agreement** describing the ethical, security, maintenance and appropriate use of the laptop computers in school and at home. Two copies of the agreement are enclosed with our handbook. One signed copy is to be returned with your payment of \$75.
3. The distribution and use of laptop computers by AITE students is a significant educational opportunity and milestone for our school. Understanding of and competency in computer technology are essential skills for the 21st century. I have confidence in our ability to benefit from and maximize this opportunity.
4. It is essential that students adequately use, secure, and handle the laptop computer. The care and maintenance of this educational, digital tool is the responsibility of each student and family. We will incorporate frequent inspections of the computers to ensure student compliance with appropriate use and maintenance procedures.

Sincerely,

Tina Rivera

Tina Rivera
Principal

Attachments: (2)

AITE Laptop Handbook

AITE Equipment Lending Agreement (2 copies)

AITE Laptop Handbook

Overall goals:

The Academy of Information Technology and Engineering is pleased to provide laptop computers to all students for their educational use. School provided laptops allow AITE students to develop the skills, understanding, and knowledge to utilize information technology, the Internet, and individual responsibility. The AITE faculty and administration trust each student will assume personal responsibility to make wise decisions as each uses the laptop. A student makes wise choices when he/she:

- *Recognizes that the laptop is provided principally for furthering academic achievement*
- *Remembers that taking care of the equipment ensures continued use of this educational tool*
- *Acts as a responsible member of a learning community that shares AITE resources*
- *Cooperates with classroom teachers who will employ a digital laptop monitoring system that includes: thumbnail views of student screens; application blocking/URL filtering; and, remote control of student computers*
- *Accepts that inappropriate use of and/or damage to the laptop will result in disciplinary action, financial penalty, and potential exclusion from AITE.*

Expected student uses:

1. Research on the Internet according to teacher-defined parameters (using specific search terms, i.e. Webquest; Think.com)
2. Open-ended Internet research
3. Word processing, spreadsheet creation
4. Awareness and use of MLA citation requirements
5. Transfer of assignments or related material via paperless systems (eChalk, Internet, or network) to/from teacher or other students
6. Organization of academic materials using graphic organizing software (Inspiration, Adobe and One Note)
7. Analysis or graphic display of data (Excel and Access)
8. Software support for presentation (separate rubric)

Additional Goals:

- To increase timely access to informational and educational resources for the students, staff, and families of the communities served by AITE.
- To increase access to and appropriate use of the growing body of digital information and tools.
- To provide increased life-long learning opportunities for the AITE community.

The following procedures have been developed based on AITE policies in order to effectively fulfill our district's educational goals and objectives. Policies and procedures are reviewed and subject to change at any time. Appropriate notification will be issued as procedures are updated. That notification may come in the form of email, an update on the school district's web site or an announcement in the schools.

The following procedures apply to the use of the equipment and Internet access via AITE facilities and remotely. Policies concerning technology are available in the district's policy #5132-R.

(Visit <http://stamfordpublicschools.org/content/54/default.aspx>, Administration, BOE, Policies for Policy #5132-R)

General Provisions

1. AITE is the sole owner of the laptops and all associated equipment. The school district lends the equipment to district students for the purpose of expanding the educational process. This is the primary intent for laptop use. Each student and family is responsible for the proper care and maintenance of school property. Computers are provided in order to complete and support the curriculum set forth by AITE.
2. It is the expectation of AITE that every student will participate through home use of the laptop computer.
3. Parents accept all responsibility for monitoring their child's Internet use at home. The child is still responsible for following all school rules for appropriate computer use while at home.
4. Students and families are responsible for upholding AITE policies and procedures governing the use of school equipment. No modifications of any kind to any of the software or hardware are permitted.
5. AITE will provide a low cost insurance plan and security tracking service for families at the cost of **\$75/year**, which is non-refundable. Each family is required to purchase this insurance and accept full responsibility for the equipment before the equipment can go home. Insurance does not cover replacement costs of power cords, batteries or damage to the equipment.
6. Only school provided laptops are permitted in AITE – No Exceptions!

Expectations and Procedures

AITE holds the following expectations of the students and families:

1. Students are expected to come to school with their laptop batteries fully charged. Students are responsible for charging the computer batteries for the laptop overnight or for a period of five hours. ***Having a dead battery will not be accepted as an excuse for late or missing work.***
2. Students are responsible for carefully managing battery use during the school day. Fully charged batteries are designed to last for a full school day. There is limited availability for charging the laptops at school.
3. Students are required to bring their laptops to all classes unless specifically advised otherwise by their teachers. Classes may require formal use of laptops or will provide informal opportunities to use the technology. Computers must be available for use at the teacher's discretion.
4. Laptops assigned to students are strictly for student and family use. Students may not loan their equipment to others or let it be leased by any person or business.
5. AITE equipment must be properly stored, cared for and maintained.
6. **Making changes or alternations to the configuration of laptops, including adding or deleting software is strictly prohibited.** Changes to the base configuration can result in errors, which can be difficult and costly to fix. In the event that alternations are made, disciplinary action and charges for repair of the computer will be enacted.
7. Students will be required to produce their laptops for a periodic audit to determine unauthorized software use, status of the equipment, and to determine if maintenance and/or repairs are required. The laptops may be recalled at any time for software updates or changes. Laptops may be collected at the end of the school year for maintenance and re-imaging.
8. **Students are responsible for backing up all documents and files.** Files should be saved to the server or to a USB drive, provided by the student. In the event that data becomes corrupt, individuals can use this backup to retrieve lost files. ***Failure to back up work will not be accepted as an excuse for late or missing work.***
9. The Internet services are to be used for acceptable educational use only. Students and their family are required to become familiar the district's Acceptable Use Policy (#5132-R) AND sign and return one copy of the AITE Equipment Lending Agreement. If inappropriate sites are inadvertently contacted, they should be reported to AITE personnel so that they will not be cause for disciplinary action. All sites visited are recorded on the student's history of use and are monitored.
10. AITE equipment, software, and connection to the Internet may not be used for commercial purposes.
11. Use of photographic equipment in the school is prohibited unless the school principal or his or her designee provides explicit permission, and only in places explicitly identified. No cameras, video cameras or other such recording devices are allowed in restrooms, locker rooms, dressing rooms or other areas deemed private.
12. Students should refer technical problems to technical staff. Teachers are not expected to resolve technical issues. Paperwork and procedures are available in room 113.

Illegal, Inappropriate, and Prohibited Activities

The following are strictly prohibited and subject to disciplinary action:

Computer Access

1. Attempting to gain unauthorized access to any computer system or to go beyond authorized access.
2. Attempting to disrupt a computer, a network, AITE's computer system, the Internet or beyond, by either destroying data or by spreading computer viruses or by any other means.
3. Using the district's computer systems and Internet access to engage in any illegal act.
4. Loading software, hardware or additional plug-ins not purchased, provided or approved by AITE. Any students caught with illegal software loaded on their laptops or caught attempting to load software or devices will be required to pay the cost of hiring a technician to remove the software from the student computer, and may face disciplinary or legal proceedings.
5. Removing, tampering with, or damaging the laptop hard drive.

Information Access

1. Accessing material that is profane or obscene, or that advocates illegal acts, violence, or discrimination. (If students mistakenly access inappropriate information, they should inform a teacher to protect themselves against a claim of violation of this policy.)
2. Intercepting or attempting to intercept communications by parties not intended to receive the information.
3. Accessing, possessing or distributing confidential or private information designated as such by AITE policy or law.

Language, Messages, Personal Information and Safety

1. Using AITE computers or networks to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption, or pose a risk to personal safety.
3. Engaging in personal attacks, including prejudicial or discriminatory remarks, or harassment.
4. Posting personal information or photos on the Internet about one's self or others.
5. Sharing passwords or account information with others.

Cyber Bullying

Connecticut State Education Law (Sections 10-222a, d, g and h) defines bullying "as any overt act by a student or group of students committed more than once per school year against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at school-sponsored activities or school provided transportation, or outside of school, involving the Internet, interactive and digital technologies or mobile phones."

Plagiarism and Copyright Infringement

Students must respect the rights of copyright owners. Questions regarding copyright laws should be directed to school librarians or other school authority. Teachers will provide instruction on how they want Internet sources to be cited. When material is copied from the Internet, the best procedure is to **ALWAYS** identify the source. Copying and pasting is not a problem, but failing to identify the source is. *AITE teachers use a software program to check student work for plagiarism.*

Rights and Limitations

1. Internet access via AITE either locally or remotely, is considered a limited forum similar to a school newspaper; therefore the district may restrict any user's speech.
2. There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the AITE laptop or other computer system. Teachers and/or school district administration may conduct an individual search of a student's or family's computer files, email or other related items.
3. AITE will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through AITE systems. Any discipline that may be imposed will be in accordance with AITE policy. AITE reserves the right to place restrictions on the use of the Internet accounts and computer systems, to involve law enforcement officials, and to file charges if warranted.
4. Penalties may be imposed, including but not limited to loss of computer system access, suspension, expulsion, and termination of employment. Individuals may be held criminally and/or civilly liable for their misconduct.

Maintenance and Appropriate Handling

YOU SHOULD NOT:

- Force anything into the ports and slots on the side of the computer
- Jerk, drop, or slam closed the cover of the laptop
- Carry your laptop by its cover
- Put your laptop on the floor or an unstable surface
- Leave your laptop unattended in the library, gym, Cyber Café, bus or other areas
- Eat or drink anywhere near your laptop
- Throw your backpack with the laptop in it to the floor

Loss and/or Theft Procedures

Your DELL Laptop is expensive and valuable. Do not leave it unattended or unsecured. If your laptop is lost or stolen you must report this to the main office immediately and complete a report. If the laptop is stolen a police report is required. The insurance company WILL NOT consider reimbursement without a formal and complete investigation backed by a written police report.

Additional information and procedures will be presented as they are developed and provided in instruction to students during the school year.

AITE Equipment Lending Agreement 2016 – 2017

Student Name : _____

AITE grants permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return all equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly and in working condition. I understand that I will be required to present my laptop computer for periodic audits and inspections. I have no expectation of privacy on school owned equipment. Approximate replacement costs include: laptops—\$1800, AC adapter and power cord - \$30 and primary battery - \$60.
2. I understand that I cannot modify or alter any of the software or hardware or services. In the event alterations are made, I will be charged a repair fee.
3. I will bring my laptop to every class and to come to school with my laptop battery fully charged. Having a dead battery will not be an acceptable excuse for late or missing work.
4. I understand that I am responsible for backing up my work. Lost work due to machine malfunction is not an acceptable excuse.
5. I will maintain the equipment in clean condition and will not eat or drink around the equipment.
6. I will safeguard the equipment to prevent its theft, loss, or damage.
7. I will heed general maintenance alerts and advice from school technology personnel.
8. I will promptly report any malfunction, loss, damage or theft to school technology personnel.
9. I will always transport the equipment in a safe and responsible manner.
10. I understand that my laptop computer will be checked by the technology department on a regular basis.
11. I understand that my classroom teachers will be using a computer management system that will allow them to see my screen during the class.
12. I will adhere to the Stamford Public School's Acceptable Use Policy (#5132-R) and procedures when using this equipment at all times and in all locations.

Damage or Loss

I understand that the non-refundable \$75 Insurance Payment covers theft or unintentional loss only. While the school provides first-time computer repair services at no cost to me, I am responsible for any costs incurred due to subsequent major damage of equipment as determined by the school.

I have read and agree to the above conditions.

Student Signature: _____

Date: _____

I give my son/daughter permission to check out equipment as per the agreement above.

Parent/Guardian Signature: _____

Date: _____

Parent Name (Printed) _____

Home Address _____

City _____ Zip _____

Telephone (____) _____

Parent's email address _____

(Parent Copy)

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City _____ Zip _____

Telephone (____) _____

Parent email address _____

(School Copy)