



COMPUTER USAGE HANDBOOK, PROCEDURES AND INFORMATION

Oak Grove Lutheran School • Fargo, North Dakota

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OAK GROVE LUTHERAN SCHOOL COMPUTER PROGRAM

The purpose of the Computer Program at Oak Grove Lutheran School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future; the learning tool of these twenty-first century students is the tablet computer. The individual use of computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

At the high school level, tablet computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with tablet computers integrates technology into the curriculum anytime, anyplace.

Oak Grove Technology Vision Statement: *Oak Grove Lutheran School is committed to academic excellence as a means of nurturing a life-long learning journey. The integration of technology supports students, faculty, and administrators as they learn research, collaborate, problem-solve, and communicate effectively with the Oak Grove community, the local community, and around the world.*

Oak Grove Objectives – Technology Integration will:

1. Allow **Student Accessibility** to technology as a tool for learning and processing/analyzing of information
2. Be used as an **Organizational Tool** for students, parents and faculty.
3. Allow students to do **Project-Based Assignments** that encourages Higher Order Thinking (HOT) Skills.

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The policies, procedures and information within this document apply to all tablet computers used at Oak Grove Lutheran School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

SECTION A: HIGH SCHOOL TABLET PROGRAM (FOR GRADES 9-12)

Section A (Parts 1-7) pertain only to the High School Tablet Program. High School students, as well as Middle School students, are both responsible for Section B (Parts 8-9).

1. HIGH SCHOOL TABLET COMPUTER SPECIFICATIONS

The tablet computer selected for use at Oak Grove Lutheran School is the **MPC M285 or M295**.

Operating System: Genuine Windows Vista Business (32-bit)

Processor: Intel® Core 2 Duo Processor T5500 (1.66GHz, 667MHz FSB, 2MB L2 Cache)

Memory: 1024MB 667MHz DDR2 SDRAM (1-1024MB module)

Hard Drive: 80GB 5400rpm Serial ATA hard drive

Optical Drive: 24x/10x/24x CD-RW / 8x DVD Combo Drive

Display: 14.0" WXGA TFT Active Matrix (1280 x 768 max. resolution) w/ Gateway Executive Stylus w/ Continuous Sensing Technology

Chassis: Chassis w/ Integrated Intel® Graphics Media Accelerator 950, 945GM Chipset

Battery: Primary 12-Cell Lithium Ion battery w/ 1 Yr. limited battery warranty

Adapter: 65 Watt AC Adapter

Wireless Network: Integrated Intel® 3945 802.11a/b/g wireless networking

Mobile Technology: Features Intel® Centrino® Duo Mobile Technology

Media Card Reader: 7-in-1 media card reader (Memory Stick®, MemoryStick Pro®, MultiMediaCard™, Secure Digital™, xD-Picture Card, Mini Secure Digital®, RS-Multimedia Card™)

External Ports: (3) USB 2.0, VGA, IEEE 1394 (FireWire)

Keyboard and Mouse: Full-Size Keyboard and EZ Pad® Pointing Device

Sound: Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks

Modem: Integrated V.92 56K modem

Network: Integrated Intel® 10/100/1000 Ethernet Adapter

Warranty: Notebook Total Protection Plan -- 3 year part/labor/NBD on-site/3 year technical support w/ 3 year ADP

Carrying Case: Gateway® Notebook Backpack (fits 17" screens)

2. RECEIVING YOUR TABLET COMPUTER

Tablets will be distributed each fall during Student Computer Orientation. Parents and students must sign and return the [Tablet Computer Protection Plan](#) and [Student Pledge for Tablet Computer Use](#) documents before the tablet computer can be issued to a student. The Tablet Computer Protection Plan outlines three options for families to protect the tablet computer investment for Oak Grove Lutheran School. Please review the Tablet Computer Protection Plan included in this handbook.

Tablet computers will be collected at the end of each school year for maintenance, cleaning and software installations and upgrades. Students will retain their original tablet computer each year while enrolled at Oak Grove.

3. TAKING CARE OF YOUR TABLET COMPUTER

Students are responsible for the general care of the tablet computer they have been issued by the school. Tablet computers that are broken or fail to work properly must be taken to the technology Help Desk located in the *InterceptEFT Technology and Media Center* (Technology Center) located at the west end of the first floor in Arvid Benson Hall.

3.1 General Precautions

- No food or drink is allowed next to your tablet computer.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet computer.
- Students should never carry their tablet computer while the screen is open, unless directed to do so by a teacher.
- Tablet computers should be put into “sleep mode” before moving them to conserve battery life.
- Tablet computers must remain free of any writing, drawing, stickers, or labels that are not the property of Oak Grove Lutheran School.
- Tablet computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet computer battery charged for school each day.

3.2 Carrying Your Tablet Computer

The backpack provided with the tablet computers have sufficient padding to protect the tablet computer from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Tablet computers should always be within the backpack when carried, unless directed otherwise by a teacher.
- Some backpacks can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- The tablet computer must be turned off or put into “sleep mode” before placing it in the carrying case.
- Tablet computers must have the screen closed “in” to eliminate possible damage to the screen.
- Tablet computer pens (or stylus) should always be stored in the computer when not in use or transporting.

3.3 Screen Care

The tablet computer screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Only the stylus (the designated tablet computer pen) is to be used to write on the screen. Do not use a normal pen, pencil, highlighter, etc to write on the tablet computer screens.
- Do not lean on the top of the tablet computer when it is closed.
- Do not place anything near the tablet computer that could put pressure on the screen.
- Do not place anything in the backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

3.4 Tablet Computer Identification

Student tablet computers will be labeled in the manner specified by the school. Tablet computers can be identified in the following ways:

- Record of serial number and asset tag
- Individual user account name and password
- Backpacks will also be identified with an asset tag

3.5 Password Protection

Students are expected to password protect their tablet computers by setting a start-up password and keeping that password confidential. The student's Oak Grove windows username will be assigned to each student prior to computer usage. This username (and password) should be used only by this student and used anywhere access to the Oak Grove network is required.

3.6 Storing Your Tablet Computer

When students are not monitoring their tablet computer, they should be stored in designated spaces on campus. Students will be informed of these spaces. Students are encouraged to take their tablet computer home every day after school, regardless of whether or not they are needed. This is great opportunity for students to charge their battery for the next school day. Tablet computers should not be stored in a student's vehicle at school or at home.

3.7 Tablet Computers Left in Unsupervised Areas

Under no circumstances should a tablet computer be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways unless the area has been pre-designated as a space for storage. Any computer left in these areas is in danger of being stolen. Tablet computers should not be taken to away sporting events unless it is a necessity as a loss or theft of the tablet computer is the responsibility of the student per the Protection Plan.

Unsupervised tablet computers will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your tablet computer in an unsupervised location.

4. USING YOUR TABLET COMPUTER AT SCHOOL

Tablet computers are intended for use at school each day. In addition to teacher expectations for tablet computer use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet computer to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablet Computers Left at Home

If a student leaves their tablet computer at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action.

4.2 Tablet Computers Undergoing Repair

Loaner tablet computers may be issued to students when they leave their tablet computer for repair at the Help Desk.

4.3 Charging Your Tablet Computer Battery

Tablet computers must be brought to school each day in a fully charged condition. Students need to charge their tablet computer each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the tablet computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or borrow a battery at the Help Desk located in the Technology Center. Students may have the opportunity to check out one additional battery for trips. Extra batteries must be returned to the Help Desk by the end of the school day. A charging fee may be assessed if personal use of school back-up batteries is frequent.

4.4 Screensavers & Desktops

- Inappropriate media may not be used as a screensaver or a desktop design.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound & Digital Media

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones are allowed only when the teacher has made this exception. Music on the tablet computers are not allowed to be listened to during the school day in any class. Any illegally downloaded or copied media (music and videos) that are found on the student's tablet computer will result in severe consequences that could result in the loss of Oak Grove computer privileges.

4.6 Printing

Students may use printers in (or near) the classrooms, the library, and Technology Center with teachers' permission during class or breaks. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the tablet computer.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory

Students will be logging onto the Oak Grove network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The tablet computers will be set up with a *Home Directory* in which students should save their work. The *Home Directory* will automatically save a copy of all student documents saved to the *Home Directory* to the school server while they are on the school network. When a student adds a document to the *Home Directory* folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the *Home Directory* may be created or added by the student. All student work should be stored in one of the *Home Directory* folders.

Only files stored in the *Home Directory* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the school server.

5.2 Saving to the SharePoint Server

This will be provided in the future, but not available at this time.

5.3 Saving to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. Although, totally optional, this is a great way to make sure that documents are properly maintained and not lost. Removable memory cards may be purchased at a local retailer. The computer's 7-in-1 memory card reader will read the following types of memory cards:

- Memory Stick®,
- MemoryStick Pro®,
- MultiMediaCard™,
- Secure Digital™,
- xD-Picture Card,
- Mini Secure Digital®, and
- RS-Multimedia Card™

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. *Computer malfunctions are not an acceptable excuse for not submitting work.*

6. SOFTWARE ON TABLET COMPUTERS

6.1 Originally Installed Software

The software originally installed by Oak Grove must remain on the tablet computer in usable condition and be easily accessible at all times. The tablet computer is supplied with Gateway's proprietary version of Microsoft Windows Vista for Business operating system and with additional software. Licensed software provided with all new tablet computers includes:

- Adobe Acrobat Reader
- Microsoft Internet Explorer
- Microsoft Office Ultimate 2007 including Word, Excel, PowerPoint, Outlook, Publisher, Accounting Express, Access, Groove, OneNote, and InfoPath
- Norton Anti-Virus
- Windows Media Player
- Windows Movie Maker
- SMART Notebook (*for interaction with SMART Boards in various classrooms*)

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from tablet computers at the completion of the course. Periodic checks of tablet computers will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Virus Protection

The tablet computer has anti-virus protection software. This software will scan the hard drive and memory cards for known viruses on boot up. The virus software will be upgraded from the network. The school's storage servers are also installed with virus protection software and hardware.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their tablet computer. Students are responsible for maintaining the integrity of software required for facilitating academic activities on their own computer.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their tablet computer is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

Students may be selected at random to provide their tablet computer for inspection. Oak Grove reserves the right to inspect student files, data, software and the computer in general

if there reasonable cause to suspect unsafe information, threats, bullying or general usage of the computer. The computers are owned by Oak Grove, which gives the school this privilege.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files to the *Home Directory*. The hard drive will then be re-formatted (or re-imaged). Authorized software will be installed and the data files reinstated from the *Home Directory*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. If consistent issues develop and misuse is determined, the student may be referred to school administration for disciplinary action.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. REPAIRING OR REPLACING YOUR TABLET COMPUTER

7.1 MPC/Gateway Warranty

This coverage is purchased by Oak Grove Lutheran School as part of the purchase price of the equipment. MPC/Gateway warrants the tablet computer from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet computer or tablet computer replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet computer problems to the technology Help Desk located in Technology Center.

7.2 Accidental Damage Protection

With Gateway/MPC filing for bankruptcy in December of 2008, the accidental coverage that was provided as a support piece has been discontinued. Oak Grove is now responsible for purchasing and replacing broken parts on computers. With this in mind, please take extra care of the computers that are issued.

7.3 Oak Grove Tablet Computer Protection

Oak Grove Tablet Computer Protection is available for students and parents to cover tablet computer replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$50.00 annually for each tablet computer and includes a \$500.00 additional charge for each claim (deductible). *Once a claim is made on Oak Grove insurance and a new computer is issued, Oak Grove will no longer insure that tablet. The newly issued or repaired tablet is now the responsibility of the student and parents. If the newly issued or repaired tablet is lost or stolen or damaged, the cost, in full, is due to Oak Grove by the student or parents.*

Students or parents may wish to carry their own personal insurance to protect the tablet

computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

7.4 Claims

All insurance claims must be reported to the Technology Director whose office is located in the Technology Center. Students or parents must file a police or fire report and bring a copy of the report to the Principal's office before a tablet computer can be repaired or replaced with Oak Grove Tablet Computer Protection Plan.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Oak Grove Student Handbook.

Oak Grove will work with the Fargo Police Department to alert pawnshops and police departments in the area to be aware of this school-owned equipment.

SECTION B: GENERAL COMPUTER INFORMATION (FOR GRADES 6-12)

Section B (Parts 8-9) is for all students in grades 6-12. All students must understand what is acceptable use of Oak Grove Lutheran School Technology is. Section A (Parts 1-7) is for the High School Tablet Program.

8. ACCEPTABLE USE

8.1 General Guidelines

- 8.1.1 Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Oak Grove Lutheran School.
- 8.1.2 Students are responsible for their ethical and educational use of the technology resources of Oak Grove Lutheran School.
- 8.1.3 Access to Oak Grove Lutheran School's technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
- 8.1.4 Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 8.1.5 Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Oak Grove's Student Handbook.
- 8.1.6 Privacy and Safety
 - 7.1.6.1 Do not go into chat rooms or send chain letters without permission.
 - 7.1.6.2 Do not open, use, or change computer files that do not belong to you.
 - 7.1.6.3 Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- 8.1.7 Remember that storage *is not* guaranteed to be private or confidential. This includes, but is not limited to, the student's tablet computer, home directory, and SharePoint Directory.
- 8.1.8 If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. *This is not merely a request; it is a responsibility.*
- 8.1.9 Website protection on computers is controlled by Oak Grove only at Oak Grove. If a computer is issued to a student (high school tablet program or otherwise), Oak Grove is not responsible for websites accessed at home or away from the Oak Grove network. Oak Grove's firewall can only manage website and Internet access while a computer is connected to Oak Grove's network.

8.2 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. *Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or staff member.*
- Plagiarism is a violation of Oak Grove's Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the consequences outlined in Oak Grove's Student Handbook. Violation of applicable state or federal law, including the North Dakota Century Code, Computer Crimes, will result in criminal prosecution or disciplinary action by Oak Grove Lutheran School.

8.3 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- If provided with an Oak Grove email account, this e-mail is subject to inspection by the school.

8.4 Internet

- 8.1.1 It is to be understood that the use of blocked or inappropriate sites on campus is prohibited, including, but not limited to the sites of social networking such as MySpace and Facebook. Although there may not be any harm in using these sites when used properly, it has been found that a considerable amount of school time has been spent on these sites. In encouraging students to use the Oak Grove resources for school-related activity.
- 8.1.2 A student should be conscious of what information is being shared through the Internet and who they are sharing it with. When filling out online forms or browsing through sites, one should be aware of their privacy and what information is transmitted. This includes sharing the information of others without their permission. This includes both recreational sites and work or school related sites.
- 8.1.3 If objectionable information is found, whether inappropriate sites or content that could harm others at Oak Grove, a student should report this to the appropriate individuals.

8.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this Tablet Computer Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Oak Grove Student Handbook.

Electronic mail, network usage, and all stored files shall *not* be considered confidential and may be monitored at any time by designated Oak Grove staff to ensure appropriate use.

Oak Grove cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the State of North Dakota; proper authorities will be given access to their content.

9. COMPUTER TECHNICAL SUPPORT

The Technology Help Desk is in the *InterceptEFT Technology and Media Center* (Technology Center) located on the first floor of the Arvid Benson Hall and coordinates the repair work for tablet computers. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner tablet computers and batteries

APPENDIX A: TABLET COMPUTER FAQ'S

1. What is the configuration of the Gateway M285 or M295 tablet computer? (HS)

Operating System: Genuine Windows Vista Business (32-bit)
Processor: Intel® Core 2 Duo Processor T5500 (1.66GHz, 667MHz FSB, 2MB L2 Cache)
Memory: 1024MB 667MHz DDR2 SDRAM (1-1024MB module)
Hard Drive: 80GB 5400rpm Serial ATA hard drive
Optical Drive: 24x/10x/24x CD-RW / 8x DVD Combo Drive
Display: 14.0" WXGA TFT Active Matrix (1280 x 768 max. resolution) w/ Gateway Executive Stylus w/ Continuous Sensing Technology
Chassis: Chassis w/ Integrated Intel® Graphics Media Accelerator 950, 945GM Chipset
Battery: Primary 12-Cell Lithium Ion battery w/ 1 Yr. limited battery warranty
Adapter: 65 Watt AC Adapter
Wireless Network: Integrated Intel® 3945 802.11a/b/g wireless networking
Mobile Technology: Features Intel® Centrino® Duo Mobile Technology
Media Card Reader: 7-in-1 media card reader (Memory Stick®, MemoryStick Pro®, MultiMediaCard™, Secure Digital™, xD-Picture Card, Mini Secure Digital®, RS-Multimedia Card™)
External Ports: (3) USB 2.0, VGA, IEEE 1394 (FireWire)
Keyboard and Mouse: Full-Size Keyboard and EZ Pad® Pointing Device
Sound: Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks
Modem: Integrated V.92 56K modem
Network: Integrated Intel® 10/100/1000 Ethernet Adapter
Warranty: Notebook Total Protection Plan -- 3 year part/labor/NBD on-site/3 year technical support w/ 3 year ADP
Carrying Case: Gateway® Notebook Backpack (fits 17" screens)

2. **Can I use the tablet computer and software throughout my career at Oak Grove?** Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Oak Grove Lutheran School. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.
3. **What if I already have another model or brand of laptop or tablet computer?** *You will be required to use Oak Grove Lutheran School's issued tablet computer for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. Oak Grove is also limited to provide maintenance service or assistance for only the Gateway M285 tablet computer. *For these reasons, other laptops or tablet computers will not be used on the Oak Grove Lutheran School network at school.* Student computers will not be allowed to be connected to the Oak Grove Lutheran School network unless written permission by the Technology Director has been given and filed.
4. **Can I have my tablet computer this summer?** No. All tablet computers will be collected at the end of the school year for general maintenance, cleaning, and software

installation and upgrade purposes. Students will receive their tablet computer again at an orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and Oak Grove Lutheran School's policy regarding the ethical use of computers.

5. **Where do I find a MPC/Gateway authorized service technician?** Oak Grove Lutheran School has a hired technician working in the Technology Center to be certified by the computer's manufacturer to do warranty repair work. If you have a question or a service need, take your tablet computer to the Help Desk located in the Technology Center.
6. **What about insurance against theft or breakage through carelessness?** Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, Oak Grove Tablet Computer protection is recommended. The protection covers the tablet computer for a \$50.00 payment. You will be responsible for paying an additional charge of \$500.00 for each theft or loss claim. Once a claim is made on Oak Grove insurance and a new computer is issued, Oak Grove will no longer insure that tablet. The newly issued tablet is now the responsibility of the student and parents. If the newly issued tablet is lost or stolen, the cost, in full, is due to Oak Grove by the student or parents.

The best insurance is to take care of your tablet computer. Do not leave your tablet computer in the building, classroom, concourse, or car unattended. Always know where your tablet computer is. Above all, take your computer home each night.

SPECIAL NOTE: In December of 2008, Gateway/MPC filed for bankruptcy, and with this, Oak Grove lost its accidental coverage for repairs. This puts all the responsibility on Oak Grove to not only pay for the parts, but make the repairs. Oak Grove requests that extra care is given to the computers. Please realize that not everything on the tablets will be made. These are used computers and need to be taken care of.

7. **Does Oak Grove Lutheran School provide maintenance on my Gateway M285 tablet computer?** Yes. The Help Desk staff will coordinate maintenance for students. Students enrolled at Oak Grove Lutheran School will be covered by a maintenance agreement for items described in the Gateway warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.
8. **What will I do without a computer in my classes if my tablet computer unit is being repaired or while I am replacing it if it is lost or stolen?** Oak Grove Lutheran School stocks a limited number of tablet computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk in the Technology Center, the same area where you will go for service on your tablet computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

- 9. If I purchase software in addition to the available software provided through Oak Grove Lutheran School, will the Technical Help Desk staff load it for me?** To be determined by the Oak Grove Administration. They are working on a policy to possibly allow for this in the future.
- 10. Do I need a printer?** You need not need one since printers are located near classrooms, in the library, and in computer labs. If you want to connect to a printer at home with the school tablet computer, you will need to visit the technology Help Desk and ask to have your printer software installed.
- 11. Will I need to buy a modem?** No. A modem is built into the Gateway M285.
- 12. How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. Please check with your local service provider for details on how to connect the tablet at home.
- Dial-up Internet connections will not work on the school tablet computer until the Oak Grove Lutheran School technicians format your tablet computer for a dial-up connection. Please take your tablet computer to the technology Help Desk if you want your tablet computer configured for your home dial-up Internet access.
- 13. Will there be facilities to back up the files I create on my tablet computer?** Yes. When you save your documents to the *Home Directory* folder or your *SharePoint Directory*, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 7-in-1 memory card reader on the tablet computer. Backups are NOT made to workstations on campus. It is up to the individual student to be responsible to get their personal data off of computers and into their *Home Directory* or alternate storage device.
- 14. What if I want to add options to my tablet computer later?** Only Oak Grove Lutheran School is authorized to add options and upgrades to your tablet computer. However, these upgrades will only be done if it is necessary for operation of the computer.
- 15. What if I want to run another operating system on my tablet computer?** Only the operating system chosen by Oak Grove Lutheran School will be authorized to run on a student-issued tablet computer.
- 16. Will I be given a new battery if mine goes bad?** The tablet battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Help Desk. The battery must be returned before the end of the school day; a charging fee may be assessed if personal use of school back-up batteries is frequent.

- 17. What has the school done to help prevent students from going to inappropriate sites?** Oak Grove has a software product within our firewall which is designed to help monitor all Internet sites that students attempt to access. Certain sites are automatically blocked from access, and the list is always growing and changing. ***If the tablet computer is connected to another internet connection (outside of Oak Grove), the Oak Grove Lutheran School firewall is no longer in effect. It is up to the family to monitor this activity while not on the Oak Grove network.*** If a student accidentally brings up an inappropriate site, it is expected that this student will report this activity immediately to the teacher, school administrator, or technology director.
- 18. Are computers subject to school “snooping;” what if they bring their computer in for repairs and “objectionable data” is detected?** Oak Grove will monitor all files and activity on the network. Inappropriate material on tablet computers should be reported to the classroom teacher, principal, or Help Desk immediately upon identification. Students who have “objectionable data” on a school computer but have failed or chosen not to report it, will be referred to the Principal’s Office.
- 19. If the accessories to my tablet computer are lost or stolen, how much will it cost to replace them?** In the event that tablet computer accessories are stolen, you should report the lost items to the Help Desk or Assistant Principals’ office. The cost to replace specific accessories is listed below:
- a. AC adapter & power cord: \$35.00
 - b. Battery: \$99.00
 - c. Stylus: \$40.00
 - d. Backpack: \$90.00

APPENDIX B: USE OF TECHNOLOGY RESOURCES POLICY

Purpose: Oak Grove Lutheran School is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of Oak Grove’s technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of Oak Grove Lutheran School.

Definition – Technology Resources: Oak Grove Lutheran School’s technology resources include, but are not limited to, the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations: The use of Oak Grove’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by Oak Grove is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Oak Grove. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Oak Grove’s Student Handbook shall be applied to student infractions.

User Terms and Conditions:

The use of Oak Grove’s technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Oak Grove along with State & Federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Computer Violations:
 - i. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - ii. Downloading or transmitting multi-player game, music, or video files using the school network.

- iii. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- iv. Accessing another individual's materials, information, or files without permission.
- v. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- vi. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- vii. Promoting or soliciting for illegal activities.
- viii. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- ix. Violating copyright or other protected material laws.
- x. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- xi. Intentionally wasting school resources.

Consequences:

- a) **1st offense** – Office intervention or 5 day computer and/or user account suspension
- b) **2nd offense** – 10 day computer and/or user account suspension
- c) **3rd offense** – Computer and/or user account suspended for remainder of quarter or not less than 10 days.

b. Computer Network Violations:

- i. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- ii. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- iii. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- iv. Creating, uploading, or transmitting computer viruses.
- v. Attempting to defeat computer or network security.

Consequences: Suspension of computer and/or user account, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- c. Unlawful Computer Usage: Any use of Oak Grove technology that results in unlawful activity, which includes, but is not limited to threats, violence, terrorizing, cyber bullying, may result in severe consequences. This may include, but is not limited to suspension of tablet computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- 4. Oak Grove Lutheran School does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be

obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses the school explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Help Desk or School Administration.
7. Students receiving school-issued tablet computers (High School Tablet Program) will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by Oak Grove Lutheran School may be applied to the computer.
 - c. Computer bags furnished by the school must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Center. The school will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental tablet computer damage: Students who have recorded 3 or more instances of accidental tablet computer damage may be asked to check their tablet computer in at the Help Desk after school. Tablet computers may be checked out again before classes begin the next day. Special permission to take a tablet computer home for class work may be permitted by the student’s teacher in conversation with school administration.
 - e. Computers that are stolen must be reported immediately to the Principal’s Office and the police department.
 - f. Individual school tablet computers and accessories must be returned to the Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Oak Grove for any other reason must return their individual school tablet computer on the date of termination.
 - g. If a student fails to return their school-issued computer at the end of the school year or upon termination of enrollment at Oak Grove, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Fargo Police Department.

- h. Furthermore, the student will be responsible for any damage to the computer, consistent with Oak Grove's Tablet Computer Protection Plan and must return the computer and accessories to the Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

APPENDIX C: TABLET COMPUTER PROTECTION

Oak Grove Lutheran School recognizes that with the implementation of the tablet computer initiative there is a need to protect the investment by both the school and the Student/Parent. Much like school issued textbooks or library books, the individual using the school-owned item is responsible for that item. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

UPDATED FOR 2010-11:

GENERAL WARRANTY & ACCIDENTAL DAMAGE PROTECTION: Because Gateway has “gone out of business”, the previous warranties that Oak Grove was able to rely on are no longer available. With this in mind, Oak Grove is responsible for 100% of the repairs to the computers. Oak Grove will do the best it can in determining what items require fixing and which items can still be utilized as is on the computer. These are used computers and will need to be used as is.

INSURANCE FOR THEFT, LOSS, FIRE, OR INTENTIONAL DAMAGE: Tablet computers that are stolen, lost, damaged by fire, or intentionally damaged are not covered by Oak Grove or the Accidental Damage Protection outlined above. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

- Personal Insurance:** You will cover the tablet computer under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the school the amount received from your insurance company plus any additional amount needed to cover the tablet computer *replacement* not to exceed \$1,350.00.
- Oak Grove Protection Plan:** You choose to pay the school an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$50.00. The \$50.00 payment is non-refundable. This protection coverage has a \$500.00 additional charge per occurrence (deductible). This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. *This coverage applies to only one computer during the time the student is enrolled at Oak Grove.*

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office. The \$500.00 additional charge is the responsibility of the student/parent and must be paid before the tablet computer can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablet computers. Warranty, Accidental Damage Protection, or Oak Grove Tablet Computer Protection **DOES NOT** cover intentional damage of the tablet computers.

ADDITIONAL NOTE: *With no warranty remaining on these computers, Oak Grove is asking all students, staff, and families to please take additional care of the computers. This was (and is) a big investment for Oak Grove and the funds to make repairs and replacements can be very expensive.*

Student Name: _____ (Please Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

APPENDIX D: HIGH SCHOOL STUDENT PLEDGE FOR TABLET COMPUTER USE

1. I will take good care of my tablet computer and know that I will be issued the same tablet computer each year.
2. I will never leave my tablet computer unattended.
3. I will never loan out my tablet computer to other individuals (including classmates).
4. I will know where my tablet computer is at all times.
5. I will charge my tablet computer's battery daily.
6. I will keep food and beverages away from my tablet computer since they may cause damage to the computer.
7. I will not disassemble any part of my tablet computer or attempt any repairs.
8. I will protect my tablet computer by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, marks, etc.) on the school's tablet computer.
11. I understand that my tablet computer is subject to inspection at any time without notice and remain the property of Oak Grove Lutheran School.
12. I will report any inappropriate activity (websites, music, photos, etc) that shows up on my computer immediately to the Principal or the Technology Director to avoid potential consequences.
13. I will follow the policies outlined in the *Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. Computers needing repair are often the cause of misuse, neglect, or abuse. I will be financially responsible for the repair or replacement of the computer issued to me in these cases.
16. I agree to pay for the replacement of my power cords, battery, or tablet computer case in the event any of these items are lost or stolen.
17. I agree to return the school's tablet computer and power cords in good working condition.
18. I will not store personal videos, games, pictures, or music on the computer or on the school's network (H: drive).
19. I understand that the use of Oak Grove's technology resources (ex: tablet, computer lab, internet, and servers) are a privilege and not a right. I realize that suspension of computer privileges for a length of time as deemed appropriate by the Principal will be mandated when above rules are broken.

Student Name: _____ (Please Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE NOTE: This form is to be signed and returned to the Oak Grove Technology Help Desk or Benson Hall Office before a student will receive access to the Oak Grove network (login account) and receive their school-issued tablet computer.

APPENDIX E: MIDDLE SCHOOL STUDENT COMPUTER USE AGREEMENT

1. I will report any inappropriate activity (websites, music, photos, etc) that shows up on my computer immediately to the Principal or the Technology Director to avoid potential consequences.
2. I will keep food and beverages away from computers since they may cause damage to the computer.
3. I will not disassemble any part of any computer or attempt any repairs.
4. I will not place decorations (such as stickers, marks, etc.) on any computer.
5. I understand that all Oak Grove Lutheran School computers are subject to inspection at any time without notice and remain the property of Oak Grove Lutheran School. This includes documents stored in "My Documents" and "Home Directory" (H Drives) on the server.
6. I will follow the policies outlined in the *Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
7. I will be responsible for all damage or loss caused by neglect or abuse.
8. I understand that the use of Oak Grove's technology resources (ex: computers, internet, and servers) are a privilege and not a right. I realize that suspension of computer privileges for a length of time as deemed appropriate by the Principal will be mandated when above rules are broken.

Student Name: _____ (Please Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE NOTE: This form is to be signed and returned to the Oak Grove Technology Help Desk or Benson Hall Office before a student will receive access to the Oak Grove network (login account).

APPENDIX F: ELEMENTARY SCHOOL STUDENT/PARENT COMPUTER USE AGREEMENT

1. I am aware that my child should report any inappropriate activity (websites, music, photos, etc) that shows up on his/her computer immediately to the Principal or the Technology Director.
2. I am aware that my child should keep food and beverages away from computers since they may cause damage to the computer.
3. I am aware that my child should not disassemble any part of any computer or attempt any repairs.
4. I am aware that my child should not place decorations (such as stickers, marks, etc.) on any computer.
5. I am aware that my child should understand that all Oak Grove Lutheran School computers are subject to inspection at any time without notice and remain the property of Oak Grove Lutheran School. This includes documents stored in "My Documents" and "Home Directory" (H Drives) on the server.
6. I am aware that my child should follow the policies outlined in the *Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
7. I am aware that my child should be responsible for all damage or loss caused by neglect or abuse.
8. I am aware that my child's use of Oak Grove's technology resources (ex: computers, internet, and servers) are a privilege and not a right. I realize that suspension of computer privileges for a length of time as deemed appropriate by the Principal will be mandated when above rules are broken.

By signing, I acknowledge that I have reviewed this agreement with my child and explained the terms of the agreement to the extent that he/she may use a computer at Oak Grove. I know that the staff at Oak Grove will assist with my child's understanding of this agreement as learning opportunities allow.

Student Name: _____ (Please Print) Grade: _____

Parent Signature: _____ Date: _____

PLEASE NOTE: This form is to be signed and returned to Elementary School Office before a student will receive access to the Oak Grove network (login account). Failure to comply to the terms of this agreement will warrant consequences and loss of technology privileges as outlined in the family handbook.