

The New Brunswick Department of Education
Guidelines for Care and Use of Student Netbooks – Project on Enhancing Student Learning
Through Technology

This document is an important addition to the *Computer Acceptable Use Agreement* and is intended for the Student and his/her Parent/Guardian who receive a personal netbook for educational use and to take home. Its purpose is to guide parents and students in caring for the netbook in order to maximize its use to support learning for all students.

Both the Student and Parent/Guardian should carefully read these guidelines prior to signing the *The Student Netbook Program-Participant Acknowledgement Form* attached to this document.

It is expected that students will follow all of the specified guidelines listed in this document and take any additional common sense precautions to protect their assigned netbook.

A netbook will not be issued to a student until the form is signed by the student and parent/guardian and is returned to the school.

Internet access is not required at home for the student to use the netbook as a tool for completing schoolwork.

Security Responsibilities:

- ✚ Keep the netbook either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended within sight at all times.
- ✚ During school events, athletic games, practices and trips, keep the computer secured in the classroom or locker and arrange to retrieve it after the activity.
- ✚ Avoid storing the netbook in a car, but if necessary for short periods of time, assure it is in a locked trunk.
- ✚ Know that parents/guardians will have access to student login information for the netbook, student email and student portal and are encouraged to view these regularly at home.
- ✚ Adhere to Department of Education Acceptable Use Policy at all times and in all locations, this includes home and public access.
- ✚ Know that the Acceptable Use Policy applies to all users of the netbook 24 hours a day.
- ✚ Consider all information stored on the netbook, accessed on the Internet, posted on the network and sent by email not to be private and to be available for viewing by school or district without notice.
- ✚ Save work regularly to student or teacher network folders/drop boxes, Portal - Student My Site and when unable to access the Internet to a desktop folder for back up later.
- ✚ Back up your data. Never consider any electronic information safe when stored on only one device.
- ✚ Allow time for your computer to run updates and virus scans while starting up and shutting down.

General Care:

- ✦ Do not attempt to remove or change the physical structure of the netbook, including the keys, screen cover or rubber/plastic casing.
- ✦ Do not remove or interfere with the serial number or any identification placed on the netbook.
- ✦ Do not do anything to the netbook that will permanently alter its appearance in any way (e.g., stickers).
- ✦ Never leave any object on the keyboard. Pens or pencils left on the keyboard can easily crack the screen when the lid is closed,
- ✦ Keep the equipment clean. For example, don't eat or drink while using the netbook.
- ✦ Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Transporting the Computer

- ✦ Always completely close the lid and wait for the netbook to enter Sleep mode before moving it, even for short distances. Movement while the netbook is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- ✦ Always store the netbook in the appropriate sleeve of the Netbook bag provided. DO NOT store anything (e.g., cords, papers or disks) in the area within the netbook case as this may damage the screen.
- ✦ DO NOT over-stuff your netbook bag – extreme pressure on the netbook can cause permanent damage to the screen and other components.
- ✦ DO NOT expose your netbook to extreme heat or cold. (e.g., leaving it in the car overnight) . If the netbook exposed to the cold for a long period of time it should be given time to warm-up before being used.

Battery Life and Charging

- ✦ Arrive to school each day with a fully charged battery, as plugging it in to charge may not be an option in all classes.
- ✦ Always have the AC Adapter in the netbook case at all times for use at school when required.
- ✦ Establish a routine at home whereby each evening the computer is left to charge overnight.
- ✦ Charge the netbook on a flat hard surface to avoid overheating.
- ✦ The battery prefers a partial rather than a full discharge.
- ✦ Avoid using the charger in any situation where the cord might be a hazard for tripping.
- ✦ Close the lid of the computer when it is not in use, in order to save battery life and protect the screen

Personal Health and Safety

- ✦ Always use netbooks on a hard surface like a desk or a table as the bottom of the netbook can generate significant heat.
- ✦ Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks and alter physical position to minimize discomfort.

What to do in Event of a Problem

- ✚ The student should immediately report any technical problems or damage to the classroom teacher at the time the problem occurs and promptly, as soon as possible, to the homeroom teacher. The student will be responsible for logging the issue with the helpdesk. Instructions will be provided to the student concerning this process.
- ✚ The Student or Parent/Guardian should never force anything (e.g., cable connections, popped-off keys) or try to fix the netbook. They should always seek help from the school.
- ✚ If the netbook is stolen or vandalized while at school, the school shall inform the parent and the school administration will file a police report.
- ✚ If the netbook is stolen or vandalized while at home or outside of school hours the parent/guardian will file a police report and inform the school. The school will need to be provided with a copy of the Police report.
- ✚ In the event a netbook is stolen, tracking software will be activated to locate it. The police will be informed when and where it has been located, so that they may retrieve it.
- ✚ Parents/Guardians will be kept informed by the school about any damage or misuses of the netbook as infringements by the student will result in temporary or permanent loss of use.

The Student Netbook Program-Participant Acknowledgement Form

The following statements reiterate some of the most important points covered in the *Computer Care and Use Guidelines* and *The Student Technology Use Agreement*. Both the student and his/her parent/guardian should have carefully read and discussed both of these documents. Please initial indicating you agree to its stated conditions and understandings.

Statements of Understanding	Student Initial	Parent/Guardian Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the netbook, network dropboxes/folders, Portal My Site, external hard-drive, or memory key).		
I will not leave my netbook unattended unless it is locked in a secure place. My parent/guardian is responsible for promptly filing a police report if the netbook is stolen or vandalized while not at school .		
I understand that if there is multiple (more than two incidents) cases of willful damage, gross negligence or misuse of the netbook or network that a warning will be issued and use can be permanently removed.		
I will not install or use file-sharing programs to illegally download music, video or other media.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the netbook lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance and update alerts.		
I will log a support call to report any problems with my netbook		
OTHERS?		

Student's Name

Date

I have discussed the guidelines for care and use with my child and approve of them being given the responsibility to use and care for netbook computer.

Parent's or Guardian's Signature

Date

Please return signed form to your homeroom Teacher School as soon as possible. Students will not receive their netbook until a signed form has been received.