

# 1:1 Netbook Program

*Creating a 24-7-365 learning environment that transcends time and space.*

## Research Compilation & Update

Three years ago, several faculty and staff launched ongoing research as to how SMA could create a 24-7-365 learning environment, capable of constant improvement and access to the best resources on earth through the Internet. In 2010-2011, teams of faculty and staff scoured every conceivable configuration, over 400 research hours, to identify and develop technology solutions that would be sustainable, usable, integrative, available at all times, and affordable to both the school and parent.

Many schools across the U.S. were studied, including a variety of the few private and public schools in Texas who implement laptop/tablet campuses. IT Directors from major school districts were interviewed and consulted, vendors researched, conferences attended, and resources vetted.

The results of all this work is that SMA is launching a pilot in the freshmen class, using the Dell 2120 netbook as the utility of choice. Some will ask, "Why not a tablet like the iPad 2, those are the latest technology advancement?" These were considered in our study. Those schools who tested all of those products on the market concluded that they would have to go through some major design work, before they would be able to do the "heavy lifting" that is required of information processing that is an essential part of education.

## Where We Go From Here

We create a totally ubiquitous curriculum, available to the student 24-7-365, constantly evolving and improving, made up of the best "stuff" on earth. We continue to research to integrate the best technology tools available. We continue to hire, train, and equip the best teachers who can effectively create curriculum and teach your child. Until all our students can reach their full potential.



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## Handbook Overview

This handbook is intended to provide essential information about the use of student netbook computers in SMA. The 1-to-1 netbook program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- When a student loses or ruins their netbook, it is tantamount to losing many of their textbooks at one time. Just like we would require a parent to replace a textbook, so their child can learn, if the netbook is lost or stolen, we will require the parent to replace it.
- Although SMA adopted, purchased from the manufacturer, and configured the netbooks, once the sell is made to the parent or guardian, the netbook transfers ownership to the one(s) who purchased it. SMA does not accept or refund for returned netbooks.
- Should the parent or legal guardian decide to withdraw the student, or he/she is dismissed, the netbook remains the property of the parent or guardian. SMA does not accept or refund for returned netbooks.
- Although SMA has strict filters of Internet content on campus, there are no such filters when accessing the Internet elsewhere. Upon discovering that a student has used the netbook inappropriately as detailed in the student handbook and/or AUP, students are subject to possible disciplinary actions.
- Any student who tampers with a netbook other than his or her own, and damages it, may be required to replace the netbook, upon discovery through a Disciplinary Review Board.
- There are extra charges for services rendered by the SMA technology department for repair or replacement above and beyond that covered by the warranty and ADP provided by Dell (see Cost and Charges).

## 2011-2012 SMA Netbook Guidelines

- Only SMA Netbooks will be permitted for use in netbook designated classrooms. The reason is that there are not the same controls of other netbooks, laptops, or tablets, making it easy to distract students and/or teachers.
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the netbook. Although the netbook belongs to the parents or guardians, the initial acquisition, much of internal operations, and fiduciary responsibilities associated with ensuring a safe and productive learning environment for all students, necessitates that school officials be allowed to monitor a computer or access its contents at any time while on campus.
- If technical issues arise, students must notify a teacher immediately. They will then be required to use hard copy textbooks, paper, and pen during the class period. They may only be released from a class to visit the Tech Repair Center (TRC) during Advisory, 1<sup>st</sup> or 8<sup>th</sup> periods, or immediately after school. All students must possess a signed pass from their teacher to access the TRC services.
- Each netbook will be identified by a specific number and assigned to a student. No student is to use, switch, or borrow another student's netbook. Students found with another student's netbook will undergo disciplinary action.
- Under no circumstances may netbooks be left in unsupervised areas. Unsupervised areas include every area on the school grounds and campus, other than the student's assigned locker. Any place outside of school that is not the student's home is also considered an unsupervised area. Students who leave their netbooks in unsupervised areas are subject to disciplinary action.
- Unsupervised netbooks will be picked up by staff and taken to the TRC. Disciplinary action may be taken for leaving a netbook in an unsupervised location.
- If a student leaves the netbook at home, the student may be required to complete hand-written assignments.
- If a student does not bring his netbook to school fully charged, he may be subject to disciplinary actions. The parent, guardian, or student's account will be charged for battery replacement and/or charging (See Costs and Charges).
- Students are not allowed to change the screensaver at any time.
- Sound will be muted at all times unless permission is obtained from the instructor and is for instructional purposes only.
- Files/documents may not be deleted by anyone other than the original creator/owner. Deletion of certain files can affect the performance of the netbook, and interfere with the student's ability to complete class work, which may affect the student's grades.
- Downloading music, games, or other unauthorized software are strongly discouraged. Any item inserted onto the netbook that hampers optimum performance for learning will be erased by the TRC. SMA will not compensate, refund, or reinstall any item that in the tech department's opinion diminishes the performance of the netbook for classroom learning.

## **Student and Parent Responsibilities**

### **Student Responsibilities**

- Students are responsible at all times for their netbook, whether at home or school. Netbooks must be stored in their backpack when not in use.
- Students are to lock their netbooks into their assigned locker in the school building when not in the immediate area as to be able to supervise them.
- Students are responsible for bringing their Netbook to school every day.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students should not loan their netbook or any component to another student for any reason.
- Students may not play games, load or download any software, music pictures, etc. that will negatively affect the performance level needed for academics. If so, SMA reserves the right to reimage your computer.
- Students are responsible for charging and maintaining the battery in their netbook daily.
- Netbooks come with standardized software already loaded. This standardized load may not be changed in any way.
- All students have access to store their data online. It is the responsibility of the student to see to it that critical files are backed up regularly on the network drive. Failure to turn in assigned work on time because files were lost, missing, corrupted, etc. will be unexcused.
- All use of the Internet must comply with school guidelines. Log files are maintained on each netbook with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.
- All students must not open the protective case as to expose the internal workings, thus making the warranty null and void.

### **Parental Responsibilities**

- Help the student to make sure their netbooks are in workable condition.
- Monitor the student's use of the netbook while at home and away from campus at all times.
- Make sure that the student does not “open” the product, as to void the warranty.

## Care of the Netbook

Students are responsible for the general care of the netbook. It is in the student's best interest to take great care of the netbook since they will likely be using the same one for several years. Netbooks that are broken or fail to work properly must be taken to the campus repair center. Please follow these precautions:

- Students should use a damp, soft, lint-free cloth or cleaning kit sold at the Sabre or office supply stores to clean the outside of their laptops. Do not spray liquid directly on laptop or allow moisture to get into openings.
- Students may use pressurized air to clean keyboard and USB ports. Sabre will stock pressurized air. Never spray the keyboard with any liquid.
- Never leave the netbook unattended.
- Do not place food and/or liquids near the netbook
- Do not stack heavy objects on top of the netbook
- Never attempt to repair or reconfigure the netbook or any of the peripherals.
- Do not personalize the case or the netbook using markers, stickers, etc. An identification tag will be provided.
- Keep the netbook and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the netbook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the netbook in any vehicle!
- Do not obstruct the netbook's vents, and do not place the netbook on surfaces such as paper or carpet while it is turned on.
- Do not carry the netbook while the screen is open unless the case cover is in place.
- Students should only download programs appropriate for educational uses and approved by SMA faculty and staff.
- Netbooks are not to be used on SMA buses.
- When walking from class to class, the netbook must be properly closed and stored in the backpack.

### Screen Care

The Netbook screen is particularly sensitive to excessive pressure. Extreme care must be taken to protect the screen from accidental damage.

- To clean the screen, students should use a soft, lint-free cloth damp with water or computer cleanser and gently wipe screen. Never spray screen with anything, as it may drip down into openings and ruin the laptop.
- Do not place anything on top of the Netbook or lean on it when it is closed.
- Do not place anything in the backpack that may press against the cover of the netbook.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, etc.)

## A Day in the Life of an SMA Netbook Student

Night Before	They make sure they recharge their netbook battery. They make sure it is in their backpack ready to go.
7:30am	The student goes to breakfast. On their way, they go into the high school building and lock up their backpack with the netbook in it in the lockers across from the school office.
7:50am	On Monday and Wednesday, they go straight to the RCC for chapel. On advisory days, they go to their locker and get their backpack/netbook and take it with them to advisory.
8:00am	Chapel on M/W. On T/Th/F, they check to make sure their netbook is working, inform the advisor of any issues. If there are issues, get a pass to the TRC and have the tech on duty make a quick assessment and/or problem solution. If you have band, you lock it in your locker prior to going to class.
1 <sup>st</sup> Pd	You carry your netbook in sleep mode, in your backpack to 1 <sup>st</sup> period. During 1 <sup>st</sup> period, you use your netbook as well as other materials for your class. You don't loan it out, or let others tamper with it. If you have band, you lock it in your locker prior to going to class.
2 <sup>nd</sup> – 4 <sup>th</sup> Pds	You keep the netbook in your backpack, in sleep mode between classes. If you need to go to the restroom, you check with your teacher first, get a pass, and make sure it is safely in your backpack under your seat. You use your netbook as well as other materials for your class. You don't loan it out, or let others tamper with it.
Lunch	After 4 <sup>th</sup> period, you go to your locker, and lock your backpack and netbook into your locker.
5 <sup>th</sup> – 6 <sup>th</sup> Pds	Same procedures for going between classes, restroom breaks, and use during classes.
7 <sup>th</sup> Pd	Same procedures for going between classes, restroom breaks, and use during classes. If you have an elective that does not require the netbook and are going to athletics thereafter, lock it up in your high school locker.
8 <sup>th</sup> Pd	Same procedures for going between classes, restroom breaks, and use during classes. However, if you have an elective or athletics that does not require the netbook, lock it up in your high school locker. The lockers in the dressing rooms in the gym are not secure!
After School	Keep the netbook with you in your backpack at all times not in use. If you cannot do so, keep them locked in your school locker. The school building is open until 5:00pm. At 5:00pm, you must access the building through the library. The SSH Coordinator will sign you in, and you can go to your locker to retrieve your backpack from 5:00 – 6:30pm through there.
At Home	Don't leave it in a hot car, lying around, or at a friend's house. Keep it with you until you get home, then you can access all of the wonderful learning available to you through the assigned curriculum. Keep it away from liquids or situations that may cause it to be abused. Once you are finished, make sure you plug it in to recharge the battery for the next day.

## **Internet Access from Home**

In order to access the Internet from home:

1. You must have an Internet Service Provider (e.g., Verizon, Time-Warner, AT&T).
2. You must have a wireless access point (i.e., wireless router).
3. If you do not have Internet at home, the student can come to the library after school to finish his or her homework, up to 6:30pm. There are also a lot of public access wireless connections that are available in your area (e.g., the Public Library, Starbucks, McDonalds).

## **Repairs**

### **Repair Down-time**

SMA is committed to student use of technology to aid academic success. When a student's netbook is being repaired, there are several options available for continued use of technology:

- Network Student Folders - All students have a network folder in which to store digital files. Students can save important work in this folder, and access their work from any computer with Internet access.
- Academy Computers – The tech lab and a number of classes have desktop computers that are available for student use at designated times, with proper supervision.
- Loaner Netbooks - If a student's netbook is damaged, it will be repaired as quickly as possible. If available, a loaner netbook may be issued. The policies outlined in this handbook also apply to loaner netbooks. Otherwise, the student will be assigned hardback copies in the classroom, and be required to use the tech lab or other devices for homework.

### **Repair Cost Information**

Each student is issued a netbook. All netbooks are covered by a factory warranty for the entire year that covers all manufacturer's defects. The netbooks are in good working order, and are issued with standardized software loaded. Students are expected to keep the netbook in good condition. Failure to do so could result in out-of-pocket costs summarized in the table on the following page. Report card and transcript holds will apply to all netbook monies owed.

### **Accidental Damage and Protection Coverage (ADP):**

With the initial purchase of the Dell 2120, the unit is covered with Dell's ADP coverage. This coverage remains in effect for 3-years. This ADP coverage is solely the responsibility of the Dell Corporation. SMA does not assume liability as to the implementation of the ADP, or provide any additional guarantees.

If the student uses the same product a fourth year, it will be up to the parent's discretion as to whether they want to purchase other coverage for a different carrier or use their homeowner's coverage.

## COSTS AND CHARGES

ADP goes beyond the coverage provided by your student's new Netbook. By bulk purchasing, we have been able to provide you with an extended 3-Year Dell ADP coverage.

The ADP (Accidental Damage Protection) plan covers the following items beyond the coverage in your warranty. However, in order to provide adequate in-house support and work with Dell's support team, the following charges will be passed on to the parent for services rendered by the SMA technology department.

**This table is only a representation of charges that can occur. It is not all inclusive. Prices are subject to change.**

Cause of Failure	Dell Resolution Description	Academy Tech Charges
Liquid spilled on or in unit	Repaired or unit replace <sup>3</sup>	Diagnostics – Free, \$10 S&H
Drops, falls, or other collisions	Repaired or unit replaced	
Electrical surge	Repaired or unit replaced	
Damaged or broken LCD due to a drop or fall	Repaired	
Accidental breakage into multiple pieces	Repaired or unit replaced	
Damaged in a fire	Not covered in ADP – Insurance coverage	Diagnostics – Free, Triage for Repair - \$15 per hr w/ \$25 minimum, \$50 Processing Fee to acquire a Replacement (+ cost of replacement)
Intentional Marks (Like hammer marks)	Not covered in ADP – User Responsibility	
Lost or Stolen Unit	Not covered in ADP – Insurance coverage	If recovery inside SMA jurisdiction – 1x Free, 2 or more \$25 per event If recovery outside SMA jurisdiction - \$25 Admin Fee (+ possible acquisition costs) \$25 Processing to acquire a Replacement (+ cost of replacement)
Normal wear and tear / Cosmetic (Does not affect performance)	Not covered	Not covered
Consumables	Not covered	See Below
<ul style="list-style-type: none"> <li>• Battery Rental</li> </ul>		\$6.00 per day, \$80 if lost or stolen
<ul style="list-style-type: none"> <li>• Battery Purchase</li> </ul>		\$80
<ul style="list-style-type: none"> <li>• Writing Tablet</li> </ul>		\$10 S/H for Replacement

\* Damage caused by intentional acts, fire, theft, or loss, is not covered under Dell Accidental Damage.

\*\* We are currently connected with the Dell ProSupport Service. This means, in order to service your Netbooks, the SMA Tech Department has:

- Direct access to Dell Expert Centers
- Fast-track dispatch for Dell-certified technicians
- Escalation management through the Dell Global Command Centers

<sup>1</sup>Dell Accidental Damage service excludes theft, loss, and damage due to fire, flood or other acts of nature, or intentional damage. Customer may be required to return unit to Dell. For complete details, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts).

<sup>2</sup>For a copy of limited warranty, write Dell USA LP, Attn: Warranties, One Dell Way, Round Rock, TX 78682 or visit [www.dell.com/warranty](http://www.dell.com/warranty).

<sup>3</sup>May be provided by third-party. Technician will be dispatched if necessary following phone-based troubleshooting. Availability varies. See [dell.com/servicecontracts](http://www.dell.com/servicecontracts) for details.

<sup>4</sup>Your contract for Computrace® theft recovery service will be with Absolute Software Corporation, and is subject to the terms and conditions at <http://www.absolute.com/solutions-theft-recovery.asp>

<sup>5</sup>The defective hard drive must still be covered by the hardware limited warranty. For a copy of the Limited Warranty, write Dell USA, L.P., Attn: Warranties, One Dell Way, Round Rock, TX 78682 or visit <http://www.dell.com/warranty>.

\*There may be exceptions with region-specific components such as a keyboard. Australia customers are covered in APJ region only. Availability varies by country. To learn more, customers and Dell Channel Partners should contact your sales representative for more information. © 2010 Dell Inc. All rights reserved. Trademarks and trade names may be used in this document to refer to either the entities claiming the marks and names or their products. Specifications are correct at date of publication but are subject to availability or change without notice at any time. Dell and its affiliates cannot be responsible for errors or omissions in typography or photography. Dell's Terms and Conditions of Sales and Service apply and are available on request. Dell service offerings do not affect consumer's statutory rights.

## SECURITY

### Netbook Security:

Various security measures are used on SMA netbooks. Security measures are not only used to protect SMA assets, but measures are also taken to protect SMA students. Two primary forms of security exist:

1. Computer Security - Security is in place on each system to prevent certain activities. These include, but are not limited to, downloading, installing certain software, removing software, and changing system settings.
2. Filtering Software - Internet filtering software automatically filters all access to the Internet. This filter does not extend to home Internet access. However, the same rules will be enforced for use of the netbooks so long as the student is enrolled as an SMA student.
3. Student Identification – Each student is assigned the netbook specifically designed for him or her. Record is kept by the school of not only the specific serial number assigned to the student, but also a tamper-proof MAC address located in the internals of the netbook.
4. Student Lockers – Those students who have been acquired the SMA netbooks have been assigned the most visible section of lockers in the high school building. The combinations on these lockers are changed every year. They are visible from several directions of security cameras, as well as being in close proximity to school office personnel. Enough time is provided between classes to allow the student to secure the netbooks in these lockers.

## Acceptable Use of Information Systems and Communication Resources

*The following policy shall apply to all students, faculty, and staff of San Marcos Baptist Academy unless otherwise specified.*

The communication system and associated resources which include local area networks, wired and wireless, as well as phone systems, and any other interactive Electronic Communication Devices (ECD) connecting all campus buildings and grounds will be referred to as SMANet.

Communication is critical to any learning environment. Electronic communication is a vital component to the learning environment at San Marcos Baptist Academy (SMBA). This document covers the appropriate use of all electronic communication devices for employees or students at SMBA or any other person utilizing SMANet resources.

SMANet is primarily for the purpose of facilitating the exchange of information to further communication, education, and research consistent with classroom instruction and the school's curriculum in accordance with the policies of San Marcos Baptist Academy as stated in this document.

SMANet is not for private, commercial business, or political uses. The data transmitted, and files stored on SMANet, are the property of San Marcos Baptist Academy. San Marcos Baptist Academy hereby exercises and reserves the right to monitor, supervise, and limit the use of ECDs. The administration shall ensure that each person utilizing the resources of SMANet receives a copy of the AUP and signs the Access Agreement before he/she is issued a network account and allowed to use SMANet resources.

The Committee for Information Technology shall be responsible for maintaining and updating administrative regulations, procedures, and policies pertaining to the use of SMANet.

### **SAN MARCOS BAPTIST ACADEMY ACCEPTABLE USE POLICY**

#### **1.0 Overview**

San Marcos Baptist Academy is committed to protecting its students, employees, partners and the school from illegal or damaging actions by individuals, either knowingly or unknowingly. SMANet resources are the property of San Marcos Baptist Academy. These resources are to be used for educational purposes serving the interests of the school and of our faculty and students in the course of teaching and learning in accordance with the policies of San Marcos Baptist Academy.

Effective security is a team effort involving the participation and support of all San Marcos Baptist Academy stakeholders: administrators, teachers, support staff, parents, and of course, students, who deal with information and/or information systems. It is the responsibility of every user to know these guidelines and policies, and to conduct his/her activities accordingly.

San Marcos Baptist Academy makes no guarantee that the functions or the services provided by or through SMANet will be error free or without defect. San Marcos Baptist Academy will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. SMBA is not responsible for the accuracy or quality of the information obtained through or stored on SMANet. SMBA will not be responsible for financial obligations arising from unauthorized use of SMANet.

Users understand and acknowledge that their use of SMANet resources can be visually and electronically monitored and/or logged at any given time. Such evidence could be used to detect violations of the Acceptable Use Policy.

#### **2.0 Purpose**

The purpose of this policy is to outline the acceptable use of the SMANet resources at San Marcos Baptist Academy. These rules are in place to protect the SMBA community and San Marcos Baptist Academy.

Inappropriate use exposes San Marcos Baptist Academy to risks including virus attacks, compromise of network systems and services, and legal issues.

### **3.0 Scope**

As defined in the introduction the scope of this document covers the communication system and associated resources that include local area networks, wired and wireless, as well as phone systems, and any other interactive Electronic Communication Devices (ECD) connecting all campus buildings and grounds. These resources will be referred to as SMANet.

This policy applies to all students, employees, contractors, consultants, temporaries, and other individuals who utilize SMANet resources.

### **4.0 Guidelines**

#### **4.1 General Use and Ownership**

1. While San Marcos Baptist Academy's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create or receive on SMANet remains the property of San Marcos Baptist Academy. To protect SMANet, the administration cannot guarantee the confidentiality of information stored on any network device belonging to San Marcos Baptist Academy so that the user should have no expectation of personal privacy.
2. SMANet users are responsible for exercising good judgment regarding the reasonableness of personal use. Users must not engage in activities that will interfere with services provided to all SMANet users. This includes but is not limited to "resource hogging," misuse of email, propagating virus hoaxes, "spamming," or illegal download activity. Due to bandwidth limitations, use of streaming media such as internet radio is forbidden except for specific classroom usage in limited quantities.
3. For security and network maintenance purposes, individuals authorized by San Marcos Baptist Academy may monitor equipment, systems, and network traffic at any time.
4. San Marcos Baptist Academy reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **4.2 Security and Proprietary Information**

1. Users must take reasonable steps to prevent unauthorized access to information stored on SMANet.
2. Users should keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts. It is unacceptable to allow one's password to be used by another user either intentionally or inadvertently, or to use another user's password. If you suspect your password has been compromised, you must immediately request a password change.
3. Users must ensure when they have an ECD connected to SMANet resources that they disengage (log out) from the system when they are finished. It is unacceptable to leave an ECD logged in and unattended.

#### **4.3 Unacceptable Use**

Under no circumstances is any individual using SMANet resources authorized to engage in any activity that is illegal under local, state, federal, or international law. Additionally the items listed in sections 4.4 and 4.5 are prohibited. Administrative and other authorized users may be exempt from these restrictions during the course of their legitimate job responsibilities. The restrictions listed below are by no means an exhaustive list. Some of these rules may be suspended on a case-by-case basis via proper administrative authorization.

#### **4.4 System and Network Activities**

The following activities are prohibited:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property laws or regulations, or similar laws or regulations regarding intellectual property rights, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by San Marcos Baptist Academy.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, unauthorized downloading or use of copyrighted music, or movies for which San Marcos Baptist Academy or the end user does not have an active license.
3. Introduction of malicious programs via SMANet (e.g., viruses, worms, Trojan horses, etc.).
4. Revealing your account password to others or allowing use of your account by others, including any family and other household members.
5. Using SMANet to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
6. Users will not use the school network to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material.
7. Causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access.
8. Executing or attempting to execute any form of network monitoring which will intercept data not intended for the user’s computer.
9. Users may not attempt to impersonate or represent another individual by sending forged information such as email.
10. Users may not re-configure computer systems to impair or otherwise compromise their intended function or to make them partially or totally unusable by others. Users may not modify any school owned ECD settings or wiring.
11. Users will not review or access any materials related to obtaining or using any controlled substance or products such as alcohol which may not lawfully be used or consumed by minors.
12. Circumventing or attempting to circumvent user authentication or security of any SMANet resource or account.
13. Interfering with or denying service to any user.
14. Utilizing any proxy avoidance system.
15. Attaching any type of file server to SMANet. This includes but is not limited to FTP, IRC, WWW, NOVELL, WINDOWS, DHCP or any gaming server. Any unauthorized device found on SMANet will be promptly disconnected and confiscated.
16. Utilizing any peer-to-peer network services. This includes but is not limited to Kazaa, BearShare, Limewire, and other similar services.
17. Users are not allowed to set up or configure their own Wireless Access Point or router.
18. Users are not allowed to assign their own IP address.
19. Web based games that are not directly necessary for academic purposes are not to be accessed.
20. Students may not use a SMBA owned computer designated for faculty or staff at any time.

#### **4.5 E-mail and Communications Activities**

The following activities are prohibited:

1. Sending unauthorized, unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam, mass email).
2. Any form of harassment via ECD or posting of inappropriate information to the Internet.
3. Students accessing social networking sites or chat rooms during school hours.
4. Posting to the web or through email inappropriate information (personal contact information, or school name or address)
5. Derogatory comments about other people or about the school.
6. Inappropriate artwork, photographs, or unauthorized video of the school, school personnel or other students.
7. Using Cell Phones during school hours.
8. Using iPods or other music devices during school hours.

#### **5.0 Property Rights**

San Marcos Baptist Academy has and hereby reserves the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. SMBA reserves the right to move or reassign equipment as needed. The use of school equipment and software for private or personal business is prohibited.

#### **6.0 Enforcement**

Any user found to have violated these guidelines, applicable state or federal laws and regulations, or posted classroom rules is subject to disciplinary action up to and including loss of SMANet privileges, Disciplinary Review Board (students), termination (employee), and civil or criminal prosecution.

#### **7.0 Definitions**

**Term:** Definition

**Computer Virus** - in computers, a virus is a program or programming code that replicates by being copied or initiating its copying to another program, computer boot sector or document. Viruses can be transmitted as attachments to an e-mail note or in a downloaded file, or be present on a diskette or CD.

**Cyberbullying** - is the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.

**Electronic communications device:** Electronic communication device" means (i) any type of instrument, device, machine, equipment or software that is capable of transmitting, acquiring, encrypting, decrypting or receiving any signs, signals, writings, images and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems or (ii) any part, accessory or component of such an instrument, device, machine, equipment or software, including, but not limited to, any computer circuit, computer chip, security module, smart card, electronic mechanism, or other component, accessory or part, that is capable of facilitating the transmission, acquisition, encryption, decryption or reception of signs, signals, writings, images, and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems.

**FTP:** File transfer protocol, a standard Internet protocol, is the simplest way to exchange files between computers on the Internet.

**Gaming:** Gaming is the running of specialized applications known as electronic games, especially on machines designed for such programs and, in a more recent trend, using personal computers on the Internet in which case the activity is known as online gaming.

**IP Address** - the most widely used level of the Internet Protocol (IP) today, an IP address is a 32-bit number that identifies each sender or receiver of information that is sent in packets across the Internet.

**Local Area Network** - A local area network (LAN) is a group of computers and associated devices that share a common communications line or wireless link.

**Peer to Peer** - On the Internet, peer-to-peer (referred to as P2P) is a type of transient Internet network that allows a group of computer users with the same networking program to connect with each other and directly access files from one another's hard drives. Napster and Gnutella are examples of this kind of peer-to-peer software. Major producers of content, including record companies, have shown their concern about what they consider illegal sharing of copyrighted content by suing some P2P users.

**Pirated Software** - Software piracy is the illegal copying, distribution, or use of software.

**Router** - a router is a device or, in some cases, software in a computer, that determines the next network point to which a packet should be forwarded toward its destination. A router is often included as part of a network switch.

**Social Networking:** social networking is the practice of expanding one's business and/or social contacts by making connections through individuals. While social networking has gone on almost as long as societies themselves have existed, the unparalleled potential of the Internet to promote such connections is only now being fully recognized and exploited through Web-based groups established for that purpose.

**Spam:** Unauthorized and/or unsolicited electronic mass mailings.

**Wireless Access Point** - a station that transmits and receives data (sometimes referred to as a transceiver). An access point connects users to other users within the network and also can serve as the point of interconnection between the WLAN and a fixed wire network. The number of access points a WLAN needs is determined by the number of users and the size of the network.

## **8.0 ResNet**

ResNet is the wired and wireless network that supports user access not connected to the business office or academic resources. The residential network does not require the same level of structure that the learning environment has. Therefore users of the residential network are allowed more latitude in Internet access than users connected to the school network. Users connecting to ResNet may access Facebook at designated times (see 4.5) but no other Social Networking Sites are authorized. Internet filters on ResNet are not as restrictive (for example, some gaming sites are allowed).

## **9.0 Revision History**

Revised 07/28/09 by Executive Council for approval of Board of Trustees

Revised 08/13/09 to add definitions

Revised 08/18/09 to modify 4.4 System and Network Activities

Revised 08/05/10 for school year 2010-2011

Other Revisions May Occur for 2011-2012 and Beyond. All parties are advised to periodically review <http://smabears.org> for updates.

## NETBOOK PROGRAM FAQ

### ***What am I getting for my money?***

What am I getting for the \$730 for the Netbook (\$820 for honors)? Besides the extra-tough shell and infrastructure designed for K-12 students, the following upgrades and additions, which you wouldn't get from a Dell 2120 off the shelf, if you were trying to purchase this on your own, with the same features, it would cost you well over \$1,000.

- Windows 7 Professional Operating System (not just Home Premium)
- 2GB of RAM (not just 1)
- 3-Yr Warranty (not just 1)
- 3-Yr Accidental Damage Protection (ADP) \*
- Pro-Support (not just standard)
- 1-Yr Computrace (for loss or theft) \*
- 1-Yr DyKnow (control in the classrooms) \*
- Tablet (for some math classes) \*
- Pre-installed books and custom configuration optimized for classroom efficiency ( > \$200 value alone) \*
- Open Office \*
- Reduction in future costs of ebook textbooks \*
- SMA tech support \*

\* Floor models do not contain these.

### ***Do I need to bring my netbook to school every day?***

Yes, students need to have their netbooks at school each day for use in the classroom and for homework during study hall. Teachers are required to post homework assignments online and students will need to check this and their email during the day.

### ***Can I download games, music, or movies on the netbook?***

Downloads of these type are often memory intensive. The netbook has limited memory space, and the more consumed with non-academic items, the less it is able to perform well in the classroom. Any SMA faculty or staff can request that a netbook be reimaged whenever they think the performance is inadequate for the classroom. This results in erasing all of the downloaded items, files, software, etc. and reinstalling the original configuration when you first received it. SMA will not replace, reload, or refund any money for 3<sup>rd</sup> party items that were removed while reimaging. It's best, if you can afford it, to get a separate laptop to use media, gaming, etc.

### ***What happens if my netbook breaks?***

If you bought it through our program, bring it to the Tech Repair Center at the Upper School and we will facilitate the repair with Dell. A typical hardware repair takes 3-5 days. If you did not buy your Netbook through our program, you are responsible for your own repairs.

### ***What about summer support?***

There is only minimal summer support, primarily to facilitate services from Dell and Computrace. There may be an additional fee for SMA summer support.

### ***Do I have theft insurance?***

Dell does not insure the netbooks against theft. However, we have installed Computrace, which will enable the netbook through GPS technology to be located wherever it may be, once it is turned on. There are 3<sup>rd</sup> party sources that provide theft insurance, like Safeware. In these cases it is solely up to the parent to secure theft insurance.

### ***How many words per minute should I be able to type when I come to the Upper School?***

At least 40 words per minute. This will aid in taking notes efficiently in class and finishing papers in a timely manner. If you need to purchase keyboarding software, Mavis Beacon Teaches Typing by Mindscape/The Learning Company is inexpensive. You may purchase any keyboarding software from any vendor.

### ***What happens if a student persistently or egregiously misuses the netbook?***

Students who persistently or egregiously misuse their netbook or that of another student are subject to serious disciplinary actions. The student may be dismissed from netbook use, and required to purchase hard copy textbooks and workbooks at the parents' expense.

***How do I print documents from my netbook? Is there a printing charge?***

SMA is making great effort to become as paperless as possible. Eventually, the library will have one printer to which students can print materials from netbooks. Until that time, you upload and save your document in your Moodle class, GoogleDocs, or the Dell Online Server. Log in to one of the computers in the library tech lab, access the document from one of these online storage software, and print from the tech lab. The Academy may charge per sheet upon using SMA printers and/or paper.

***What happens if I forget to charge my battery for class?***

It is the responsibility of the student to charge his/her netbook after school hours in preparation for the next school day. Students who fail to have their netbooks functional during school hours will be considered unprepared for class and are subject to demerits or other disciplinary action.

***Should the netbook have outside ISP as a fallback to the Internet going down?***

No. These circumvent the filtering system and make inappropriate sites readily available. Each teacher will have a contingency plan, should the electricity or Internet go down, for that day's lesson.

***If I lose, damage, or have my netbook stolen, what recourse do I have? How will I get access to my textbooks? Turn in my assignments?***

Report the lost or stolen netbook to the Tech Repair Center (TRC) as soon as possible, and they will assist in the recovery. If it is damaged, take it to the TRC, who will facilitate the repair under the ADP and Dell warranty coverage. Several student editions of hardcopy books are in each classroom. Most of the books are Internet based, so assignments can be accessed on other computers. A few classrooms have other computers in the classroom that can be used. The library is open until 6:30pm on Monday through Thursday, and students may use it while supervision is available. This can be done for a few days, until the netbook is repaired or recovered.

***Can we use our own laptops, netbooks, iPads, other tablets?***

No, not in the netbook classes. The reason for standardizing the computers is to eliminate much of the distractions and complications that will slow down learning. Students may use these devices in courses that are not freshmen courses in 2011-2012 solely at the teacher's discretion. However, these must be used exclusively for academic purposes. Any student using their device for gaming or music will have it confiscated and turned in to the school office. Failure to give the device up to a teacher upon request will be subject to a Disciplinary Review Board.

***How can I get my netbook repaired and how long does it take?***

For reformat jobs we can ghost a machine quickly (less than an hour). For hardware issues, we have Dell Professional Support arrangement that requires 2 to 5 days of turn around to get fixed.

***How can we replace the netbook, if it is lost or stolen?***

Report it to the TRC as soon as possible.

***Where do I secure my netbook when I am at band, athletics, field trips, etc.?***

The only secure location is locked in the student lockers in the high school building.

***Who can I contact if I have additional questions?***

Don Rollins, Netbook Program Coordinator, rollinsd@smba.org

Bob Bryant, Principal, bryantb@smba.org

Tech Support, techsupport@smba.org

San Marcos Academy  
Parent / Student Agreement Form

I have received a copy of the Netbook Handbook (available from the School Office and at the point of sale in the bookstore). I understand and will comply with all of the conditions outlined within.

Please put the date, print your name and the name of your child, then sign in the appropriate blanks, to acknowledge you received the 1:1 Netbook Handbook:

Check One:

- Boarding Student
- Day Student

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Student Name (Printed)*

\_\_\_\_\_

*Parent or Guardian  
(Printed)*

\_\_\_\_\_

*Parent or Guardian  
(Signature)*