



West Mifflin Area School District



One to One Handbook

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Chapter 1: Laptop Usage

Section 1: Vision and Goals

Vision:

The West Mifflin Area High School seeks to support our District mission of encouraging students to develop to their maximum potential and value lifelong learning. A 1-to-1 initiative will help enhance teaching and learning through enriched engagement and differentiation. By incorporating a 1-to-1 educational initiative, we are helping to prepare students for success in the global 21st Century community.

Goals:

- Enhance and differentiate learning
- Increase student engagement
- Promote collaboration
- Strengthen 21st century skill development

Section 2: Appropriate Use

Possession and use are limited to full and complete compliance with the 1-to-1 Code of Conduct.

- If a student leaves the laptop at home, he/she is responsible for completing course work as if the laptop were present.
- Students are to use the laptop in accordance with the West Mifflin Area School District's Acceptable Use Policy.
- The installation and use of personal apps are not permitted.
- Students are to use the laptop to access only educationally appropriate materials and websites at all times.
- The presence of guns, weapons, pornographic materials, violence, inappropriate language, alcohol, drug or gang related symbols, pictures, or apps on any electronic device are prohibited.
- Any attempt to circumvent laptop security is prohibited.
- Social networking activities may only be used when assigned by and supervised by a teacher for academic purposes.
- Students should avoid posting personal information online, will understand that postings are permanent, and will exercise mature and responsible conduct at all times.
- Do not email, post to the internet or electronically send images, video or audio recordings of other individuals without their written permission.
- If students leave their laptop at home, they are responsible for completing course work as if they had their device in class.
- All sound must be muted on the laptop unless directed otherwise by a teacher.

- Do not remove the Property of West Mifflin Area School District sticker from your laptop.
- Students are to adhere to any additional requirements set forth by the classroom teacher.
- We do not provide loaner laptops or chargers.

Use of Camera and Microphone

- Use of the camera or microphone in restrooms and locker rooms areas is strictly prohibited. Use of these elsewhere without teacher permission is prohibited.
- Taking unauthorized images or recordings of others is prohibited.
- The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way.
- The District reserves the right to disable device hardware without notice.

Section 3: Damaged or Lost Laptops or Accessories

All incidents will be brought before the District administration team for determination of cost and discipline.

Parents will have the option to purchase insurance to offset the cost for damaged, lost, or stolen devices. Please refer to the 1-to-1 insurance plan form, Appendix A, for more information.

Examples of possible situations:

1. Lost or Stolen laptop
2. Replacement stylus or charger
3. Damaged screen

Do not attempt to gain access to the internal electronics or repair your laptop.

4. We do not provide loaner laptops or chargers.
5. If your laptop fails to work or is damaged, report the problem to your teacher and school technology staff as soon as possible.
6. Laptop repair/replacement options will be determined by the school technology staff.
7. Replacement fees will be assessed for lost or damaged items in accordance with the District's policy on responsibility for lost or damaged materials. See **Appendix A** for details.
8. Parents/guardians may purchase the West Mifflin Area School District insurance plan as an option. See **Appendix A** for details.
9. Any Damage to the laptop falls under the "Care of School Property" West Mifflin Area School District Board Policy #224.

Section 4: Device Collection

- Senior student laptops, power supplies, and accessories must be returned at the end of the school year. This return process will take place near the end of the school year so they can be checked and serviced.
- If a student leaves the District, the device must be returned to school on the date the student withdraws. The family will be charged for any components that are not returned.

Section 5: Device Inspection

1. Since the laptops are the property of the West Mifflin School District, officials of the school have the right to review all material stored on or accessed by any device. This includes chat logs and browser history. There should be no expectation of privacy of materials found on the laptop nor in any student account.
2. Students may be selected at random to provide their laptops for inspection.
3. The district will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district-owned devices.
4. Any behavior that violates district policy or the Acceptable Use Policy may result in the student being disciplined if it is determined that the student used a school device in connection with the misconduct, or if the misconduct impacts the orderly and efficient operation of the school or the safety of the school environment.

Section 6: Consequences and Discipline

1. Any student failing a class at the end of a nine-week period may have their laptop restricted and be given limited internet access until their grades improve.
2. Consequences are to be determined by building principals.

Section 7: Homework

1. All assignments should be downloaded to the laptop before students leave the building each day to avoid potential Wi-Fi issues in the evening.
2. If you are unable to turn in homework via the laptop in the evening, please complete the following steps.

If Schoology seems to be the problem:

1. Leave a text note in Schoology.
2. Screenshot the homework submission or error.
3. Email the assignment and error to your teacher.
4. Submit the assignment to Schoology at a later time.



If the Internet connection is the issue, bring a note from home and perform the above as soon as possible in school.

Chapter 2: Laptop Care & Security

Section 1: Models

There are multiple laptop models that we use here at West Mifflin.



- Dell 3190 2-in-1



- Lenovo 300e Gen 2 2-in-1



- Lenovo 300e Gen 1 2-in-1

Section 2: Laptop Care

- Students are expected to treat their laptop as a valuable piece of equipment. Do not slam, throw or drop the device.
- If your laptop is damaged, report it to the District as soon as possible. **Do not attempt to open and/or repair the device.**
- Screens are susceptible to damage from extreme pressure or weight. Do not place/stack objects on the laptop. Be aware that overloaded backpacks can damage the device.
- The laptops have a semi-rugged shell but are not impervious to excessive forces. You may purchase your own case if you so desire. Check the model of your computer above to find the correct case online.
- Do not lend your laptop to another student or use another student's laptop. You may not change settings or interfere in any way with another person's device.
- Do not leave the laptop where there is danger of contact with moisture, extreme heat or cold. Protect the machine from inclement weather. Never leave the device in a car.
- Liquids, foods, and other debris will damage the device. Take caution if eating or drinking in proximity to the device.
- Do not attempt to delete the preloaded apps or install applications not approved by the district.
- Students will update applications and the operating systems only when directed by technology staff.
- Laptop surfaces must remain free of any writing, stickers, labels or decorations. Student will be charged a cleaning fee if violated.
- Only clean the screen with a soft lint free cloth. Do NOT use liquid cleaners of any type anywhere on the laptop.

Section 3: Laptop Security

1. Students must take all precautions to prevent theft; avoid areas where damage or theft is likely.
2. Do not leave devices unattended in unsupervised areas; this includes leaving them plugged in within a classroom to charge while you are in another room.
3. In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent. A replacement laptop will be issued to the student.



Section 4: Power Management and Battery Optimization

1. It is the student's responsibility to come to school with the laptop fully charged for their daily responsibilities.
2. Uncharged devices and/or failure to bring the device to class will not be an acceptable excuse for late/incomplete work or the inability to participate in class activities.
3. To build better battery life fully charge the laptop to 100% and if possible, use it until 20-30%. Going below 20% repeatedly can cause damage over time.
4. Do not leave charging devices unattended for long periods of time. To prevent overheating, or potential fires, allow for adequate ventilation. Place your device on a hard surface like a table or counter while charging; not a bed, pillow, couch or in direct sunlight.
5. Dimming the brightness of the screen, turning off Bluetooth, and avoiding streaming content will prolong battery life.
6. For long periods of inactivity, shut down the device. Pressing the power button once DOES NOT turn off the laptop; this puts it to sleep. In order to shut it down you must choose "Shut Down" in Windows. To do this, press the start icon on the bottom left. Click the power icon and select Shut Down.



Section 5: Storage and File Saving

- Students should store files on their school Microsoft OneDrive account.
 - Files saved to the OneDrive folder on the laptop will sync with the Office 365 cloud.
 - Students can retrieve their files from either the OneDrive folder on the laptop or by using the Microsoft Office 365 web login.
- Files stored to locations other than the OneDrive folder are a loss risk should the computer system fail.
- The laptops have limited storage. Large files, such as videos, photos, and audio, may need to be deleted to free up space for more recent documents.
- For help on signing into OneDrive or Office 365, see Chapter 6.



Chapter 3: Laptop Tips for Parents & Guardians

Section 1: Laptop Use at Home

West Mifflin Area School District recognizes that new technologies bring not only opportunities, but also new challenges to both teachers and parents.

Below is a list of tips from a variety of professional sources that will help you guide your child's use of the laptop.

1. Talk to your child about your values and the standards you expect them to follow when using the internet as you would with any other media (video games, TV, movies, etc.) Discuss your expectations for responsible use of the camera, video, and audio recording capabilities as well.
2. Ask your child to use and store the laptop in an open area of your home so you can monitor what your child is doing online. Many parents restrict devices from bedrooms and other private areas.
3. Monitor the sites your child visits. Help teach them how to act as they work and socialize online.
4. Understand and use sites' privacy policies.
5. Limit the time your child is on the laptop. Especially limit its use before bedtime.
6. Report unwelcome or malicious online threats.
7. Define a routine as to how the laptop is cared for and when and where its use is appropriate.
8. Look at the applications your child is using. It is to the advantage of the students, parents, and school that the parents have a working understanding of the applications and student work found on the laptop.
9. Read and share with your child laptop care and use policies. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

Chapter 4: District Acceptable Use Policy

Section 1: Policy #815

No. 815

WEST MIFFLIN
AREA
SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
INTERNET AND TECHNOLOGY

ADOPTED: June 28, 1996

REVISED: August 24, 2011

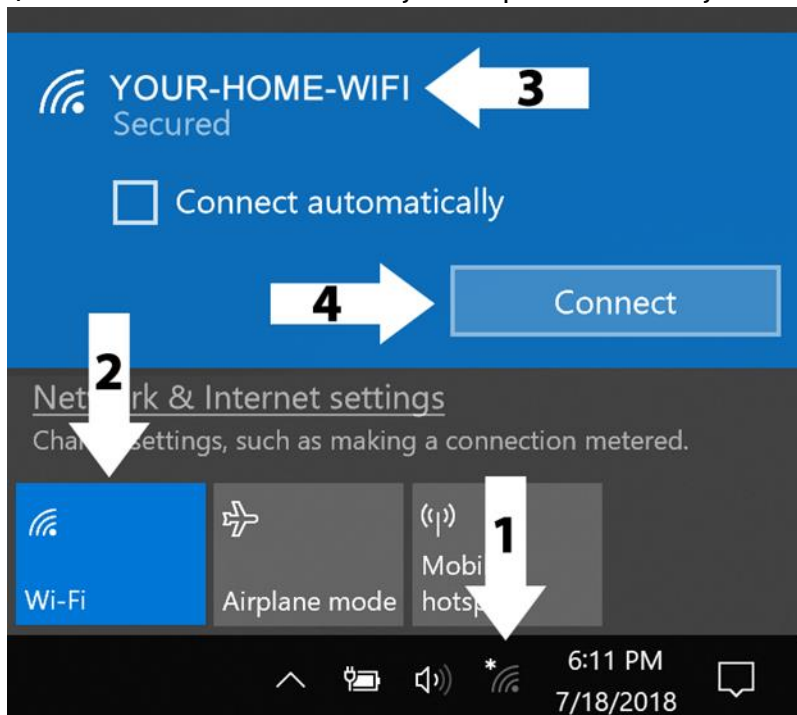
<p>1. Purpose SC 4601 et seq</p> <p>2. Authority</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET AND TECHNOLOGY</p> <p>Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities must develop and adopt a board approved Acceptable Use Policy on Internet usage within the school entity.</p> <p>The school district of West Mifflin provides staff and students with Internet usage to use for the sole purpose of educational pursuit.</p> <p>The school district of West Mifflin provides staff and students with technology equipment for the sole purpose of enhancing classroom content and to better provide an educational experience for the students of the West Mifflin Area.</p> <p>The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the internet.</p> <p>The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or Network.</p> <p>The district reserves the right to monitor any Internet usage and any electronic communication. Users of the WMASD technologies should not have an expectation of privacy in the materials that are created, sent, or received by them on the WMASD systems. To the extent allowed by laws and regulations, WMASD authorized personnel may examine all material stored on WMASD systems without prior notice.</p> <p>Messages that are created, sent, and/or received using the WMASD email system are the property of the West Mifflin Area School District. The West Mifflin Area School District reserves the right to access and disclose the contents of all messages created, sent, and/or received using the email system.</p>
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Chapter 5: Help Guides

Section 1: Wi-Fi

If you are having trouble getting online, verify that you are connected to your home wireless.

1. Click the wireless icon in the system tray.
2. Verify that the Wi-Fi is turned on. Gray background indicates that it may be off, blue indicates that it should be active.
3. Find your home wireless SSID (Set Service Identifier) and click to select.
4. Click Connect. You may be required to enter your home wireless password.



Section 2: Troubleshooting

In this section is a list of items that typically resolve our most common issues. Please follow this guide before submitting a ticket or calling help desk.

7. Save your current projects and close all apps, if your computer is running. Press and hold the physical power button for at least 30 seconds, release and wait 5 seconds, then press it again to turn it on.
 - a. This drains the power and data from the computer's components so it can boot as cleanly as possible.
8. If it is not charging or turning on, unplug the AC cable from the brick and the wall, and the cable from the computer. Plug everything back in tightly. Ensure that the charging light is on. Give the computer 15 minutes to charge high enough to stay on once booted.
9. If the above steps fail to solve your issue, see the next section to contact the help desk.

Section 3: Submitting a Help Desk Ticket

If you have any trouble using software, online resources, or experience hardware issues with your laptop, you may open a help desk ticket to request assistance from the technology department.

1. Open up any web browser and type intranet.wmasd.org in the address bar.
2. Click on **Help Desk** from the menu on the left of the screen
3. Enter your username and password. (same as if you were logging on to a computer for school)
4. Click **Submit issue.** (menu on left)
5. Use quick pick box and choose **Student Tech Request**
6. Describe your issue and steps on how to reproduce it. More details are better.
7. Click Submit issue.
8. Check back to the Help Desk site or check your student email daily while you have an active ticket so you can see updates.

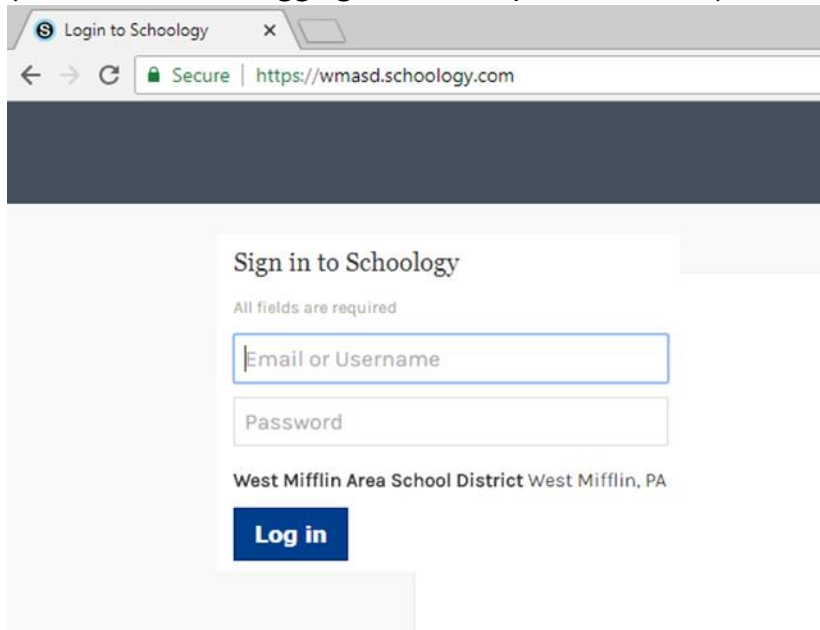
Steps 1 and 2 look different because the website has since been updated. The process is the same.

The screenshot shows the intranet.wmasd.org website. Step 1 points to the address bar. Step 2 points to the 'Help Desk' link in the left navigation menu. Step 3 points to the 'Please Sign In' form, which includes a 'User ID' field, a 'Password' field, and a 'Sign In' button. Step 4 points to the 'Submit Issue' link in the left navigation menu. Step 5 points to the 'Quick Pick' dropdown menu, which is set to 'student tech request'. Step 6 points to the 'General iPad Issue Help Request' form, which has fields for '* Subject:' and '* Full Description:'. Step 7 points to the 'Submit Issue' button at the bottom of the form.

If the issue needs solved quickly, call the WMASD help desk at (412) 466-9131 ext. 3333.

Section 4: Logging into Schoology

1. Go to the Schoology website login page at wmasd.schoology.com
2. Log in with your Student ID number and password (same one used if logging onto a computer at school).



The screenshot shows a web browser window with the title "Login to Schoology" and the URL "https://wmasd.schoology.com". The page content includes a "Sign in to Schoology" heading, a note that "All fields are required", and two input fields: "Email or Username" and "Password". Below the fields, it identifies the "West Mifflin Area School District West Mifflin, PA" and features a blue "Log in" button.

Sign in to Schoology

All fields are required

Email or Username

Password

West Mifflin Area School District West Mifflin, PA

Log in

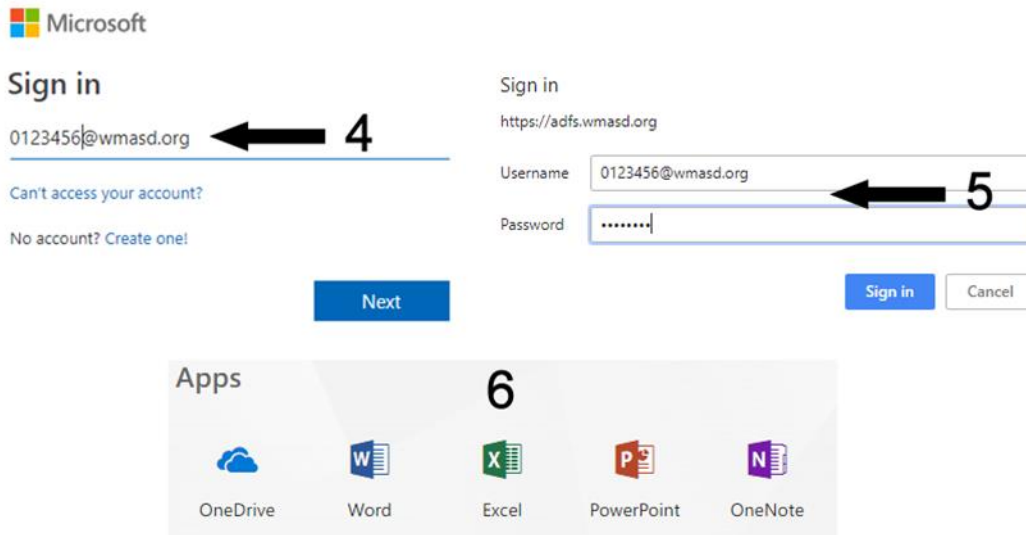
Section 5: Logging into Microsoft Office 365

You can access your OneDrive files and Office 365 web-based applications from any browser on any computer. This might be helpful in the event you are having trouble with OneDrive syncing, issues with Microsoft Word, Excel, PowerPoint, or other laptop issues that prevent you from doing your work on it.

1. Go to the WMASD website at wmasd.org
2. Go to Technology – Office 365 Login
3. Or you can go directly to login.microsoftonline.com
4. Type in your computer credentials in email format.

If your student number is **12345**, your email address is **12345@wmasd.org**.

5. A second window will pop up asking again for your login information.
6. Once logged in, you can access your OneDrive and MS Office apps online.



Appendix A: Laptop Insurance



[West Mifflin Area School District one-to-one initiative insurance plan](#)

West Mifflin Area School District families have the option to purchase a yearly insurance plan through the school district as part of the one-to-one initiative. All families are encouraged to participate in the insurance option, but are not required to do so. Families who do not choose to purchase insurance are responsible for the full cost of repair and/or replacement of a damaged or lost device. If you purchased this plan the previous year, you will need to renew in order to maintain coverage. Insurance must be paid by September 18th.

The price of the insurance plan is \$25/individual, \$50/family for the year. For students enrolled after January 1, the price of the insurance plan is \$15/individual, \$30/family.

Please be aware that there is still a deductible even after purchasing the insurance plan. Deductible prices are to be paid based on the following scale:

1st Incident: \$50 (excluding lost peripheral* or lost/stolen device**)

2nd Incident: \$75

3rd Incident: full cost

*1st lost Peripheral (AC/adaptor, Stylus): \$0 and \$30 for each further lost peripheral

** 1st Lost/stolen device: \$100 and \$300 thereafter

One-to-one FAQ

Q: What does the insurance cover and not cover?

A: The insurance covers damage from accidents, fire, flood, natural disasters and a lost device (1st time). It does NOT cover intentional damage of your device or another student.

Q: I paid my insurance but I'm still receiving an obligation in the mail, why?

A: You are getting billed for the deductible based on number of incidents on file. Your bill may be less than the deductible cost if the part cost is less than the deductible. We will bill you the lowest amount.

Q: What constitutes an "Incident"?

A: When a student stops to have their device serviced by the IT staff that is considered one "incident" so if they have multiple broken/missing items it is only one "incident".

Q: What if I find my lost charger, stylus, etc.?

A: Please bring it to the IT staff and we will find your obligation form and note item was found and forward onto the main office so the obligation can be removed from PowerSchool.

Q: What is this "cleaning fee" I am being charged?

A: Like textbooks the laptop is being loaned to your student and remains property of WMASD. When students write or place stickers and other markings on laptops the IT staff has to remove them so the laptop can be given to another student.

Q: Why am I receiving an obligation with no prior notice?

A: The IT staff does not pre-notify parents/guardians of damage to their students' laptops. It is the student's responsibility to inform their parent/guardian that an obligation has been issued and a letter will be received for the repairs.