

Mecklenburg County Public Schools



**1:1 Mobile Learning
Device Initiative
Handbook**

1:1 Mobile Learning Device Initiative Handbook

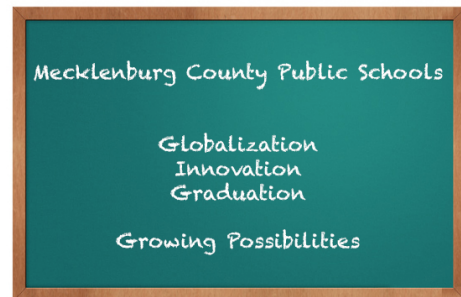
The MCPS Vision...

- Build a model 21st Century learning organization that cultivates thoughtful, engaged citizens, prepared to contribute to the prosperity of the county, commonwealth, nation, and world.

Vision Driven...

The vision driving this process is a combination of:

- State Board of Education 21st Century Learner goal
- MCPS Vision/Mission Statement
- MCPS Strategic Plan
- Superintendent's focus on Globalization
- MCPS Technology Plan
- Trends in teaching and learning
- Identification of teacher and administrator skills



Student Experience...

Students will be engaged in a 21st Century classroom that will:

- Allow for greater individualized learning
- Allow students to build and apply critical thinking skills
- Allow for greater success to the growing body of knowledge that is digital
- Open up the world...

21st Century Students will be Immersed in.....

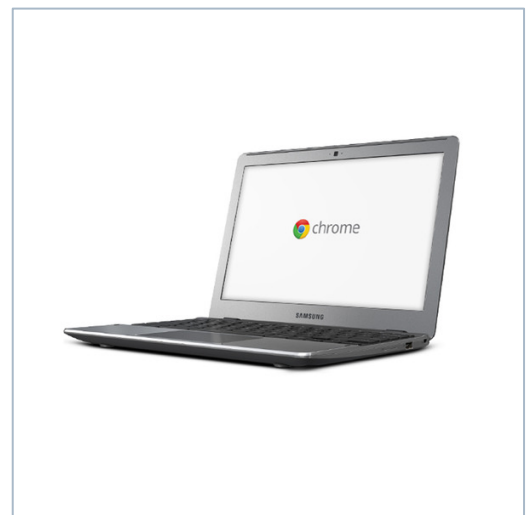
- Critical Thinking and Problem Solving
- Communication and Collaboration
- Accessing and Analyzing Information
- Creativity and Innovation:

The 21st Century Classroom in MCPS

Measurable Instructional Goals...

- Higher student achievement
- Higher rate of student proficiency

Total Quality Education.....



Section 1: Taking Care of the Mobile Learning Device

General Precautions

- Food or drinks should not be next to the Mobile Learning Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully in the Mobile Learning Device.
- Students should never carry their Mobile Learning Device while the screen is open.
- Mobile Learning Devices should be shut down before moving them to conserve battery life.
- Mobile Learning Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Mecklenburg County Public Schools.
- Mobile Learning Devices must never be left in a car or any unsupervised area.
- ***Students are responsible for keeping their Mobile Learning Device battery charged for school each day. Students should also bring their Mobile Device charger to school each day.***
- Do not expose the Mobile Learning Device to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Mobile Learning Device.
- Always bring your Mobile Learning Device to room temperature prior to turning it on.

Carrying Mobile Learning Devices

Students should take care when carrying Mobile Learning Devices within the school building and back and forth from home to school. Students should carry the laptop home in a bookbag of some kind.

The guidelines below should be followed:

- Mobile Learning Devices and power supplies should always be kept together.
- The Mobile Learning Device must be turned off before bringing it home.

Screen Care

The Mobile Learning Device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Avoid leaning on the top of the laptop. Do not place objects on top of it when it is closed.
- Avoid placing anything near the laptop that could put pressure on the screen.
- Avoid placing anything in your bookbag that will press against the cover.
- Avoid poking the screen.
- Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

***Clean the screen with a soft, dry anti-static, or micro-fiber cloth.

Please do not use any type of liquid or water on the Mobile Learning Device.

Section 2: Using The Mobile Learning Device

- Mobile Learning Devices are intended for use at school each day but may be used anywhere, anytime. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- If students leave their Mobile Learning Devices at home, they will not be able to participate in daily instructions and activities. **Students should always bring the Mobile Learning Device to school every day.**

Charging the Mobile Learning Device Battery

- Mobile Learning Devices must be brought to school each day in a fully charged condition. Students need to charge their mobile Learning Device each evening. Repeat violations of this policy will result in disciplinary action.
- Students should bring the charger each day.

Screensavers and Wallpaper (Background)

- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action.
- Passwords on screensavers are not to be used.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used in the classroom only with teacher permission.

Please note the following:

Parents/Guardians will be responsible for monitoring students Internet activity while not connected to the MCPS network.

Section 3: Laptop Software

Originally Installed Software

- The software originally installed by the Mecklenburg County Public Schools must remain on the Mobile Learning Device in usable condition and be easily accessible at all times.
- It is the responsibility of the school technician to install additional software programs and files.

Additional Software

- It is the responsibility of the school technician to install additional software programs or files. Students are **NOT ALLOWED** to install anything on school Mobile Learning Devices.
- Violent games and computer images containing obscene or pornographic material are banned.

Section 4: Responsible Use and Care

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 the Mecklenburg County Public Schools.

Students are responsible for their ethical and educational use of the technology resources of Mecklenburg County Public Schools.

Access to the Mecklenburg County Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Mecklenburg County Public Schools Internet Acceptable Use Policy, as well as the Mecklenburg County Public Schools discipline policies.

The Mobile Learning Device is the property of Mecklenburg County Public Schools and teachers, administrators and/or school technicians can ask to see the Mobile Learning Device at any time.

Protecting and Storing the Mobile Learning Device

Mobile Learning Device Identification

- Student Mobile Learning Devices will be identifiable by serial number. This information will be kept at each school and MCPS Technology Department.

Password Protection

- Hard drive passwords are also forbidden. If used, students may be responsible for the cost of replacement hardware.

Mobile Learning Device Left in Unsupervised Areas

- Under no circumstances should Mobile Learning Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any Mobile Learning Device left in these areas is in danger of being stolen.
- Unsupervised Mobile Learning Devices will be confiscated by staff and taken to the administrative office. Disciplinary action may be taken for leaving your Mobile Learning Device in an unsupervised location. Each student is responsible for his/her Mobile Learning Device once it has been issued.

Violations

- 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.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the Principal, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies and the Mecklenburg County Public Schools Discipline policies.
- **Damage, loss, or theft of the Mobile Learning Devices will be subject to fees and/or disciplinary action.**

Every Student and Parent will be asked to sign a Student/Parent Agreement before the Mobile Learning Devices will be issued to the student.

Acknowledgement of Receipt and Review of the 1:1 Mobile Learning Device Initiative Handbook

I certify:

1. Receipt of the MCPS 1:1 Mobile Learning Device Initiative Handbook.
2. The required Internet Policy and User Agreement is already signed and on file.
3. I have reviewed and understand the 1:1 Mobile Learning Device Initiative Handbook with my child.
4. I further understand that I will be responsible for any damage, loss or theft of the Mobile Learning Device
5. I understand that Parents/Guardians will be responsible for monitoring students Internet activity while not connected to the MCPS server.

Fees

There is no fee for proper use and care of the Mobile Learning Device. The following is an example of common fees associated with abuse or neglect of the Netbook. These are examples and fees are not limited to these examples.

Initial by each fee to acknowledge you are aware of potential fees in the event the Mobile Learning Device is damaged while in your child's care.

- | | | |
|--------------------------------|-------|-------|
| • Device | \$250 | _____ |
| • Power Cord | \$50 | _____ |
| • Screen | \$100 | _____ |
| • Keyboard | \$50 | _____ |
| • Removing Unapproved Software | \$35 | _____ |

Student Name: _____ Date: _____
(Please print)

Student Signature: _____

Parent Name: _____ Date: _____
(Please print)

Parent's Signature: _____

No Mobile Learning Device will be issued until this form is returned to the student's homeroom teacher.