



Louisville City Schools

Technology Plan

The Louisville City Schools Technology Plan was written to support the district's vision and strategic plan, serve as a resource for district personnel and students to reference as they continue their journey towards effective technology integration. As district needs and objectives change, the district technology plan will be modified and updated as well. This plan communicates the current district Vision, Strategic Plan, and Goals. It gives guidance on appropriate use and integration of technology while teaching and learning, as well as our strategy to support users and devices. The proposed plan is intended to impact our district in a positive manner, resulting in a more efficient, safe, and well integrated utilization of technology to promote growth of students and employees.

1) Vision, Strategic Plan, and Goals

- a) Our District Technology Plan was developed to support the district's vision and strategic plan (see Appendix A).
 - i) District Vision
 - (1) Empowering Students
 - (2) Engaged Community
 - (3) Endless Possibilities
 - ii) Strategic Plan Goals
 - (1) Provide environments to meet individual students' futures.
 - (a) Initiatives
 - (i) Promote innovative and active learning environments.
 - (ii) Foster innovative and active academic best practices.
 - (iii) Explore flexible career pathways.
 - (iv) Coordinate multi-tiered social /emotional support systems.
 - (v) Nurture programming that develops soft skills.
 - (vi) Facilitate awareness of the world beyond yourself.

(2) Promote Successful relationships and opportunities.

(a) Initiatives

- (i) Build awareness of all student opportunities leading to their future options.
- (ii) Explore opportunities for students and staff to provide community service.
- (iii) Publicize student and staff success.
- (iv) Ensure parents know how and why to support their children academically.

(3) Equip students for lifelong success

(a) Initiatives

- (i) Broaden the districts' funding sources.
- (ii) Develop and formalize a capital plan.
- (iii) Execute and monitor our capital plan.
- (iv) Explore partnering with other districts to enhance professional development.

b) Overarching Technology Goals

i) Student and Staff Goals

(1) Technology will promote innovative & active learning environment.

- (i) Increase 21st century technology skills of all students and all staff
- (ii) Educate staff members on the importance instructional technology best practices and social media skills and give professional opportunities to all staff members.

(2) Technology will foster innovative and active academic best practices.

(3) Technology will provide opportunities to explore flexible career pathways.

(4) Technology will build awareness of all student opportunities leading to their future options

- (a) Integrate technology into the curriculum to increase academic opportunities.

ii) Infrastructure and Support Goals

(1) Provide and support an infrastructure capable of supporting the volume of technology needed for district technology initiatives.

(2) Provide a safe and reliable network for employees and students.

(3) Provide employees with access to training they need to do their job effectively.

(4) Provide staff with a timely response system to technology issues.

2) Learning with Technology

a) WHY USE TECHNOLOGY AS A TOOL FOR LEARNING?

- i) The purpose of incorporating technology in instruction is to promote, aid, and enhance the learning process. This is accomplished by blending practical techniques of instructional delivery with technology in an effort to create more effective learning experience.
- ii) Effectively blending Instructional Technology does the following.
 - Prepares students for the future.
 - Differentiate and Personalize Instruction
 - Increases Communication and Collaboration
 - Builds digital citizenship
 - Increases engagement
 - Deepens and Enhances learning experiences
 - Increases Relevance

b) TECHNOLOGY IN THE CLASSROOM

i) DISTRICT OVERVIEW OF THE DIGITAL LEARNING OPPORTUNITIES FOR OUR LEOPARDS

(1) ELEMENTARY TECHNOLOGY CLASSES

- (a) Tech Classes in Elementary focus on building the necessary skills to enable our young people to perform technological tasks related to learning and expressing knowledge while emphasizing proper digital etiquette.

(2) MIDDLE SCHOOL STEM PROGRAM

- (a) Nationally and locally, there has been a drive to interest more students, particularly middle school students and girls, in the fields of science, technology, engineering and math (STEM). Considering predictions that 80% of new jobs will require STEM skills and more than 50% of the technical workforce will retire soon, it is more important than ever to inspire students to pursue careers in all of these fields. The overarching theme of STEM classes is the development of the Design Process. Used by both inventors and engineers, the design process helps students think creatively about a problem and produce a successful result. Below are the programs offered at Louisville Middle School.

(i) 6TH GRADE STEM - CODING AND GAMING

1. Students will learn coding and gaming skills using programs such as Tynker, Scratch, Code Combat, Legos EV3 robots, and other physical and digital resources. The students will practice problem-solving skills using visual programming blocks, Python, and JavaScript programming languages. These tools will provide concrete feedback to the students as they implement code, troubleshoot, and design new programs.

(ii) 7TH GRADE STEM - LEGOS AND ENGINEERING

1. Students will expand their knowledge using the engineering design process to problem solve, create new products, and communicate the results. Legos, Makey-Makey, and other tools will be used as the students take a hands-on approach to design. These experiences will help students grow and develop 21st century skills.

(iii) 8TH GRADE STEM- BROADCASTING

1. Students will explore how social and digital media has changed communication, how it affects their future, and how to apply it to the areas of STEM within their future college and career choices. Students will develop video productions for school and have an active role in creating the school's social media presence. Students will learn the impact of what is posted on social media and focus on the positive impact that social media can have on communication. Students will be required to present a capstone project based on their

(iv) 8th GRADE STEM - INDUSTRIES

1. The STEM Industries class will give students exposure to STEM applications in a variety of industries and careers, including the following: product development, medicine, sports, transportation, business, housing, pet care, food, etc. This course will expose students to a variety of technical tools such as 3D printers, laser engravers and cutters, CNC routers, and other maker tools. Students will experience designing, creating, and marketing their own products.

(3) HIGH SCHOOL STEM

(a) ROBOTICS CLUB

- (i) Robotics Club is an after school club for students interested in building, programming, and competing with robots. Students will utilize the Vex Robotics platform to complete challenges as well as design, build, and program robots to be used to compete against others in robot competitions.

(b) INTRO TO BROADCAST GRAPHICS

- (i) This is an introductory course in motion graphics utilizing digital video and various graphics file formats and is a yearlong. The course includes lectures, screenings, critiques and hands on studio lab. Projects will cover best practices in video production, animation and visual effects in broadcast design, film titles, video design and effects. The course will utilize industry standard visual effects software including After Effects, Premier Pro and Flash. Instruction will be given in establishing broadcast graphics fundamentals including visual rhythm, kinetic typography, contagion, staying on-brand, multiplanar effects and other introduction industry techniques.

(c) COMPUTER APPLICATIONS

- (i) This computer course is for one semester and the students will learn Microsoft Word, Excel, and PowerPoint. Additionally, a portfolio encompassing student notes, assignments and projects will be created throughout the course. This is an excellent class to have whether entering the work force or attending college.

(d) GRAPHICS AND WEB DESIGN I

- (i) The graphics/web design course will teach students advanced programs such as Adobe Photoshop, Illustrator, and Dreamweaver along with HTML coding and basic web page design criteria with projects in each program. Throughout the course students will develop a personal electronic portfolio that they will be able to utilize after the course is completed.

ii) ONE-TO-ONE CHROMEBOOK INITIATIVE (GRADES 4-12)

- (1) The implementation of the One-to-One Chromebook and Blended Learning initiative has and will continue to open up new learning and teaching opportunities. Each student in grades 4th through 12th will be issued a district owned chromebook to use for educational purposes. Our staff will continue to shift from traditional teaching strategies to a blended approach. Part of this shift teachers and students will go through will be utilizing the online learning management system called Schoology. A learning management system is a system where classroom resources, assignments, and other classroom materials can be stored and distributed. The district's goal in providing chromebooks and using the blended learning model is to increase student engagement, provide more opportunities for small group/individual instruction, improve critical thinking/problem solving skills, and allow for individualized student pacing.

(a) ONE-TO-ONE CHROMEBOOK INITIATIVE INFORMATION

(i) WHAT IS A CHROMEBOOK

- 1. A Chromebook is a laptop running the Linux-based Chrome OS as its operating system. The devices are primarily used to perform a variety of tasks using the Google Chrome browser, with most applications and data residing in the cloud rather than on the machine itself. The chromebooks also have access to the Chrome App Store which gives teachers and student access to learning apps.

(ii) BENEFITS OF CHROMEBOOKS OVER OTHER DEVICE

- 1. Fiscally responsible option
 - a. Price is around \$200 per device.
 - b. No need for Antivirus software.

- c. Repairs are reasonable and most able to be done in house.
2. Comes with the Chrome Management System
 - a. Free management system which allows us to manage all chromebooks from the same interface.
3. Google Suite of products.
 - a. Chromebooks include software to complete standard classroom tasks such as Docs, Sheets, Slides, Forms, Calendar, etc.
4. Durable for student use.
 - a. Chromebooks have sturdy cases with easily replaceable components.
5. For more information about chromebooks please review Why Chromebooks (see Appendix B)

(b) Blended Learning Information

- (i) The Blended Learning teaching approach IS a combination of traditional and digital resources to better prepare students for tomorrow's world. It is NOT a replacement for our highly skilled classroom teachers or a version of an online class. Benefits of a blended classroom include but are not limited to learning opportunities that are : flexible in delivery and completion styles, time efficient, personalized by learning style, extended outside the normal school day and school property,

(c) SCHOOLGY LEARNING MANAGEMENT SYSTEM

(i) What is Schoology

1. Schoology is a Learning Management System with assessment management used to improve student performance, foster collaboration and personalize learning. Schoology is utilized by students in grades 4-12. For more information on Schoology visit their website at <https://www.schoology.com/>

(ii) Benefits of Schoology

1. Helps students, parents, and educators stay organized in a digital environment.
2. Delivers assessments in a multitude of online methods that enable students increased opportunities in assessment styles, grading, and feedback.
3. Offers immediate feedback to students, parents, and teachers.
4. Offers a great solution to Differentiating Learning.
5. Integrates with Google Apps.
6. Increases exposure to Online Assessments.

7. Increases ability to facilitate blended learning experiences.

(d) DIGITAL WELLNESS

- (i) Protecting students and teaching them how to safely use the internet and technology is more important than ever. There is no full-proof, perfect solution for this task. The district has taken a multifaceted approach of teaching student awareness and providing filtering between the student and the internet. On the protection side of the approach, our devices and students inside our buildings are protected by our county ESC firewall. One-to-one grade levels have an additional layer of protection which also follows them home called Securly. On the student awareness side of things, students are taught lessons on many topics such as; safe internet use, the importance of their digital footprint, digital etiquette, digital privacy, cyber bullying, advantages and disadvantages of using technology, and many more.

c) Student Required Resources

- i) Parents and students will complete the following documents as part of the beginning of the year required online forms.

(1) STUDENT ACCEPTABLE USE POLICY (GRADES PRE-K-3RD)

- (a) Students are to abide by the current district Acceptable Use Policy (see Appendix C).

(2) TECHNOLOGY STUDENT HANDBOOK (GRADES 4TH-12TH)

- (a) In the Chromebook Agreement Packet you will find the following items:

- (i) Additional information about the one-to-one program (see Appendix D).
- (ii) Student Chromebook Agreement (see Appendix E).
- (iii) Student Chromebook Acceptable Use Policy (see Appendix F).
- (iv) Chromebook Insurance Policy Options (see Appendix G).
- (v) Chromebook Release Form (see Appendix H).

(3) STUDENT TECHNOLOGY POLICIES

- (a) All district board adopted policies can be found at [Louisvillecityschools.org](https://www.louisvillecityschools.org). Policies are updated on a regular basis to reflect current laws and regulations. Current board approved policies can be found at <https://www.boarddocs.com/oh/louis/Board.nsf/Public?open&id=policies>.

- (b) The following policies relate to technology and include, but not limited to: 7510.06, 5517.01, 5136

3) Teaching with Technology

a) LESSON PLAN DEVELOPMENT

i) Integrate Blended Learning Tools and Concepts

(1) Teachers will continue to develop lessons and activities that integrate 21 century learning opportunities by attending monthly tech and data meetings, grade level and department meetings, and other professional development opportunities.

ii) Integration of tools to monitor and analyze student growth

(1) Teachers will gauge student understanding and lesson effectiveness by utilizing digital tools to collect data to guide lesson development.

iii) Prepare for the Digital Assessments

(1) State online testing has become a major part of a student's educational experience. It is important the students are prepared to take the state online tests. It is no longer adequate to only prepare students academically for these test. It has become equally important to prepare them for the process of taking the test as well. Below are some of the steps teachers and district staff take to prepare students for the testing experience.

(a) Each year the staff is trained on the latest changes and enhancements to Online Digital Assessments.

(b) Teachers and Tech Skills classes develop lessons which replicate Ohio State Assessment digital assessments.

(c) Student Typing Skills are instructed, practiced, and monitored to facilitate development.

(d) Student Digital Navigation skills are instructed, practiced, and monitored to facilitate development.

(e) Students participate in tutorials of the State Testing environment several times throughout the school year before the State digital assessments.

iv) Integration of Technology Standards

(1) Teachers will engage students by using classroom technology such as projectors, interactive boards, classroom amplification systems, document cameras, and other available technologies that will assist in lesson delivery and effectiveness.

v) Utilize School Resources

(1) Teachers will engage students by using classroom technology such as projectors, interactive boards, classroom amplification systems, document cameras, and other available technologies that will assist in lesson delivery and effectiveness.

b) COMMUNICATING WITH TECHNOLOGY

i) Using technology to keep students safe

(1) Keeping students safe is of the utmost importance! Teachers will utilize adopted technologies and apps to ensure student safety. These technologies include but are not limited to Navigate Prepared and Remind.

ii) Teacher/Student Communications

(1) Appropriate methods of communication between teacher and student(s) include school email, Remind App, Blackboard Connect, Schoology, and other Superintendent approved communication apps and methods.

iii) Teacher/Guardian Communications

(1) Appropriate methods of communication between teacher and parent/guardian(s) include school email, Remind, Blackboard Connect, Schoology, and other Superintendent approved Communication Apps.

iv) Social Media Use

(1) Use of social media for school business needs to be approved by the superintendent or appointed personnel and abide by district acceptable employee conduct policies

c) APPROPRIATE USE OF TECHNOLOGY

i) Acceptable Use Policy

(1) Teachers are to abide by the current district Acceptable Use Policy (see Appendix I).

ii) Policies Related to Technology

(1) All district board adopted policies can be found at [Louisvillecityschools.org](https://www.louisvillecityschools.org). Policies are updated on a regular basis to reflect current laws and regulations. Current board approved policies can be found at

<https://www.boarddocs.com/oh/louis/Board.nsf/Public?open&id=policies>.

(2) The following policies relate to technology and include, but not limited to:

(a) 7530.01, 7530.02, 7540, 7540.1, 7540.02, 7540.03, 7540.04, 7540.05, 7540.06, 7542, 7543, 8315

iii) Device Care

(1) District employees who are issued school owned devices to prepare and present lessons and complete other tasks related to their position are encouraged to follow the tips found in the District Laptop Care Guidelines to avoid damage and other issues with their device (see Appendix H).

4) Supporting and Sustaining Technology

a) INFRASTRUCTURE OVERVIEW

i) The Louisville City School district supports many different types of technologies. The following is a brief summary of the systems and devices which are supported. The following is a rough overview of the type and quantity of devices we currently maintain. The Technology Department supports:

- 3,500+ Chromebooks
- 550 Teacher and classroom laptops
- 100 iPads
- 120 Desktop Computers
- 240 Internet Access Points over 7 locations with 4 controllers
- 285 IP Phones over 4 locations with 4 controllers
- 250 Security cameras over 7 locations with 8 servers
- 300+ Interactive boards
- 220+ Document cameras
- 420+ Projectors
- 120+ Printers
- access control at 5 district buildings
- -Network Infrastructure at 7 district location
- -20+ servers at 5 locations
- -Online State testing in grades PK, KG, and 3rd-8th with over 5000 online testing sessions a year.
- -End user support for 353 District employees and nearly 2800 students including
- -Security initiatives such as Securly chromebook web filtering and Visitor Management Screening system.

b) TECHNOLOGY DEPARTMENT PERSONNEL OVERVIEW

- Technology Director- [Jason Siegfried](#)
- Technology Support Technician- [Joe Andrews](#)
- Integration Specialist/Gradebook Manager- [Troy Davis](#)
- Elementary Integration Support Specialist- [Bobbi Johnston](#)
- Secondary Integration Support Specialist- [Tonda Mathie](#)

c) TECHNOLOGY SUPPORT

i) Employees in the need of technology help can utilize the district's helpdesk system called Spiceworks. Teachers submit tickets which are then processed and assigned to appropriate technology personnel. The technology department will make every attempt to respond and resolve all technology support needs in a timely and appropriate manner.

d) EMPLOYEE TRAINING

- i) Existing employees will receive yearly training prior to and throughout the year as needed. Training can include but not limited to safe schools training, technology integration training, systems training, and software training.
- ii) New teachers will receive technology training during our teacher orientation program. New teachers are also able to take advantage of our technology integration specialist to receive more in depth training on hardware and software.

e) TEACHING AND LEARNING DEVICES

- i) It is important teachers have the technology needed to present lessons and track student achievement. Each teacher in the district is assigned a district owned laptop and a district owned chromebook if desired. Each district classroom has an interactive smart board, projector, amplification system (except LMS), document camera, and other teacher devices. These technologies allow our teachers to develop lessons which are high interest and more in line with today's student interests.

Louisville City Schools

VISION



3

EMPOWERING STUDENTS
ENGAGED COMMUNITY
ENDLESS POSSIBILITIES

STRATEGIC PLAN GOALS

PROVIDE ENVIRONMENTS
TO MEET INDIVIDUAL
STUDENTS' FUTURES

PROMOTE SUCCESSFUL
RELATIONSHIPS AND
OPPORTUNITIES

EQUIP STUDENTS
FOR
LIFELONG SUCCESS

INITIATIVES

PROMOTE INNOVATIVE
AND ACTIVE LEARNING
ENVIRONMENTS



FOSTER INNOVATIVE AND
ACTIVE ACADEMIC BEST
PRACTICES



EXPLORE FLEXIBLE
CAREER PATHWAYS



COORDINATE MULTI-TIERED
SOCIAL/EMOTIONAL
SUPPORT SYSTEMS



NURTURE PROGRAMMING
THAT DEVELOPS
SOFT SKILLS



FACILITATE AWARENESS
OF THE WORLD BEYOND
YOURSELF

BUILD AWARENESS OF ALL
STUDENT OPPORTUNITIES
LEADING TO THEIR FUTURE
OPTIONS



EXPLORE OPPORTUNITIES
FOR STUDENTS AND STAFF
TO PROVIDE COMMUNITY
SERVICE



PUBLICIZE STUDENT
AND STAFF SUCCESSSES



ENSURE PARENTS KNOW
HOW AND WHY TO
SUPPORT THEIR CHILDREN
ACADEMICALLY

BROADEN THE DISTRICTS'
FUNDING SOURCES



DEVELOP AND FORMALIZE
A CAPITAL PLAN



EXECUTE AND MONITOR
OUR CAPITAL PLAN



EXPLORE PARTNERING
WITH OTHER DISTRICTS
TO ENHANCE PROFESSIONAL
DEVELOPMENT

Appendix B

WHY CHROMEBOOKS?

The District has chosen to transition all email systems, file storage, calendar services, and video conferencing services to Google Apps for Education. Louisville City School District has chosen Chromebooks to be the device given to students to use. Chromebooks are mobile devices with a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Education Benefit – In choosing the Chromebook the District has the ability to put a device in the hand of every student in the District. Technology can have positive impacts on the educational process, but only if the technology is available when needed by the teacher or the student. The Chromebook 1:1 model will allow students to have devices 24/7. The hope is this model will allow learning to become a never-ending process, in which students can learn anywhere, anytime

Chromebooks can work with or without an Internet connection – Through the LeopardConnect program, we are working to increase opportunities for students to access the Internet outside of home or school, through partnership with local business. The Chromebooks do have a small hard drive built into the system and can even be used at home without an Internet connection and be properly synced in seconds once the student enters the school.

Managed by Louisville City Schools Tech Department - Each Chromebook we provide to students will be a managed device. Members of Louisville City School District Technology Department will maintain devices through our Google Apps for Education account.

Apps can be pushed out in seconds – By utilizing the Google Apps Management Console, the technology department can push out apps wirelessly to specific groups of students or to all of the students in the District within minutes. Also, teachers have the ability to create contact groups and push out apps just for their students.

There are little to no security/virus issues – As with all of the Chromebooks most things are stored in the cloud. That means there is nothing to “steal” from the computer and nothing for a virus to attach itself.

They turn on in eight seconds or less – The quick start up process saves precious instructional time.

Chromebooks have a battery life of eight to ten hours – Current Chromebooks will last the entire school day, making re-charging during the day not needed. It also only takes about 1 hour for the the Chromebooks to gain a full charge.

Chromebooks are durable - Our Chromebooks were chosen for their durability during normal student usage on a daily basis.

Appendix C

Acceptable Use of Technology Agreement Including Internet Use & Safety Student

Education Purpose Statement

The District provides access to technology, including Internet access to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.
- Any computing or telecommunication device owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, Virtual Private Network (VPN), infrared and/or wireless.

This Agreement applies to any online service provided directly or indirectly by the District for student use. Examples of online services include but are not limited to electronic mail, web sites, cloud based computing applications and social media sites. Students agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

The Internet can be accessed by a variety of electronic devices including those not provided by the District. Because the material available on the Internet varies in quality and appropriateness and instructional material obtained from the Internet may have not been selected ahead of time in a manner similar to the way other instructional material is selected such as textbooks, software, or library books, the District cannot guarantee accuracy, appropriateness and opinions expressed in the materials.

Any implementation of the use of student-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by parent or guardian.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Students must read and abide by these rules established by the District and their respective buildings and classrooms.

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The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of Education's Licensure Code of Professional Conduct for Ohio Educators.

Internet safety issues may arise around the access to and use of the Internet, internet-ready, and other electronic devices in a manner that promotes safe, civil and legal online activity for children, digital citizenship and literacy and recognizing and responding to cyber bullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

Student activities will be structured in a manner that is appropriate to the age and skill level of students. This approach is adopted in recognition of the importance of providing more secure environments for younger students and supporting safe, responsible and independent use by older students.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology or technology infrastructure provided to its students, staff or visitors. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use. It is impossible for the District to restrict access to all offensive and controversial materials. It is the responsibility of the students to abide by the policy to avoid such content.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the district's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Users shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information

Acceptable Use of Technology Agreement Including Internet Use & Safety Student

transmitted or received in connection with such usage. This includes, but is not limited to, information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

Prohibited Practices

The use of technology for any purpose that violates the student code of conduct, board policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Theft, destruction of property
 - Purchasing goods or services
 - Bullying
 - Interfering with the normal functioning of computers, systems or networks
 - Accessing, modifying or deleting files/data that do not belong to you
 - Giving your username or password to any other student, or using the username or password of someone else to access any part of the system
 - Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
 - Sending or publishing offensive or harassing messages/content
 - Accessing dangerous information that, if acted upon, could cause damage or danger to others
 - Violating copyright laws and/or district policy on plagiarism
 - Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remotecontrol software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate
 - Any file which is not needed for school purposes or a class assignment

Students are required to report any occurrence of a prohibited practice to the school building administrators immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions

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Student**

that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such actions and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary and/or other damages resulting from any criminal or illegal act or violation of this Agreement.

Signatures/Acknowledgement

Students and residential parent(s) or guardian(s) shall agree to and acknowledge the information disclosed in this agreement by signing below. This agreement is in effect until the student leaves the District or a new agreement is required. For students 18 years and older, the student agrees that they understand and agree to abide this agreement. For all other students, the parent agrees that they have explained this agreement to their child and that the child agrees to abide by the agreement.

Student Name (please print) Last, First,
M.I.

Parent Name (please print)

Student Signature

Parent Signature

Date

Date

School Building

Home Phone

- I am 18 or older
- I am under 18

Appendix D

Louisville City School's Chromebook Loan Agreement



Blended Learning

Louisville City Schools are very excited to announce the implementation of Blended Learning and our one-to-one Chromebook initiative. Blended Learning is an instructional method which combines traditional instructional methods and an online component. Utilizing a blended learning approach to education will increase student engagement, provide more opportunities for small group/individual instruction, improve critical thinking/problem solving skills, and allow for individualized student pacing.

In order to accomplish the goal of blended learning, Louisville City Schools will be moving to a one-to-one program with Lenovo Chromebooks. One-to-one refers to each student having his or her own personal Chromebook. For the past year the Louisville City Schools has been researching blended learning instructional models and is prepared to utilize the Chromebooks on a daily basis. We are aware that every student having their own Chromebook may cause some pause or anxiety with our parents. As a school district we are committed to providing the best possible education for our students.

Louisville City Schools will be utilizing Schoology as our learning management system (LMS). Schoology is a free, safe, and secure online program app that allows all of our teachers to manage their online content. I encourage all of our parents to talk with your student and stay abreast of their activities. The advantage to utilizing Schoology is that all of their assignments, classes, calendars, and discussions will be in one central location. During the first week of school, teachers will assist students in signing up for their Schoology account, and help to familiarize the students with the program.



Responsibilities

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- The Chromebook is school property and is subject to search at any point.
- I will supervise my child's use of the Chromebook at home (including apps, internet search, videos, pictures, and email).
- I will discuss our family's values and expectations regarding the use of the Internet and email at home,
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly,
- I will make sure my child brings the Chromebook to school every day,
- I understand that if my child comes to school without the Chromebook, I will be called to bring it to school,
- I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Louisville City Schools.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- The Chromebook is school property and is subject to search at any point. Students should not possess any inappropriate material on their Chromebook. Apps, video, and music with the rating of Mature should not be present at any time on the Chromebook.
- When using the Chromebook at home, at school, and anywhere else I may take, it, I will follow the policies of Louisville City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
- I will not give personal information when using the Chromebook.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not remove programs or files from the Chromebook.
- I will make sure I charge my Chromebook every night and bring it to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the Chromebook, I will seek technical assistance from school personnel.
- I will return the Chromebook when requested and upon my withdrawal from Louisville City Schools.

Appendix E

Chromebook Loan Agreement

One Lenovo Chromebook and charger are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Louisville City Schools and is herewith lent to the Student for educational purposes only for the academic school year. The Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student losing their privilege to use the Chromebook. The equipment will be returned when requested by Louisville City Schools, or sooner, if the Student withdraws from Louisville City School prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with district's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Louisville City School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by Louisville City School.

Louisville City Schools Chromebook Loan Agreement
Signature Pages

Print Student Name: _____

Teacher Homeroom Name: _____

Date: _____

Appendix F

LCS D Chromebook Acceptable Use Agreement

The purpose of the Chromebook Acceptable Use Agreement is to help learners use technology in school and at home to facilitate learning on a 24/7 basis.

The Acceptable Use Agreement (AUA) provides guidelines for using computer hardware and software on individual computers/devices, on Local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (i.e. printers, servers, whiteboards, projectors, etc.). The guidelines establish rights and responsibilities for all users. All users of the network and technological devices are expected to follow the guidelines or risk loss of computer privileges.

The signatures on the Letter of Agreement (located at the end of this document) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

I acknowledge that the Chromebook is property of Louisville City Schools and is subject to search at any point by authorized school officials. I also acknowledge that I am responsible for all content on my school issued Chromebook. I agree

I acknowledge that I am responsible for my actions on my device and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the district. I understand that failure to do so could result in a loss of technological privileges. I agree

I will not share my password or account with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else. I agree

I will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files, or deliberate introduction of computer viruses). I agree

I will obey procedural safeguards to maintain the performance of the network, computer and technological devices. I agree

I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a school staff member. I agree

I will not share, make, or post online personally identifying information about any members of the Louisville community without permission (addresses, phone numbers, email addresses, photos, videos, etc.). ___ I agree

I will access only those resources that are appropriate for school and those District network resources for which I have specific authorization. ___ I agree

I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law. ___ I agree

I will not install software on the network, computer or technological devices without permission of the system administrators. ___ I agree

I understand that system administrators and teachers may access my files during system maintenance or as a directed action. ___ I agree

Staff and students who are issued school owned devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student. ___ I agree

I accept full responsibility for supervision when my child is using his/her Chromebook at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the technology fee due to abuse, negligence, loss or multiple incidences of misuse of the Chromebook by my child. ___ I agree

Violation of this Acceptable Use Agreement may result in: -Loss of school provided technology and network privileges -Monetary reimbursement to Louisville City Schools or other appropriate sources -Prosecution under applicable civil or criminal laws.

As a student at Louisville City Schools, I acknowledge that I have read through and agree to the Chromebook Acceptable Use Agreement, the Chromebook Loan agreement, and the Louisville City Schools Acceptable Use Policy.

Signature _____ Date _____

I acknowledge that my son/daughter and I have read through and agree to the Chromebook Acceptable Use Agreement, the Chromebook Loan agreement, and the Louisville City Schools Acceptable Use Policy. I will instruct my child regarding the importance of following all the guidelines included in this agreement.

Signature _____ Date _____

Appendix G
Louisville City School Technology Protection Fund

The technology protection fund is meant to offset some cost if damage to the Chromebook would occur. This form needs to be completed and returned to the school by August 22, 2016. Failure to complete the form will result in no protection provided.

Premium, Coverage and Benefit the premium cost is \$20 annually. The \$20 premium provides up to \$190 coverage on stolen, or accidentally damaged Chromebooks or chargers, unless otherwise noted below*. Any damages over \$190 will be the sole responsibility of the student. The technology department will determine if damages were negligent or accidental.

It is agreed and understood that: · Louisville City School Technology Protection Fund will offer coverage to all students · Participation is totally voluntary. · A separate application will be needed for each Chromebook covered.

Student Name: _____ Parent Name: _____

Address: _____
Local: _____
Phone: _____

____ Yes, I would like to participate in the Protection Fund ____ I have included a \$20 check made payable to Louisville City Schools ____ I have included \$20 in cash
____ No, I decline service at this time.

Parent Signature _____

Student Signature _____

Date _____

*Only one broken or damaged power cord will be replaced per school year. Stolen devices or power cords must be verified to have been at school at the time of the theft.

Appendix H
Chromebook Release Form

Louisville City School, 407 East Main Street, Louisville, Oh 44641 Please check off to confirm that you received each of the following on _____: _____ 1 Chromebook (\$190.00) _____ 1ACPowerAdapter (\$19.99) All items must be returned by a specified date in June or the last day of school or upon withdrawal from school. I understand that I will be charged for any missing equipment or cables.

- I have read the Louisville Local Chromebook Loan Agreement and the parent and student responsibilities.
- I agree to comply with the Louisville Acceptable Use and Internet Safety Policy at all times, including when not at school.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any District Lenovo Chromebook.

Student Name (Please Print) _____ Student Signature _____ Date _____

Witness Name Witness Signature _____ Date _____

Appendix I

Louisville City Schools Acceptable Use of Technology Agreement for Staff (Including Internet Use & Safety)

Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and to achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access, in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the district is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the internet, is a source of instructional material to which students and employees have access, both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tables electronic computing, communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the district.
- Any computing or telecommunication device owned by, in the possession of or being used by district authorized users that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Agreement applies to any online service provided directly or indirectly by the District for staff use. Examples of online services include but are not limited to, electronic mail, web sites, cloud based computing applications and social media sites. Users agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place. Any implementation of the use of employee-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by the technology coordinator.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Authorized users must read and abide by these rules established by the district and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of Education's Licensure Code of Professional Conduct for Ohio Educators.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology, or technology infrastructure, provided to its staff. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Staff shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes but is not limited to information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Staff shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information. Staff are responsible for maintaining the security of student information and other personally identifiable data and for upholding FERPA, the student confidentiality law, the Ohio Privacy Act and any other applicable privacy policies and regulations.

Prohibited Practices

The use of technology for any purpose that violates any district policies, rule or regulation regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to someone else, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or district policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you have a legal license, hobby or personal interest files, even if not offensive or inappropriate, any file which is not needed for school purposes.

Staff are required to report any occurrence of a prohibited practice to the appropriate district or building administrator immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this agreement and those failing to report policy violations shall be dealt with following established employment agreements or district guidelines. The District also reserves the right to administer the appropriate disciplinary action up to and including termination. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary or other damages as a result of any criminal or illegal act or violation of this Agreement.

Signatures/Acknowledgement

Staff agree to and acknowledge the information disclosed in this Agreement by signing below. This document is in effect until the relationship with the staff is severed or a new form is required.

Name (please print) Last, First, M.I. _____ Date _____



District Laptop Care

1. **Operate your laptop on a safe and stable environment.**
 - A. Do not place on uneven or unstable work surfaces. Placing your laptop on the floor where it can be stepped on or kicked should also be avoided. Seek servicing if the casing has been damaged. Keep your computer centered on your desk. It should not hang off the edge.
2. **Keep liquids away from your laptop.**
 - B. As tempting as it might be to drink coffee, soda or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently destroy parts. The solution is very simple: Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.
3. **Protect the screen (LCD) and body of your laptop.**
 - C. Do not place or drop objects on top and do not shove any foreign objects into the Notebook PC. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.
4. **Keep food away from your laptop.**
 - D. Don't eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Worse, it makes the laptop look dirty if there are crumbs and food stains on it.
5. **Always have clean hands when using your laptop.**
 - E. Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles that can act upon the laptop's exterior underneath your wrists and fingers.

6. **Protect the LCD display monitor.**

- F. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge and over time can cause it to bend and snap. Do not press or touch the display panel. Do not place together with small items that may scratch or enter the Notebook PC.

7. **Don't leave your laptop in a car.**

- G. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief.

8. **Don't expose your laptop to rapid temperature fluctuations.**

- H. When bringing your laptop indoors from a cold environment, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage to the disk drive from condensation forming inside the machine.

9. **Don't pull on the power cord.**

- I. Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power point near your feet, avoid constantly bumping into the plug or you could loosen it and eventually break it. Do not expose to strong magnetic or electrical fields.

10. **Don't roll your chair over the computer cord.**

- J. Stick the cord onto your desk with tape or a special computer cord tie which can be easily undone when you've finished using the laptop. Always try to keep most of the cord away from the floor or your legs; sometimes you can be so engrossed in what you're doing that you move your legs and forget the cord is there.

11. **Hold and lift the computer by its base, not by its LCD display.**

- K. If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The display is also easily scratched or damaged by direct pressure – avoid placing pressure on it.

12. **Care for laptop when transporting.**

- L. Whatever you use to carry your laptop around in, be it a case, a bag or something you have made yourself, make sure that it is large enough to contain the laptop. This will avoid scratching, squeezing or even potentially dropping it.

13. **Reduce risk losing data:**

- M. Stored data is the notebook's most important commodity. A good rule of thumb: Protect valuable data by backing it up to google drive. Being a google district we have access to UNLIMITED cloud storage. Prevent the loss of data by using [google back up and sync](#) tool. Computer hard drives can go bad at any time. Using google back up and sync will allow to use your files as normal, with normal applications, and have peace of mind that your files are safe.

More Care Tips

- Don't place anything between the screen and keyboard when you close the computer.
- Be careful with your charger. Don't roll over, step on or "yank" the cord. Keep your charger in a separate area from your laptop. If you carry your charger in your laptop case, be careful when you lay your laptop case down.
- Do not pick at your laptop keys or remove them for any reason. (even if they need cleaned)
- Don't leave a pen or pencil on your laptop when you close it.
- Condition your laptop battery, meaning charge and drain your battery a few times when you first get it.
- Use a soft cotton cloth, such as a handkerchief, moistened with non-alkaline detergent to clean your computer.
- Do not place your laptop on a pillow or other soft material when it's on, because this may block the airflow vents on the bottom of the laptop and cause the computer to overheat.
- When using your laptop or charging the battery, it is normal for the bottom of the case to get warm. For extended use, place the computer on a hard flat surface. The bottom of the laptop case acts as a cooling surface that transfers heat.

Taking care of your laptop at home

- Be sure to store the laptop in a safe place and be sure nothing is stacked or thrown on top of the laptop case.
- Place your laptop on a sturdy work surface clear of all food, drink, and sharp obstacles.
- Plug in your power adapter then open and power up your laptop.
- Be sure to unplug your laptop if there is an electrical storm.
- Shut down your computer when transporting from school to home and vice versa. This will help prevent hard drive damage.
- Keep the notebook free of dust and crumbs. Dust can cause a notebook to overheat. Use a can of compressed air to blow dust away from ports and the keyboard.
- Wash hands before touching the keyboard to avoid dirty or sticky keys.
- Invest in a microfiber cloth to clean the LCD screen.