21st CENTURY LEARNING INITIATIVE
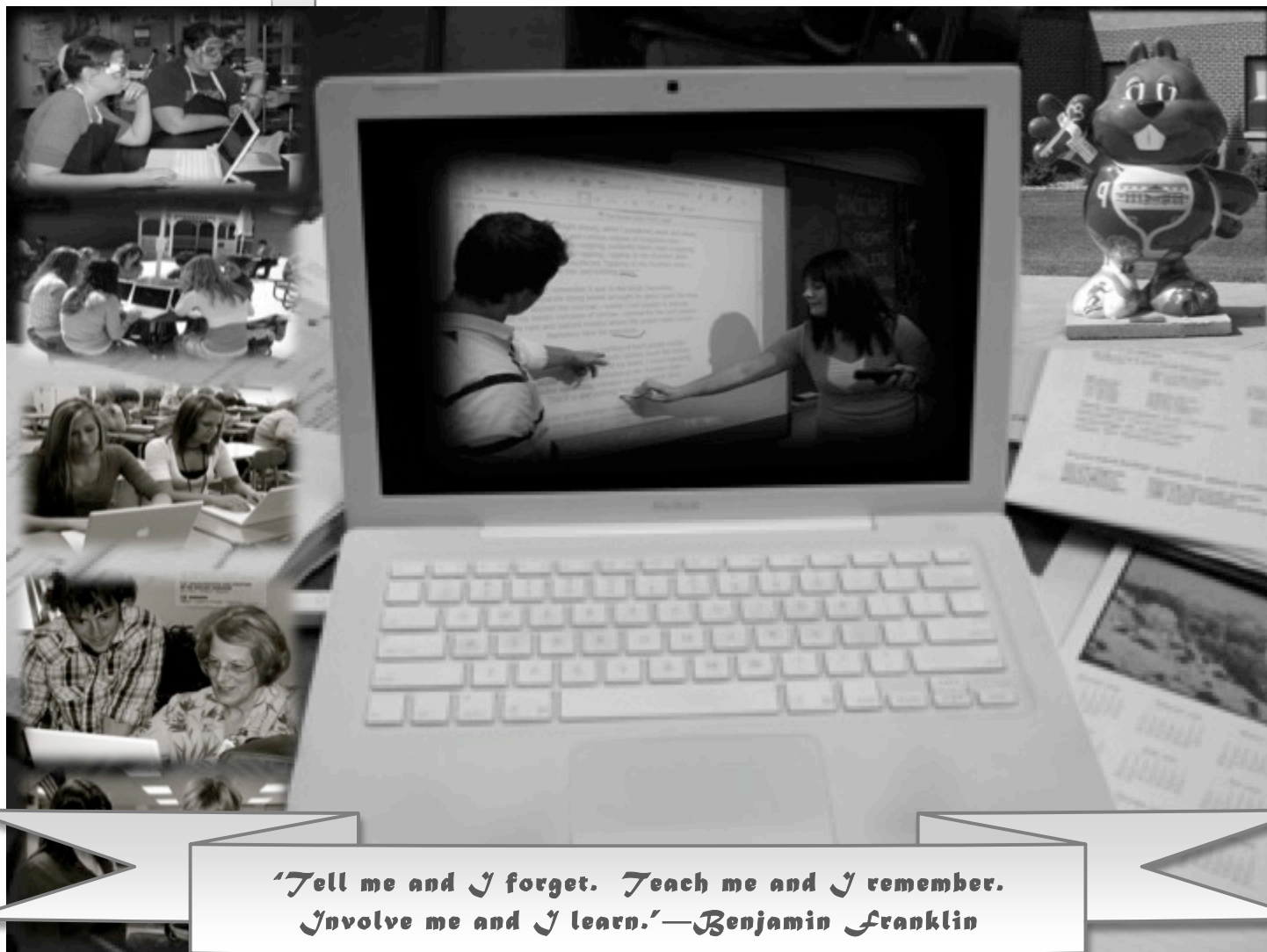
PUNXSUTAWNEY AREA SCHOOL DISTRICT

Punxsutawney Area High School

'Tell me and I forget. Teach me and I remember.
Involve me and I learn.' —Benjamin Franklin

PUNXSUTAWNEY AREA SCHOOL DISTRICT
475 Beyer Avenue, Punxsutawney, PA 15767
Phone (814) 938-5151   Fax (814) 938-6677

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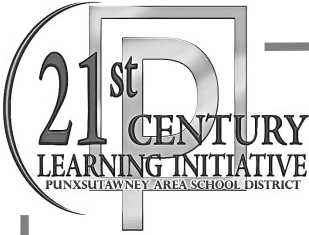Phone (814) 938-5151   Fax (814) 938-6677

Punxsutawney Area High School's
21st Century Learning Initiative

A Message to Students and Parents/Guardians:

A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The PASD School Board, PHS Administrators and Staff, are continuing this exciting educational opportunity for students in grades 9-12 that will help meet these expectations and prepare students for the 21st Century workforce.

Through the use of technology, the 21st Century Learning Initiative will focus on achieving the following goals for our students and our community:

- Improve student engagement, achievement, and acquisition of 21st Century Skills, including (from the National Educational Technology Standards):
  - Creativity and innovation
  - Communication and collaboration
  - Research and information fluency
  - Critical thinking, problem solving, and decision making
  - Digital citizenship
  - Technology operations and concepts
- Enhance instructional strategies through the effective use of technology and 21st Century teaching methods
- Improve educational access, participation, and communication by all students, parents, and members of the community
- Promote growth and economic development within the community
- Increase student accountability in the learning process

To help achieve these goals, students in grades 9-12 will be issued a laptop computer that will travel with them throughout the school day and may also be taken home after regular school hours. The laptop, software, and all accessories remain the property of The Punxsutawney Area School District at all times and are loaned to the students primarily for educational purposes. At the end of the academic school year, the laptops will be collected for routine updates, maintenance and cleaning.

Before your student receives his/her laptop, please read through the important information on the following pages regarding expectations and policies related to this Initiative. You and your student must also sign the accompanying Acceptable Use of Technology form and return it to Punxsutawney Area High School.

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District Vision Statement:

Since 1823 when the first Punxsutawney school was built, the education of students has been of prime importance. The future success of students in the Punxsutawney Area School District will require committed teachers, involved parents, a supportive community, and strong academic programs and activities that will enrich our students' lives. Our students will continue to be lifelong learners who will be able to adapt to an ever-changing and increasingly diverse world.

Anticipated Instructional Impact:

Through The 21st Century Learning Initiative, teaching and learning will be improved in the following ways:

- Increased student engagement
- Increased student achievement
- Increased student attendance
- Increased student interest in school
- Increased personal responsibility
- Improved teaching methods
- Accessible learning tool (laptop) available 24/7
- Cross-curricular collaboration
- Revision of current educational curriculum

Benefits to Students and the Community:

The central focus of this Initiative is to make a positive impact in the education of students and to offer a number of advantages to the community of Punxsutawney and its outlying areas. By loaning each student a laptop computer that can be taken home, the District is providing a valuable tool to families that will give them access to a variety of positive resources available in our technology-driven society. This provides students with a mobile learning tool that they can access at any time while also sharing the technology with the members of their household.

We live in the age of technology; the 21st Century workplace demands employees who are comfortable and competent in their use of technology. As these companies search the U.S. for a place to set up shop, our community will be able to offer a number of advantages in this respect. This Initiative will help build a bridge between the school and the community by producing graduates who will make up a tech-savvy workforce in our area, ultimately spurring economic growth.

Training for Students and Parents/Guardians:

Before a laptop can be issued, parents/guardians and students are required to sign and complete the attached Acceptable Use of Technology and Equipment Loan Agreement. In addition, both parents/guardians and students will be provided the opportunity to attend an orientation session in the Fall. The session will provide an overview of this program and an orientation to the computer and how it works at home and in school.

Support for Students and Parents/Guardians:

If you or your student experience technical difficulties with the equipment supplied by the School District, there will be a number of support systems in place to assist you. For example, the new District website is enabled with a call ticket system that will help track equipment repairs, ensuring efficient support and service. In addition, students will have access to iTeam Tech Support in the High School Library during the school day. The iTeam is a group of knowledgeable students who volunteer their time to provide basic tech support to faculty and students.

Internet Access:

Home Internet access is not necessary for participation in this program. If Internet is present in the student's home, a broadband Internet connection (such as DSL or Cable) is required to access the Internet on the school laptop. These machines will not be able to access the Internet with a dial-up connection. You can use either Ethernet connection or wireless connection with these laptops.

The District understands that not all members of our community are able to receive DSL or Cable Internet at this time due to an absence of these services in their area or personal choice not to have the Internet in their home. As part of The 21st Century Learning Initiative, we are actively working to build partnerships with community organizations to provide wireless Internet access in locations such as churches, businesses, and other public places. A committee of administrators, district staff, parents, and community members are communicating with local government and Internet Service Providers (such as Verizon and Comcast) to extend broadband access to more areas within The Punxsutawney Area School District.

The Punxsutawney Area High School's wireless Internet access is available while the building is open; students will be able to use their District laptops to access the Internet in this way if a broadband connection is not available at home. Teachers will adjust assignments and strategies to reflect the limited availability of broadband access in our area, encouraging students to use the Internet while at school (when needed) and use the software at home to complete their tasks.

Students are encouraged to be resourceful, using Study Halls and Activity Periods wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home. Teachers will need to be flexible and understanding when requiring students to use the Internet for research or to complete assignments. Adequate time will have to be provided in school for activities requiring the Internet. Students at PAHS will be using various Internet resources for the purposes of:
- Responding to and commenting on curriculum topics
- Creating written projects/ media projects and commenting on each other's work
- Reviewing and sharing study strategies before tests and quizzes
- Collaborating on projects
- Practicing taking varied points of view on a topic
- Constructing class notes and writing persuasively

- Making classroom suggestions
- Creating content pages on curriculum topics

In compliance with the Children's Internet Protection Act (CIPA), PASD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be no Internet content filtering on the laptop when it is used at home. Parental supervision is encouraged while the District equipment is being used at home in adherence of PASD Acceptable Use of the Internet (Policy No. 815). Individuals may also be accountable for content accessed and downloaded at home and brought into the school network.
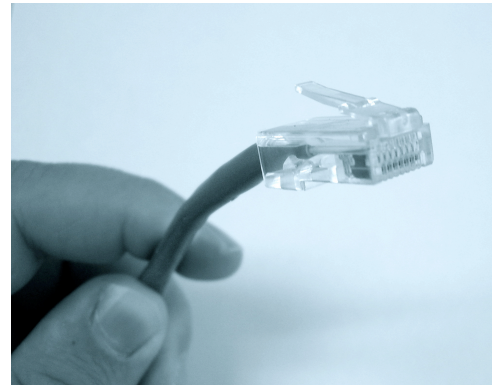
Whether on school property or at home, students and parents/guardians are always encouraged to adhere to the Acceptable Use of the Internet as outlined in PASD Policy No. 815 while using School District technology and equipment. Although this program permits some non-school related use by families and students while in the home, the guidelines established in PASD Policy No. 815 provide a solid basis for sound and ethical use of the Internet for all family members. Inappropriate, unauthorized, and illegal use of the Internet or district e-mail service may result in the cancellation of those privileges and appropriate disciplinary action.

Connecting to the Internet at Home

If you have broadband access such as Cable or DSL at home, there are two ways you can connect the school laptop to the Internet: using an Ethernet cable or using a wireless router.

Ethernet Connection

If you are already using broadband access at home, chances are your computer is connected to a modem using an Ethernet cable like the one shown in the picture on the next page. Ethernet cables look like larger phone cables and can vary in color (blue, yellow, etc.). If you do not already own an Ethernet cable, you can purchase one from most computer supply stores and retailers. When purchasing an Ethernet cable, be sure to consider the proper length you will need to safely and comfortable reach your computer.

To access the Internet with an Ethernet cable connected to the MacBook laptop provided by the District, you will first need to make sure that one end of the cable is properly connected to your broadband modem and that the modem is properly set up to receive and transmit the broadband signal. (Ask your Internet service provider for assistance with your modem and connectivity.) Next, locate the Ethernet port on the left side of the MacBook laptop (see image below). Once connected, the MacBook is designed to automatically identify and use the Internet signal transmitted through the Ethernet cable. You should not need to do anything further.

ETHERNET PORT

When connecting to the Internet with an Ethernet cable, you may receive a message stating that the connection has a "self-assigned IP address." Attempting to diagnose or fix this problem will prompt you to enter an administrator password. If this occurs, reboot the device to fix it.

Wireless Router Connection

You may decide to connect the laptop to the Internet using a wireless router instead of the Ethernet cable. Broadband Internet can be distributed wirelessly through a router like the one below. If your Internet Service Provided (Verizon, Comcast, etc.) cannot supply you with a wireless router, you can purchase one at most electronics retailers. In most cases, your wireless router will be connected to your broadband modem through an Ethernet cable like the one above. But instead of plugging the laptop into this cable directly, the wireless router transmits a signal to the built-in wireless receiver in the laptop, giving you increased mobility with the laptop at home.

They come in a number of shapes and sizes, but one of the most important features to look for when purchasing a wireless router is security/encryption. We recommend securing your wireless signal with a password or encryption key—most wireless router models will walk you through this process the first time you set it up. If your wireless signal is not secured, it is possible for someone else within the signal's range to use your connection without you knowing it. When creating a secured wireless network at home, be sure to write down the password or encryption key and keep it in a safe place in case you add more wireless devices to your network at a later date.

When turned on, the PASD laptop is designed to automatically pick up any wireless Internet signal in the area. The signal connection and strength are identified in the picture below. This icon can be found in the bar at the very top of the laptop's screen. Click on this Wireless Connection icon to open a drop-down menu with available wireless networks. Search for your network's name in this list and select it.

When you attempt to access your wireless connection for the first time, you may be prompted to enter your security password or encryption code (see the image above, right). The PASD laptop that your student will receive is designed to remember your secured wireless network so that you do not need to enter the password or encryption key each time you connect to the Internet.
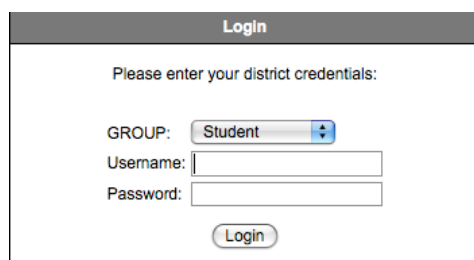
How to Access Server Files (outside the school)-STUDENT VERSION

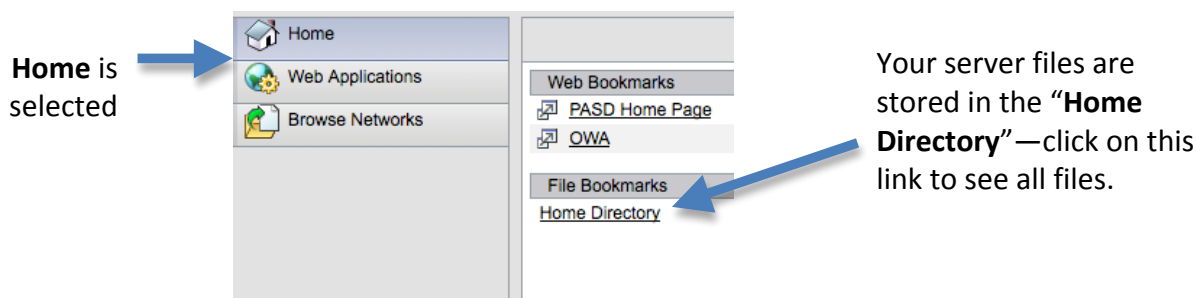Students may access server account files outside the school by following the steps below:

1. Type the following into a web browser: (NOTE: no "www" is needed) –Firefox, Safari, or IE

> https://punxsy.k12.pa.us

2. The login screen will appear.
   a. Type your **student username** and **password** (school computer login)
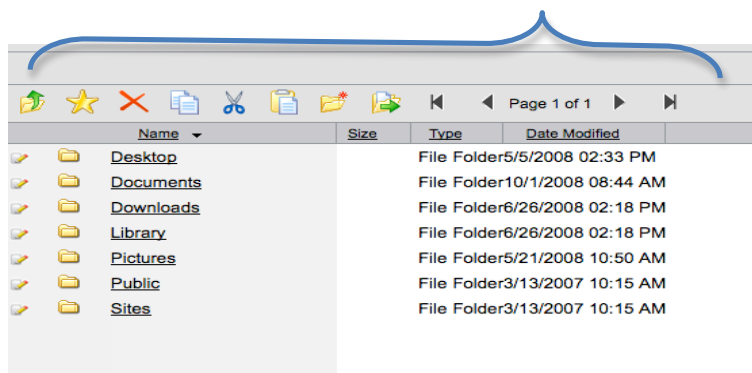   b. Select "**student**" for the GROUP.

Login

Please enter your district credentials:

GROUP: Student
Username:
Password:

(Login)

3. The next screen permits you to access your files.

Home is selected

Home
Web Applications
Browse Networks

Web Bookmarks
PASD Home Page
OWA

File Bookmarks
Home Directory

Your server files are stored in the "**Home Directory**"—click on this link to see all files.

4. Here is an example of what your server files may look like:

TOOLBAR-rest cursor on icon to see what the icon's action is

a) Keep all files in the "**Documents**" folder for easy access.
b) Double-click on the "**Name**" next to the folder to see content of files
c) The toolbar across the top allows you to perform various actions for the file you have selected.

Name	Size	Type	Date Modified
Desktop		File Folder	5/5/2008 02:33 PM
Documents		File Folder	10/1/2008 08:44 AM
Downloads		File Folder	6/26/2008 02:18 PM
Library		File Folder	6/26/2008 02:18 PM
Pictures		File Folder	5/21/2008 10:50 AM
Public		File Folder	3/13/2007 10:15 AM
Sites		File Folder	3/13/2007 10:15 AM

*NOTE: if you upload from the server or save a file back to the server from your computer, you should not use ANY spaces in the file name. If there is a space, the computer makes the space in the title a "%." You will end up with duplicate files if you are not aware of this.
See me if you need more specific help with this glitch.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

Care of Computers, Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. The computers are an expensive piece of equipment. PASD Policy No. 224 forms the basis for care of the computers. Please carefully read the following information regarding possible damages, repair costs and replacement of equipment:
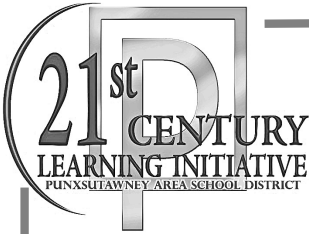
DAMAGES, REPAIRS AND REPLACEMENT:
- The student, parent/guardian will not be responsible for repairs that are covered by warranty, or are considered routine maintenance. These repairs are to be done at school by our certified technicians.
- Students, parents/guardians must not have repairs made or alter the machines at a computer repair shop other than the PASD, IT Department.
- If the student's equipment is lost or not returned to the district, the student, parent/guardian may be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment (as determined by the high school administration) the student, parent/guardian may be responsible for the repair of or replacing the equipment at full cost. The replacement cost to the district for each laptop is $949. The replacement cost of the power supply is $52.00.
- Negligent, Malicious, or Willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the School Code of Conduct.
- In the event that a computer is stolen, a police report of stolen property is required to relieve the student, parent/guardian of replacement costs.
- Parents/Guardians are strongly advised to secure an insurance policy for the computer or to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers. In the event of homeowner's or other insurance covering any such damage, theft or loss, students and parents/guardians understand and agree that Punxsutawney Area School District shall be a subrogee which stands in their shoes as an insured and shall be entitled to receive the proceeds of any available insurance. In the event that such proceeds are remitted to the student or parent/guardian, they shall promptly remit this money to the District to reimburse it for any such damages, theft or loss.
- A listing of local insurance agents who can provide coverage can be found on the last page of this booklet.

Parent/Guardian Terms and Conditions:

After completing all recommended requirements, your student will be issued the following equipment: a District-owned laptop, charger, and carrying case (optional). By signing the Acceptable Use of Technology and Equipment Loan Agreement, you the parent(s)/guardian(s) and student acknowledge that you have been provided with, read and understand, and agree to everything set forth in the materials pertaining to Punxsutawney Area High School's 21st Century Learning Initiative, including all of the terms and provisions of this "A Message to Students and Parents/Guardians," the "Acceptable Use of Technology for Students and Parents/Guardians," and the "Acceptable use of Technology and Equipment Loan Agreements for Student and Parent/Guardian."

- The equipment is the property of The Punxsutawney Area School District and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy this property in any way.

- Supervise your student's use of the equipment at home, including, but not limited to, his/her use of the hardware, programs, Internet, and email.

- While some liberties exist regarding non-school related work done at home, you understand and acknowledge that your student should follow the Acceptable Use Policy of The Punxsutawney Area School District. You, the parent/guardian, must also adhere to the terms and conditions of the Acceptable Use Policy. Please carefully read over these terms and conditions on the following pages.

- In accordance with PASD Policy No. 208 (Withdrawal From School), if a student withdraws from The Punxsutawney Area School District before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, PASD has the right to charge the student, parent/guardian for the full replacement cost of the equipment.

- While some liberties exist regarding non-school related work done at home, primarily, the equipment lent to the student is for educational purposes.

- Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mrs. Debby Sherry, Librarian for The Punxsutawney Area High School, at (814) 938-5151, extension 1590 during regular school hours. Or you can have your student seek the help of an iTeam Member during regular school hours; iTeam Members can be found in the PAHS Library throughout the school day.

- Help your student clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp, lint-free cloth with water only.

- The Punxsutawney Area School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tool used with the District equipment.

- Make sure your student charges the laptop battery regularly and brings his/her laptop to school every day. Students should be prepared for class with materials needed for class including their computer.

- Be sure to return any and all equipment when requested by The Punxsutawney Area School District. Computers will be subject to random checks and servicing by PASD Information Technology staff.

- You agree to pay the full cost replacement value of the equipment if any or all of it is lost, not retuned, or accidentally, willfully, maliciously, or negligently damaged beyond repair.

- You agree to pay the full repair cost of the equipment if it is accidentally, willfully, maliciously, or negligently damaged.

PLEASE MAINTAIN A COPY OF THIS INFORMATION FOR YOUR RECORDS. ON THE FOLLOWING PAGES, PLEASE CAREFULLY READ THE TERMS AND CONDITIONS OF THE ACCEPTABLE USE OF TECHNOLOGY AND EQUIPMENT LOAN AGREEMENT. IN ORDER FOR YOUR STUDENT TO RECEIVE A LAPTOP AS PART OF THE 21st CENTURY LEARNING INITIATIVE, WE MUST HAVE A SIGNED AGREEMENT ON FILE AT PUNXSUTAWNEY AREA HIGH SCHOOL.

PUNXSUTAWNEY AREA SCHOOL DISTRICT
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21st Century Learning Initiative
ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS AND PARENTS/GUARDIANS

Under the 21st Century Learning Initiative, students enrolled in grades 9-12 at Punxsutawney Area High School will receive the following equipment for educational use both in school and at home: a MacBook laptop computer (with preinstalled software), charger, and protective carrying case. This equipment is the property of The Punxsutawney Area School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student should complete the technology orientation program provided at Punxsutawney Area High School.

2. The parent/guardian of the student should complete the technology orientation program provided at Punxsutawney Area High School.

3. The student and parent/guardian must read the terms and conditions outlined in this Acceptable Use of Technology and then sign the Loan Agreement form at the end.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:
- In accordance with PASD Policy No. 708, "The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return…. School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from school or job responsibilities. The prior approval of the Principal is required for such removal. Removal of school equipment from school property for personal use is prohibited by staff or students."

- Do not install or use any other software other than that which has already been installed on the laptop by the School District's IT Department.

- Do not alter or modify the pre-installed software in any way.

- The equipment is the property of The Punxsutawney Area School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.

- The Punxsutawney Area School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tool used with the District equipment.

- When the laptop is required for class work, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery charged and ready to go.

- Be sure to return any and all equipment when requested by The Punxsutawney Area School District.

- In accordance with PASD Policy No. 208 (Withdrawal From School), if a student withdraws from The Punxsutawney Area School District before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, PASD has the right to charge the student for the full replacement cost of the equipment.

- No student or other participant may post, comment, or change settings on the equipment, wikis, or web pages in violation of these terms and conditions.

- In accordance with PASD Policy No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. Policy 814 states: "the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission…severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the 'fair use' doctrine. Under the 'fair use' doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research." For more information on the District's Copyright Material policy, consult Policy No. 814.

- Each laptop has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact The Punxsutawney Area High School for a replacement.

- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.

- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The District has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.

- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances is strictly prohibited.

- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donations, advertising, and/or political lobbying) is strictly prohibited.

- Communication methods such as instant messaging, chat rooms, wikis, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator is prohibited during the school day.

- Computers should be taken home each night or stored in a classroom cart. Computers must not be left in lockers.

Using the Internet and Email:
- All use of Internet resources should be in accordance with the school's Acceptable Use of the Internet (PASD Policy No. 815), including access and entries made using District equipment outside of school. For more information, consult PASD Policy No. 815.

- In order to participate in some of the Internet resources, an e-mail account may need to be created by the student. This account will allow the student to register and access materials on-line; the provided e-mail address will not be used for collecting or communicating in regard to any class work. It is simply a necessary component for registering in order to access these resources. This email address can be that of a parent, an existing student email account, or an email account can be created using Google or Yahoo.

- The teacher will maintain records of emails used in his/her classroom to access online materials.

- Students will not use email accounts during the school day and will follow the acceptable use policy regarding email accounts.

- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.

- Do not delete the Internet History on the computer. Doing so may be automatically considered an admission of guilt.

- In compliance with the Children's Internet Protection Act (CIPA), PASD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be no Internet content filtering on the laptop when it is used at home. Parental supervision is encouraged while the District equipment is being used at home in adherence of PASD Acceptable Use of the Internet (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

- Students, teachers, and parents/guardians may use the wireless Internet service at Punxsutawney Area High School in accordance with PASD Policy 707 (Use of School Facilities). Under this policy, "All activities must terminate and all individuals and community group members must exit the school premises by 11 p.m." Policy 707 also states: "Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use." While using school facilities, the following activities are strictly prohibited: (1) possession, use, or distribution of illegal drugs and/or alcoholic beverages, (2) possession of weapons, (3) conduct that would alter, damage, or be injurious to any district property, equipment, or furnishings, (4) Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations, (5) Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration, (6) Use of tobacco products. The District reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

Files and File Management:
- Backup files regularly onto your PASD network account or onto a CD, jump drive, or other portable media. The Punxsutawney Area School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.

- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.

- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs, alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the District equipment and network.

- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.

- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.

- Storing non-school related material (i.e. music, video, and other files) on the school's network/server or the hard drive of the laptop is prohibited. Personal storage devices are recommended for these items.

Safety and Security:
- No student or other participant may include any information or images on school-related wikis and websites that could compromise the safety of him/herself or others.

- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the teacher immediately.

- No student may share his/her log-in information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.

- Students and participants are not permitted to add, delete, or modify other user accounts in any way.

- Students must not knowingly upload or introduce an electronic virus to any District equipment, network, server, or other technology.

Interactions with Other Participants:
- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.

- No student may edit or delete the work of another without teacher permission.

- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

Care, Service, and Repair:
- In accordance with PASD Policy No. 224 (Care of School Property), "The Board charges each student in the schools of this district with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions."

- Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.

- Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.

- Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mrs. Debby Sherry, Librarian for The Punxsutawney Area High School, at (814) 938-5151, extension 1590 during regular school hours.

Students should seek the help of an iTeam Member during regular school hours; iTeam Members can be found in the PAHS Library throughout the school day.

- Additional stickers, labels, tags, or other markings should not be added to the equipment. Students may purchase a protective plastic cover and apply it to their computer. This cover may be decorated.

- Avoid getting the equipment wet or damp.

- Do not leave the equipment outdoors or inside a car in extreme temperatures.

- The laptop must be placed inside a protective carrying case when not in use. Cases are available at school. Students may also use their own case.

- The laptop computer should go home every night with the student. In the event that a student chooses not to take the laptop home, he/she should make arrangements to store and charge the laptop in a storage cart closest to the students, 8th period class, homeroom, library or first period class. Time allowances will have to be made for securing the computer at the end of the day and/or at the beginning of the next day.

- Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the school code of conduct and otherwise.

- At the teacher's discretion, a warning may be given in the case of minor infractions.

- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

PLEASE MAINTAIN A COPY OF THESE TERMS AND CONDITIONS FOR YOUR RECORDS. IF YOU WISH TO OFFER YOUR CONSENT TO THIS AGREEMENT, PLEASE SIGN AND COMPLETE THE FORM ON THE FOLLOWING PAGE. COMPLETION OF THIS DOCUMENT IS A REQUIREMENT FOR PARTICIPATION IN THE 21st CENTURY LEARNING INITIATIVE EQUIPMENT TAKE-HOME PROGRAM. BOTH THE STUDENT AND A PARENT/GUARDIAN MUST SIGN THIS FORM.

Acceptable Use of Technology and Equipment Loan Agreement
For Student and Parent/Guardian

School Year_____ Student's Homeroom: _____ Grade:_____

PRINT NAME OF STUDENT _____

                                       (Last)   (First)   (Middle)

PRINT NAME OF PARENT/GUARDIAN_____

                                       (Last)   (First)   (Middle)

PRINT NAME OF PARENT/GUARDIAN_____

                                       (Last)   (First)   (Middle)

PARENT/GUARDIAN HOME EMAIL: _____**PHONE:**_____

☐ **I give permission for my child to participate in the 21st Century Learning Initiative Laptop Take-home program.**

☐ **I do not give permission for my child to participate in the 21st Century Learning Initiative Laptop Take-home program.**

Parent/Guardian Technology Loan and User Agreement:

As the Parent(s) or Legal Guardian(s) of _____, I /we acknowledge that I have read, understand and agree to everything set forth in the "A Message to Students and Parents/Guardians," and the "Acceptable Use of Technology for Students and Parents/Guardians," pertaining to the "21st Century Learning initiative," and agree to and will abide by everything set forth in those documents. I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent/Guardian Signature: _____**Date:** _____

Parent/Guardian Signature:_____**Date:**_____

Student Technology Loan and User Agreement:

As a student of the Punxsutawney Area High School, I _____ (print name here) acknowledge that I have read, understand and agree to everything set forth in the "A Message to Students and Parents/Guardians," and the "Acceptable Use of Technology for Students and Parents/Guardians," pertaining to the "21st Century Learning initiative," and agree to and will abide by everything set forth in those documents. I further understand and agree that any violation of these regulations may result in the loss of tech privileges and school disciplinary and/or legal action. I also acknowledge that I have received the indicated equipment listed below.

Equipment Issued: **Student Signature**:_____

☐ Student MacBook Laptop Computer   **Date:**_____

    Laptop ID#_____

☐ Power Cord

☐ Protective Carrying Case   **Staff Signature**:_____

This agreement will remain in effect while attending Punxsutawney Area School District until canceled in writing by the parent/legal guardian

Podcast, Web-Page Presentation

I, _____ have viewed the 21st Century Learning

<div align="center">Student Name</div>

Presentation via web-based podcast and PowerPoint.

Date: _____

I, _____ have viewed the 21st Century Learning

<div align="center">Parent(s) Name</div>

Presentation via web-based podcast and PowerPoint.

Date: _____

Directions for viewing web-page presentation and listening to podcast:

1. **Go to Punxsutawney School District web-page at: www.punxsy.k12.pa.us**
2. **Under the Technology tab,**
3. **Select 21st Century Learning Initiative.**
4. **On left panel, click on Parent/Student Training Podcast from the list of links available**
5. **When the new page loads, click on the "Parent & Student Training Presentation" link at the top of the page to begin the presentation**
6. **On left panel, click on Parent Training Slideshow to view PowerPoint**

***Completion of the front of this page and all signatures are still required for participation in the 21st Century Program.

FREQUENTLY ASKED QUESTIONS

1. Why is the district using Apple computers for this initiative?

2. How will this initiative help my son/daughter academically?

3. How will the school measure the success of this initiative?

4. How will the district pay for such an expensive initiative?

5. How much will I need to pay for my student's laptop?

6. Will parents/guardians receive training on this equipment?

7. When will my son/daughter receive his/her laptop?

8. What will students do with their laptops if they are not bringing it home?

9. How do I know if I am violating copyright laws?

10. Will students be able to take the computers home?

11. What kind of Internet Connection do I need?

12. What if I don't have Internet at home?

13. My child already has a computer at home, why do I need another one?

14. Will other members of the household be permitted to use the laptop?

15. What if a student's computer is lost or stolen?

16. How will technical issues and repairs be handled?

17. Will the school's content filter work when I'm on the Internet at home?

18. What are the consequences for misusing the computer?

19. What if the student forgets his/her computer?

20. Will the laptop and its programs work cross-platform with my home PC?

21. Can students connect their own digital devices (cameras, ipod, etc.) to the laptop?

22. What if the battery on my laptop dies during the school day?

23. What are 21st Century Skills and why does my child need them?

24. What is the process for payment for repairs or replacement?

25. How do I question an invoice for repairs or replacement?

1. Q: Why is the district using Apple computers for this initiative?
A: Apple products run Microsoft Office, so students using Excel, Word, and Power Point are learning the same software skills as someone using a PC, regardless of operating system choice. Our initiative is about helping students develop 21st Century Skills, where creativity and expression help them engage in their coursework and demonstrate mastery of the curriculum. Apple has consistently refined their computers, their software, and the services needed to help us, as educators, create exciting and authentic learning opportunities for our students. Apple assists educators with cost-effective and durable hardware, built-in digital authoring and collaboration tools, basic skills solutions, distribution and access products, and professional development.

2. Q: How will this initiative help my son/daughter academically?
A: The current generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. Through the use of technology, the 21st Century Learning Initiative will meet these expectations and will impact the learning process by improving student engagement, achievement, accountability, and acquisition of 21st Century Skills. The Initiative is not designed to completely replace traditional teaching methods and interactions, but to enhance instructional strategies through the effective use of technology and 21st Century teaching methods. Moreover, this Initiative will improve educational access, participation, and communication by all students, parents, teachers, administrators, and other key members of the educational community.

3. Q: How will the school measure the success of this initiative?
A: Teachers, administrators, and other professional staff will evaluate the success of this Initiative through numerous measurement strategies. They will use the results of standardized tests such as PSSA, SAT, PSAT, AP, ASVAB, and ACT. Rubrics for student work, products, and performances will be created to evaluate individual successes on assignments. In addition, they will examine student technology assessments, pass/fail and drop-out rates, attendance and discipline statistics, local demographic and employment statistics, and college application and retention statistics. Additional data will be collected through alumni surveys, teacher observations, Penn State University research studies, and PATI and CFF surveys.

4. Q: How will the district pay for such an expensive initiative?
A: Most of the equipment needed for this Initiative has already been purchased with funds from the Classrooms for the Future grant. Those computers have been updated and will be issued to the students. The District will only need to purchase 65 MacBook new computers in order to meet the needs of this Initiative. Beginning in the 2010-2011 school year, the District plans to lease computers from Apple on a four-year replacement cycle (incoming Freshmen will receive a new MacBook each year). PASD will be applying and looking into multiple grant opportunities to help offset the cost of the Initiative. Moreover, the District anticipates that the Initiative will ultimately reduce the cost of supplies as less paper, fewer pencils and textbooks, and reduction in other supply costs will create a shift in how we spend our resources.

5. Q: How much will I need to pay for my student's laptop?
A: The laptops have already been purchased by the District through grant money and District resources; the equipment will remain the property of The Punxsutawney Area School District at all times and is on loan to the student. If the student's equipment is lost, the parent/guardian will be charged the full replacement cost of that equipment. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for repairs or replacing the equipment at full cost. The cost for common replacement parts is as follows:

Hard Drive:	**$50.00**
Right/Left Hinge	**$15.95**
Top Case with Keyboard	**$95.95**
CD ROM Drive	**$155.95**
LCD Screen	**$305.95**
AC Power Adaptor	**$52.00**
Replacement Computer	**$949.00**

Parents/Guardians are advised to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers. If homeowner's insurance does not cover the cost, then there are local insurance agents who can write policies to cover the computers.

6. Q: Will parents/guardians receive training on this equipment?
A: When School starts, parents/guardians should attend training sessions at Punxsutawney Area High School. To accommodate parent/guardian work schedules, there will be several sessions offered throughout the first months of school. Sessions will take place in the evening and during the school day. In order for a student to receive his/her laptop ,we recommend the parent/guardian attend orientation session. The training will cover a variety of general skills such as utilizing the computer, caring for the computer, appropriate computer use, accessing the Internet, aspects of this program and other basic skills.

7. Q: When will my son/daughter receive his/her laptop?
A: Laptops are issued the first two weeks of school. The laptops will be available for use throughout the school day; however, in order for a student to take the laptop home, both the student and a parent/guardian must sign an Acceptable Use of Technology and Equipment Loan Agreement and complete the orientation program.

8. Q: What will students do with their laptops if they are not bringing it home?
A: Options include locked storage and charging station in the library, homerooms, or in 1st and 8th period rooms throughout the school. We are hopeful that participation rates are very high and that students welcome the opportunity to have a laptop at home. If a student does not have the privilege of taking his/her laptop home, then he/she must take it to the library at the end of the school day where it will be stored and charged in a cart. If a student is temporarily leaving his/her laptop at school, then arrangements should be made with a teacher to store it in a classroom cart. A student must not leave a laptop in a locker.

9. Q: How do I know if I am violating copyright laws?
A: In accordance with PASD Policy No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism resulting in appropriate disciplinary action. Policy 814 states: "the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission…severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the 'fair use' doctrine. Under the 'fair use' doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research." For more information on the District's Copyright Material policy, consult Policy No. 814.

10. Q: Will students be able to take the computers home?
A: Yes. Students will be able to take their computers home to work on assignments and projects and to encourage continuous communication with teachers and classmates regarding those assignments and projects. However, in order for a student to take the laptop home, both the student and a parent/guardian must sign an Acceptable Use of Technology and Equipment Loan Agreement and should complete an orientation program offered at the start of each school year.

11. Q: What kind of Internet Connection do I need?
A: In order to access the Internet on the District laptop, you will need a broadband Internet connection (such as DSL or Cable). These machines will not be able to access the Internet with a dial-up connection. You can use either Ethernet connection or wireless connection with these laptops.

12. Q: What if I don't have Internet at home?
A: Home Internet access it is not necessary for participation in this program.   If Internet is present in the student's home, a broadband Internet connection (such as DSL or Cable) is required to access the Internet. These machines will not be able to access the Internet with a dial-up connection. You can use either Ethernet connection or wireless connection with these laptops.   The District understands that not all members of our community are able to receive DSL or Cable Internet at this time due to an absence of these services in their area or personal choice not to have the Internet in their home. As part of The 21st Century Learning Initiative, we are actively working to build partnerships with community organizations to provide wireless Internet access in locations such as churches, businesses, and other public places. A committee of administrators, district staff, parents, and community members are communicating with local government and Internet Service Providers (such as Verizon and Comcast) to extend broadband access to more areas within The Punxsutawney Area School District. The Punxsutawney Area High School's wireless Internet access is available while the building is open; students will be able to use their District laptops to access the Internet in this way if a broadband connection is not available at home. Teachers will adjust assignments and strategies to reflect the limited availability of broadband access in our area, encouraging students to use the Internet while at school (when needed) and use the software at home to complete their tasks. Students are encouraged to be resourceful, using Study Halls and Activity Periods wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home. Teachers will need to be flexible and understanding when requiring students to use the Internet for research or to complete assignments. Adequate time will have to be provided in school for activities requiring the Internet.

13. Q: My child already has a computer at home, why do I need another one?
A: Learning environments such as the one created by The 21st Century Learning Initiative work best when the school owns the computer but the student has it for educational purposes at his/her disposal. Having the district own the computer allows the district to control what the computer is used for, both as a reward and as a motivation for mature and responsible use of the tool. Teachers and support staff need to know that the computer has the expected software loaded and working, so that they can fully embrace a change in the learning environment that pervasive computing technology offers them.

14. Q: Will other members of the household be permitted to use the laptop?
A: Yes. A key element of this Initiative is to provide the families in our community with an educational tool that can be used to access information in our technology-driven society. Members of the student's household may use the equipment primarily for educational purposes; all users are subject to the terms and conditions of all PASD policies and the Acceptable Use of Technology and Equipment Loan Agreement. The student should not loan their laptop to anyone outside the household.

15. Q: What if a student's computer is lost or stolen?
A: If the student's equipment is lost, the parent/guardian may be charged the full replacement cost of the equipment. The cost to the district for each laptop is $949. In the case of a stolen computer, an official police report regarding the theft may be required to relieve the student, parent/guardian of liability. Parents/Guardians are advised to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of laptop computers.

16. Q: How will technical issues and repairs be handled?
A: Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, please contact Mrs. Debby Sherry, Librarian for The Punxsutawney Area High School, at (814) 938-5151, extension 1590 during regular school hours. Or you can have your student seek the help of an iTeam Member during regular school hours; iTeam Members can be found in the PAHS Library throughout the school day. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for replacing the equipment at full cost or paying for repairs. The cost to the district for each laptop is $949.

17. Q: Will the school's content filter work when I'm on the Internet at home?
A: In compliance with the Children's Internet Protection Act (CIPA), PASD filters Internet content accessed using the school network. Therefore, because the laptop is school district property we are required to filter content after regular school hours as well. This will allow the district to track what a student does on the laptop at home. However, to increase the usefulness of the equipment, the content filtering for at home use will be minimal. Parental supervision is expected while the District equipment is being used at home in adherence of PASD Acceptable Use of the Internet (Policy No. 815). Individuals are also accountable for content accessed and downloaded at home and brought into the school network. Whether on school property or at home, students and parents/guardians are expected to adhere to the Acceptable Use of the Internet as outlined in PASD Policy No. 815 while using School District technology and equipment. Inappropriate, unauthorized, and illegal use of the Internet or district e-mail service will result in the cancellation of those privileges and appropriate disciplinary action.

18. Q: What are the consequences for misusing the computer?
A: Any violation of the terms and conditions of PASD policies shall make the violator subject both to termination from the use of technological resources, and to discipline through the school code of conduct, where applicable. In some instances, as deemed necessary by the appropriate disciplinary channels, violation of these terms and conditions may result in removal of a student's at-home use of District technology without removal of in-school technology use. At the teacher's discretion, a warning may be given in the case of minor infractions. In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants through the crimes code.

19. Q: What if the student forgets their computer?
A: Few schools engaged in this type of Initiative have reported this as a problem. Truly, the students so value the opportunity that the change affords them, and the fact that they keep their "entire life" on their computer, means they rarely forget them. But should it happen, the way we structure the program includes spare laptops kept in the Library, so students have immediate access to all the same tools and network access to any data they've backed up to our file servers. In the classroom, this will most likely be handled in much the same way as a forgotten textbook of homework assignment. Students should always be prepared for class with the necessary materials needed for class work.

20. Q: Will the laptop and its programs work cross-platform with my home PC?
A: Most major programs run on both PC's and Macs, so this is unlikely to be of concern. Even where the programs are different between the two, the data being worked with is also cross-platform. Few schools experience a problem with this. The Macintosh networks with other computers and the Internet in the same way as PC's, so the two can connect and share files quite naturally. Likewise, the Macintosh laptop ships with most printer drivers already installed, so printing at home is rarely, if ever, a problem.

21. Q: Can students connect their own digital devices (cameras, iPod, etc.) to the laptop?
A: Connecting these devices to an Apple computer is usually very simple, and the functionality expected is likely to be exactly what you'll get. We have the ability to restrict what is connected to the computer and may use this capability if a student uses it inappropriately. This will need to be addressed on a case-by-case basis.

22. Q: What if the battery on my laptop dies during the school day?
A: The District is currently exploring options to combat this issue. What usually happens in this type of technology-based learning environment is that school leaders establish a culture of expecting students to come to school with a charged battery. In such a culture, the students take care of this just like they take care of prepping their backpacks with their planners, textbooks, homework, and other essentials. Once students realize that school is different—even fun—they take great care of their computers, including ensuring a fully charged battery at the start of each day. In the event of heavy use, the battery may deplete faster during a given school day and may require plugging in during a class. The District is also exploring options for charging stations throughout the school that students may use during lunch, gym class, study hall, etc.

23. Q: What are 21st Century Skills and why does my child need them?
A: Through the use of technology, the 21st Century Learning Initiative will focus on improving student engagement, achievement, and acquisition of 21st Century Skills, including (from the National Educational Technology Standards): Creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving, and decision making, digital citizenship, technology operations and concepts. We live in the age of technology; the 21st Century workplace demands employees who are comfortable and competent in their use of technology and execution of these skills.

24. Q: What is the process for paying for repairs or replacement?
A: If a laptop is damaged, broken, or not working properly, the student must take the machine to the High School Library. The library staff will complete simple repairs or place a call ticket for the laptop to be repaired by the IT department. An IT technician will complete the repairs to the computer. If the work completed was a routine repair or maintenance work covered under a warranty, there is no charge. If the damage is not routine or not covered under warranty, the parents and the student will receive an invoice describing the repairs and damage. Invoices are to be paid within 15 days of the date on the invoice. All payments for computer damage or replacement, should be made with a check or money order to the Punxsutawney Area School District, and sent or brought to the High School Office.

25. Q: How do I question an invoice for repairs or replacement?
A: Questions regarding laptop repairs, replacement or invoices should be directed to the principal's office at 814-938-5151 ext. 1000. The principals will investigate your concerns and render a decision regarding the situation.

Insurance Agencies

Erie Insurance

**31 Universal Drive
Punxsutawney PA 15767**

938-7110

Contact Person:

Jacque Perry

**Nationwide:
Kengersky Agency**

**52 Notary Lane
Punxsutawney PA 15767**

938-3092

Contact Person:

Brenda Meko

Sarvey Insurance

**571 W. Mahoning Street
Punxsutawney, PA   15767**

938-6264

Contact Person:

Tonya Scarantine

**Shields Insurance
Agency**

**221 W. Mahoning Street
Punxsutawney PA 15767**

938-5291

Contact Person:

Keith Shields

State Farm Insurance

**1535 S. Main Street
Punxsutawney, PA** 15767

938-8070

Contact Person:

Scott Vanleer

This list is intended to serve as a guide to assist you in acquiring insurance to cover potential damages to a laptop computer. It is not meant to be an all-inclusive list.   You are always free to contact any agency you wish. The Punxsutawney Area School District is not advocating the services of any private business. These are local agencies willing to provide laptop insurance to our students.