



NORTHEAST REGIONAL SCHOOL
of Biotechnology
and Agriscience

Laptop Handbook
for Scholars and
Parents



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Section 1: Receiving Your Laptop

Laptops will be distributed during the first week of school. Before receiving the Laptop, scholars and parents must participate in a technology information session AND sign and return the “SCHOLAR AND PARENT/GUARDIAN CONTRACT and ACCEPTABLE USE AGREEMENT”.

Section 2: Taking Care of Your Laptop

General Precautions

- No food or drink is allowed next to your Laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully in the Laptop.
- Scholars should never carry their Laptops by the screen.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers or labels that are not the property of the Northeast Regional School of Biotechnology and Agriscience.
- Laptops must never be left in a car or any unsupervised area.
- *Scholars are responsible for keeping their Laptop battery charged for school each day. Scholars should also bring their Laptop charger to school each day.*
- Do not expose your Laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Laptop.

Carrying Laptops

The protective cases provided with Laptops have sufficient padding to protect the Laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops and power supplies should always be within the protective backpack when carried.
- Other items should not be stored in the same compartment as the computer to avoid placing too much pressure and weight on the Laptop screen.
- The Laptop should be turned off before placing it in the carrying case.

Screen Care

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

- Do not lean on the top of the Laptop nor place objects on top of it when it is closed.
- Do not place anything near the Laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. **Please do not use any type of liquid or water on the Laptop.**

Section 3: Using Your Laptop at School

- Laptops are intended for use at school each day. Scholars are responsible for bringing their Laptop to all classes, unless specifically advised not to do so by their teacher.
- Scholars are required to bring their Laptops to school daily. If a scholar leaves his/her Laptop at home, he/she may check out a loaner Laptop if one is available.

Laptops Undergoing Maintenance/Repair

- Laptops will be collected periodically for maintenance, cleaning and software installations.
- Loaner Laptops are available to scholars when maintenance or repairs are being completed on their Laptop.

Charging Your Laptop Battery

- Laptops must be brought to school each day fully charged. Scholars need to charge their Laptops each evening.
- Scholars are expected to bring their charger to school daily in case it is needed.

Screensavers and Backgrounds

- Only NERSBA approved backgrounds may be used on the Laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures on the Laptop or within its files are not allowed and will result in disciplinary action.
- Passwords on screensavers are not to be used.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. To mute the sound, press the F6 key.

Printing

- Scholars may use one of the student printing stations in the Tech Center or in a classroom with teacher permission. However, printing will be limited to only those things needed directly for instruction.
- Scholars will not be able to install print drivers on their laptops. To print documents, scholars will either have to place the document on a flash drive, Google Drive or in the “cloud” OR email the documents to their email address and then print them from a different computer.

Section 4: Saving Your Work

- Scholars may save files in My Documents, but it is highly recommended that the files are also saved to a flash drive and/or folder in the “cloud”. Dropbox (www.dropbox.com) is one “cloud” resource that allows users to store their files and access them from anywhere at any time as long as they have internet access. Scholars may also use Google Docs. It is important to always have backup copies.
- During maintenance and imaging, all work saved to the desktop and My Documents may be lost.
- **Scholars should save all of their work daily and save a backup copy using their USB flash drive or in a folder in the “cloud”.** It is the scholar’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
- **SAVE OFTEN and KEEP BACKUP COPIES.**

Section 5: Laptop Software

Originally Installed Software

- The software originally installed by the Northeast Regional School of Biotechnology and Agriscience must remain on the Laptop in usable condition and be easily accessible at all times.
- All Laptops have the Microsoft Office Suite installed.

Additional Software

- It is the responsibility of the Director of Technology to install additional software programs or files. Scholars are **NOT ALLOWED** to install anything on school Laptops.
- Scholars will not download and/or install any programs, files or games from the internet or other sources onto the school owned computer. This includes the intentional submission of a computer virus and/or other malicious software.
- Violent games and computer images containing obscene or pornographic material are banned.
- From time to time, the school may add software applications for use in a particular course. The licenses for these software applications may require that the software be deleted from Laptops at the completion of the course. Periodic checks of Laptops will occur to ensure that software is deleted as needed and that the school has not exceeded its licenses.

Virus and Spyware Protection

- The Laptop will have Anti-virus protection software.
- The virus software will be updated from the internet. ***Scholars are to allow virus software updates to download uninterrupted.***

Inspection

- Scholars may be selected at random to provide their Laptop for inspection without notice.

Protecting and Storing Your Laptop Computer

Laptop Identification

- Scholar Laptops will be labeled in the manner specified by the school. **Under no circumstances are scholars to modify, remove, or destroy these labels!**

Password Protection

- Scholars initially are given a generic password to log into their computer. Scholars may change their password by pressing CTRL + ALT + DEL and then selecting Change Password. This must be completed while on the NERSBA campus so that the new password can sync with the network.
- Hard drive passwords are forbidden. **If used, scholars may be responsible for the cost of repair and/or replacement of the hardware.**

Laptops Left in Unsupervised Areas

- Under no circumstances should Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, labs, break areas, unlocked classrooms, bathrooms and hallways. Any computer left in these areas is in danger of being stolen.
- Unsupervised Laptops will be collected by staff and given to the Director of Technology. Disciplinary action may be taken for leaving your Laptop in an unsupervised location. Each scholar is responsible for their Laptop once it has been issued.

Section 6: Acceptable Use of Technology Resources

General Guidelines

- Scholars will have access to available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of the Northeast Regional School of Biotechnology and Agriscience.
- Scholars are responsible for their ethical and educational use of the technology resources.
- Access to the technology resources is a privilege and not a right. Each employee, scholar, and/or parent will be required to follow the Northeast Regional School of Biotechnology and Agriscience Acceptable Use of Electronic Resources and the Acceptable Use Agreement.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening material, obscene material or computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the Principal or Director of Technology, will be considered an act of vandalism and subject to disciplinary action.

Integrity, Cyberethics and Civility

In addition to any standard or rules established by the school, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Laws
- Willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization.
- Cyberbullying such as personal attacks and/or threats against anyone made while using the school-owned technology on campus and off campus, as well as any other technology devices on campus. Any such activities are to be reported to responsible school personnel. Rules of netiquette should be followed when conducting oneself in a responsible, ethical and polite manner.

Privacy and Safety

Privacy and safety of all scholars is our top concern. Scholars are expected to follow these guidelines:

- Do not open, use, or change computer files belonging to others.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- **If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately** so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- All emails sent and received using the school designated email accounts are not considered private. These email accounts are to be used for educational purposes only.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance is not immunity from the law. If you are unsure, ask a NERSBA staff member or parent.
- Don't plagiarize. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences.

Email

Scholars will all have email accounts through Google Mail using the nereregionalschool.org domain name. Generally, accounts will have the first initial and last name of the scholar. Other email accounts may be

assigned to scholars by partnering educational institutions. Please note that emails are not private and access is open. The following rules will apply when using an email account:

- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive or offensive to others
- Do not send mass emails, chain letters or spam
- Scholars should maintain high integrity with regard to email content
- No private chatting during class without permission

Precautions and Consequences

- It will be the responsibility of the scholar to ensure that the hardware and software are secure and used appropriately.
- If the Laptop is lost, stolen or damaged, a fee of up to \$300 to cover any cost for labor/repair/replacement will be charged. Scholars will not be issued another Laptop until this charge is resolved. However, a checkout policy will be in place that will allow the scholar to have access to this technology during school.
- Noncompliance with the policies of the NERSBA Laptop Handbook or Acceptable Use Policies/Agreement will result in loss of privileges, disciplinary action and/or criminal prosecution as deemed appropriate.

Filtering

- The school will provide internet filtering for all devices on campus and off campus.
- Scholars shall not attempt to override, bypass or otherwise change the internet filtering software configurations.

Electronic mail and internet usage shall not be considered confidential and may be monitored by designated NERSBA staff to ensure appropriate use. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of local, state or federal laws.

APPENDIX

Policy Code: 3225/4312/7320 ACCEPTABLE USE OF ELECTRONIC RESOURCES (In accordance with the Children's Internet Protection Act)

It is a Northeast Regional School of Biotechnology and Agriscience objective to make appropriate electronic information resources available to employees and students to assist in furthering educational goals, to support valid business uses and to provide for efficient school-related communication. This policy will govern the use of the Northeast Regional School of Biotechnology and Agriscience (NERSBA) electronic information resources and defines employees' and students' proper conduct and responsibilities while using the NERSBA electronic information resources. Users are defined as all students, teachers, administration, and staff. This policy also applies to any non-students who are expressly authorized by the Northeast Regional School of Biotechnology and Agriscience to use electronic information resources, including, but not limited to, Board of Director members, contractors, consultants, volunteers and temporary workers. Electronic information resources are defined as all NERSBA computer equipment, including any desktop or Laptop computers or other hardware owned or leased by the school; the NERSBA computer network/internet; email accounts; stored data; and any computer software licensed to the NERSBA. Because electronic information resources are an integral part of the educational environment, all users must comply with the school's Acceptable Use of Electronic Resources Policy.

Families are warned that some sites or pages accessible via the Internet contain material that is offensive, illegal, sexually explicit and discriminatory. In accordance with federal law, the Northeast Regional School of Biotechnology and Agriscience uses appropriate measures, including the use of software for Internet content filtering, to further block accessibility to language and visual depictions that are obscene, lewd, pornographic, or harmful to minors. Although it is the intent of the Northeast Regional School of Biotechnology and Agriscience that electronic information resources be used only to pursue educational goals and objectives, filters may not block all offensive material and/or users may find ways to access inappropriate materials.

The Northeast Regional School of Biotechnology and Agriscience believes that the benefits to students from access to electronic information resources exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using such resources. Internet access is considered a privilege and may be revoked at any time by school administration.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network/internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities in using the network and/or internet. In general, this requires efficient, ethical and legal utilization of the network resources. If a Northeast Regional School of Biotechnology and Agriscience user violates any of these provisions, use will be terminated and future access may be denied.

School administrators and staff are responsible for enforcing this policy for any and all student users in the school. Administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to the students' age and the circumstances of use.

Administrators and supervisors are responsible for enforcing this policy for all employees who they supervise.

Acceptable Use

The use of electronic information resources must be in support of education and research and consistent with the educational and business objectives of the Northeast Regional School of Biotechnology and Agriscience.

In accordance with the Protecting Children in the 21st Century Act, students will be educated in regards to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. All users are expected to exercise good judgment, use the computer resources in an appropriate manner and adhere to this policy and all applicable laws and regulations.

Use of the equipment is expected to be related to the Northeast Regional School of Biotechnology and Agriscience goals of educating students and/or conducting business. The Board recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with the Northeast Regional School of Biotechnology and Agriscience business, and is not otherwise prohibited by the Northeast Regional School of Biotechnology and Agriscience policy or procedures.

Use of the Northeast Regional School of Biotechnology and Agriscience software is licensed to the Northeast Regional School of Biotechnology and Agriscience by various vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Northeast Regional School of Biotechnology and Agriscience prior to copying or loading any software onto any computer owned by the Northeast Regional School of Biotechnology and Agriscience computer.

The use of non-Northeast Regional School of Biotechnology and Agriscience software on any NERSBA computer (including Laptops, desktops, and the network) is discouraged. Prior to loading non-Northeast Regional School of Biotechnology and Agriscience software onto NERSBA computers (including Laptops, desktops, and network), a user must receive written permission from the Principal or Director of Technology. The use of such software will be subject to any restrictions imposed by the Principal or Director of Technology. All software must be legally licensed by the user or the Northeast Regional School of Biotechnology and Agriscience prior to loading onto the NERSBA equipment. The unauthorized use of and/or copying of software is illegal.

Users of the Northeast Regional School of Biotechnology and Agriscience computers are expected to respect the Northeast Regional School of Biotechnology and Agriscience property and be responsible in using the equipment. Users are to follow any NERSBA instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage

caused by intentional or negligent acts in caring for the NERSBA computers while under their control. The Northeast Regional School of Biotechnology and Agriscience is responsible for any routine maintenance or standard repairs to NERSBA computers. Users are expected to notify in a timely manner the Director of Technology of any need for service.

If a Northeast Regional School of Biotechnology and Agriscience Laptop or any other computer/device is lost, damaged, or stolen while under the control of a user, the user is responsible. The user may file a claim under his/her insurance coverage, where coverage is available, and shall report the incident to his/her supervisor or a teacher if it is a student.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language.
- Only legal activities are allowed on the Internet.
- Do not reveal your personal address or phone numbers or the addresses or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail.
- Use the network in such a way that you will not disrupt the use of the network by other users.
- Do not access private communications and information without permission from the individuals who generated the information.

Prohibited Uses

The following are specifically not permitted. The Northeast Regional School of Biotechnology and Agriscience electronic information resources may not be used for the following purposes:

- a. Commercial Use: Using the Northeast Regional School of Biotechnology and Agriscience computers for personal or private gain, personal business, or commercial advantage is prohibited.
- b. Political Use: Using the Northeast Regional School of Biotechnology and Agriscience computers to advocate, directly or indirectly, for or against legislation, a school bond referendum and/or the selection of a school board/director member, as well as other political and elected offices, is prohibited.
- c. Illegal or Inappropriate Use: Using the Northeast Regional School of Biotechnology and Agriscience computers for illegal, harassing, vandalizing, cyberbullying or inappropriate purposes, or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; posting or publishing false or defamatory information about a person or organization; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.

Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcomed compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that have the purpose or effect of creating an intimidating, hostile or offensive environment; have the purpose or effect of unreasonably interfering with an individual's work or school performance; or interfere with school operations.

Cyberbullying includes, but is not limited to, personal attacks and/or threats against anyone made while using the school-owned technology on campus and off campus, as well as any other technology devices on campus. Any such activities are to be reported to responsible school personnel. Rules of netiquette should be followed when conducting oneself in a responsible, ethical and polite manner.

Vandalism is any attempt to harm or destroy the operating system, hardware, application software, or data.

Inappropriate use is any violation of this policy and includes, but is not limited to, using another person's ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

- d. Downloads: The Northeast Regional School of Biotechnology and Agriscience network/internet may not be used for downloading entertainment software or other files not related to the mission and objectives of the Northeast Regional School of Biotechnology and Agriscience for use on the Northeast Regional School of Biotechnology and Agriscience network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Northeast Regional School of Biotechnology and Agriscience.
- e. Unauthorized Use: The Northeast Regional School of Biotechnology and Agriscience computers may only be used by NERSBA staff and students, and others expressly authorized by the Northeast Regional School of Biotechnology and Agriscience to use the equipment.
- f. Disruptive Use: The Northeast Regional School of Biotechnology and Agriscience computers may not be used to interfere with or disrupt other users, services, or equipment. For example, disruptions include, but are not limited to, distribution of unsolicited advertising ("spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e. chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of the Northeast Regional School of Biotechnology and Agriscience computers or other resources accessible through the Northeast Regional School of Biotechnology and

Agriscience computer network/internet (“cracking” or “hacking”). Disruptive use may also be considered inappropriate and/or illegal.

The following are considered disruptions and are also prohibited: posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; attempting to gain unauthorized access to the Northeast Regional School of Biotechnology and Agriscience network; posting information that could be disruptive, cause damage, or endanger students or staff; and accessing chat-rooms unless for a valid educational purpose or official school business.

Violations of Policy

This policy is applicable to all users of Northeast Regional School of Biotechnology and Agriscience computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Violations may constitute cause for revocation of access privileges, suspension of access to the Northeast Regional School of Biotechnology and Agriscience computers, other disciplinary action, dismissal, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Monitoring/No Expectation of Privacy

The Northeast Regional School of Biotechnology and Agriscience electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Users shall have no expectation of privacy while using the Northeast Regional School of Biotechnology and Agriscience electronic information resources. The Northeast Regional School of Biotechnology and Agriscience reserves the right to search data or e-mail stored on all school-owned or –leased computers or other electronic information resources at any time for any reason. The Northeast Regional School of Biotechnology and Agriscience reserves the right to monitor users’ use of the Northeast Regional School of Biotechnology and Agriscience electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. The Northeast Regional School of Biotechnology and Agriscience reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials or other third parties, for example, in response to a subpoena or court order, or a document production request made in a lawsuit involving the Northeast Regional School of Biotechnology and Agriscience or by a third party against the user or pursuant to a public records disclosure request.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users are responsible for reporting information security violations to a teacher or administrator. Users should not demonstrate suspected security violations to other users. Unauthorized attempts to log onto any network resource as a system administrator will result in cancellation of user privileges and may result in additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

No Warranties

The Northeast Regional School of Biotechnology and Agriscience makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Northeast Regional School of Biotechnology and Agriscience will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The Northeast Regional School of Biotechnology and Agriscience will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Northeast Regional School of Biotechnology and Agriscience electronic information resources. Use of any information obtained via the Internet is at the user's risk. The Northeast Regional School of Biotechnology and Agriscience specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Northeast Regional School of Biotechnology and Agriscience resulting from the user's intentional misuse of the Northeast Regional School of Biotechnology and Agriscience electronic information resources.

Legal References: U.S. Const. amend I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); (Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 Stat. 4096 (2008); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e), -391

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