

De La Salle Institute
The Tablet PC Program
2007-2008



www.dls.org

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I. Introduction

Welcome to De La Salle Institute! This guide explains the Tablet PC Program and how students are expected to use their Tablet PC at school and at home. The policies and procedures listed in this guide may change at any time. By enrolling at De La Salle Institute, the student and parents/guardians agree to abide by the terms of the Tablet PC Program and the Acceptable Use Policy.

II. The Tablet PC Program

- The students in the class of 2010 use the ThinkPad X41; the class of 2011 use the ThinkPad X60.
- There are two options to pay for the Tablet PC: the Lease Option and the Full Payment Option. In the Lease Option, the monthly payment is \$56 for 46 months with a one dollar buy-out at the end of the lease. The lease payments begin July 5, 2007. The total payments amount to \$2576 by the end of the lease. The payments are withdrawn automatically from a savings or checking account. The second purchasing option is to pay the full cost of the Tablet PC which is \$2,200 and is due by June 1, 2007. may be made at the Business Office or by mail. accept cash, money orders, personal checks, or the following credit cards: VISA, Master Card, and Discover.
- Tuition and Tablet PC payments are collected separately.
- Insurance: **Families are to insure the Tablet PC in their homeowners/renters policy.** The IBM/Lenovo Maintenance Agreement covers damages and breakages, **but not theft, loss, or intentional damage.** In the event of a theft, contact the police and your insurance company. In theft or loss, the missing Tablet PC has to be paid in-full and make payments on a re-issued one. Contact Mr. Peña for any specific information the insurance company needs for the Tablet PC.
- All students in the classes of 2010 and 2011 are required to participate in the Tablet PC Program. Students in the classes of 2009 and 2008 can participate on an optional basis and are bound by the terms of the Tablet PC Program and the Acceptable Use Policy.
- The Technology Resource Center handles software and hardware repairs covered under the IBM/Lenovo Maintenance Agreement should a student's Table PC need servicing.
- The IBM/Lenovo Maintenance Agreement does not cover intentional damage. The cost of replacing the damaged hardware to the Tablet PC will be charged for intentional

damage.

8. The Tablet PC Program does not include the cost of E-books or the carrying case, and will be paid for during book-sale in August.
9. E-books for the class of 2011: Algebra 1, French 1, Spanish 1, The Catholic Youth Bible, and World History.
E-books for the class of 2010: Geometry, French 2, Spanish 2, the Catholic Youth Bible, and Biology.
10. Class of 2011 students will receive and be trained to use the Tablet PC a week before the first day of school in August.

III. Acceptable Use Policy

De La Salle Institute recognizes that computers are used to support learning and to enhance instruction. Our computer information networks (Network) allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. When using the Network, Tablet PC, or any computing device, the Acceptable Use Policy and the rules in the De La Salle Handbook apply.

Unacceptable Uses

De La Salle Institute declares unacceptable and unethical behavior as just cause for taking disciplinary action, revoking privileges to access the network, and/or initiating legal action for any the following activities:

1. The Tablet PC and the Internet are to be used exclusively for academic and learning purposes at school and at home;
2. Lending his/her Tablet PC to another student to use;
3. Damages or disrupts the performance of another student's Tablet PC;
4. Unauthorized Internet surfing: uses a proxy site or other device to bypass the school's firewall to access blocked websites;
5. Playing computer games with Tablet PC;
6. Theft of data, equipment, or intellectual property;
7. Uploads or creates computer viruses or malicious software;
8. Uses the Network or Tablet PC for illegal, inappropriate, or obscene purposes or in support of such activities;
9. Uses De La Salle Institute computer resources for commercial, financial gain, or fraud;
10. Possesses any data which might be considered a violation of these policies in paper, CD-Rom, disk (flash drive), or any other form;
11. Accessing or attempting to access any network device or software other than those provided for student use;
12. Using a computer other than the one issued by De La Salle to connect to the Network;
13. Shares his/her password with anyone. If a password has been compromised or lost, immediately notify the Network Administrator, teacher, or school administrator;
14. Should a student come across an unsecured wireless Internet signal at school or home, under no circumstances should there be unauthorized use of someone's wireless Internet connection;
15. Provides knowledge, support, or assistance to users regarding activities that violate the Acceptable Use Policy.

The Tablet PC, Network, and other computing equipment used in the classroom are for academic purposes as directed by teachers; any activities beyond this scope are prohibited.

Consequences of Violations

Consequences of violations may not occur in the listed order and are not limited to:

1. Detention;
2. Suspension of Network or access;
3. Revoke Network access;
4. Suspension of computer access;
5. Revoke computer access;
6. School suspension;
7. Referral to the Discipline Board; and/or legal action and prosecution by local, state, or federal authorities.

De La Salle has the right to restrict or terminate Network access at any time for any reason. De La Salle further has the right to monitor computers and Network activity in any form it sees fit to maintain the integrity of the Network and the Tablet PC Program. De La Salle may modify this policy at any time.

IV. Tablet PC and School Procedures

1. The Tablet PC is to be kept in the carrying case at all times.
2. Students are expected to use the Tablet PC for academic purposes at school and at home. The Tablet PC is not a device for gaming, entertainment, or MP3 playing.
3. Students are expected to produce their academic work using the Tablet PC at school and at home.
4. Each morning before leaving home, make sure you have your Tablet PC charged, the Stylus, the AC Adapter, carrying case, books, a notebook, and book bag.
5. Before school, turn-on Tablet, send e-mail before 8:10, collect print jobs from Media Center, and visit Technology Resource Center.
6. Playing games, Instant Messaging, personal spaces on the Internet, e-mail, and other general distractions are blocked with our school's firewall, and thus prohibited.
7. Attempting to bypass the firewall to access blocked websites is prohibited.
8. Breakfast at the Commons: use Tablet PC in designated section only, no eating or drinking in designated section.
9. Using Tablet PC in washrooms is not permitted.
10. Intramurals: if participating, lock Tablet PC in hallway locker before going to intramurals.
11. Lunch: Tablet PC use is prohibited during lunch at all times. Tablet PCs are to remain closed in the carrying case.
12. P.E. classes: lock Tablet PC in hallway locker.
13. Athletics, Boys & Girls: lock Tablet PC in hallway locker; Girls at Institute Campus: lock Tablet PC in athletic locker.
14. Clubs: do not leave your Tablet PC unattended, lock it in hallway locker.
15. Develop a battery re-charging routine. You will use the AC Adapter to re-charge battery for one or two periods to last you the day. Lock the AC Adapter in hallway locker when not in use.

V. Student E-mail

De La Salle students are provided an E-mail account. Students are expected to manage their accounts and delete old messages or excessively large messages. E-mail messages are not private, and the Network Administrator is authorized to investigate individual e-mails and network folders.

The following e-mail practices are specifically prohibited, although this list is not exhaustive:

- A. Transmitting a threat;
- B. Forges e-mail messages or uses an account owned by another user;
- C. Sending “spam” – unsolicited e-mail message sent to a large number of recipients.
- D. Sending “junk e-mail” – an unsolicited commercial e-mail.
- E. Sending electronic chain letters;
- F. Using an anonymous re-mailer;
- G. Sending E-mail on campus. Students may not send any E-mail, even with their De La Salle account, at any time during the school day, from 8:10 am until 2:45 pm.

VI. The Technology Resource Center

1. The Technology Resource Center (TRC) repairs hardware and software damages to student Tablet PCs covered under the IBM/Lenovo Maintenance Agreement.
2. The TRC hours are from 7:30 am to 3:30 pm, Mondays thru Fridays, and TRC during intramurals.
3. Should a student lose an AC Adapter or Stylus, the TRC loans AC Adapters and Styluses for a 3-day period.
4. A \$2 late fee is assessed for each day the loaned equipment is late. The student needs to replace the lost equipment during the 3-day loaner period by purchasing it at the bookstore.
5. The Tablet PC does not have a CD-ROM drive; the TRC can approve and install software for home use, such as software for printers, or Internet Service Provider. You may call the TRC at the respective campus to arrange software installation.

VII. Internet Safety

Sites such as MySpace.com, Facebook.com, and Xanga.com allow users to create self-profiles at no cost. Profiles are designed to attract responses. Anyone can search the site and contact a member based on the information in the profile. Information and pictures contained in the profile may not be an accurate representation of the member. For example, members have been known to misrepresent age, physical characteristics, interests, etc. We have students with web-pages on the above sites, and some have identified themselves as students of De La Salle Institute. What may seem as harmless at first glance may be problematic when a teenager:

- Posts personal identifying information along with pictures for anyone to see;
- Uses inappropriate comments on their own or friend’s page, such as sexually explicit language;
- Uses the name of De La Salle Institute to post material, which they should not;

- Describes in language or pictures illegal or inappropriate behavior, such as underage drinking and drug use.

What teens do online

Teens download music, use Instant Messaging, read and send e-mail, and play games online. They also use search the Internet for information. Most teens have visited and participated in chat rooms. Young men are more likely to push the boundaries by looking for gross humor, gore, gambling, or explicit adult sites. Young women may be more likely to chat online and therefore may be more susceptible to being sexually solicited.

Parent Guidelines and Internet Safety, con't

- 4.Talk to your teenager frequently about online dangers including sexual victimization.
- 5.Inform your teenager that what is seen online may or may not be true.
- 6.Do not overreact if and when you find out that your teen has done something online of which you do not approve.
- 7.Reinforce the expectation that parents/guardians monitor Internet use and that safety rules must be followed.
- 8.Keep Internet-connected computers in an open area and out of your teens' bedrooms.
- 9.Talk to your teens about their online friends and activities, including instant messaging.
- 10.Know which chat rooms or message boards your teens visit, and with whom they talk to.
- 11.Insist that they never agree to meet an online "friend."
- 12.Teach your teens never to reveal personal information when using e-mail, chat rooms, instant messaging, personal profiles, or online contests.
- 13.Teach your teens not to download programs, music, or files without your permission.
- 14.Talk to your teen about online adult content and pornography, and direct them to positive sites about health and sexuality.
- 15.Discuss online gambling and its potential risks with your teens. Remind them that it is illegal for them to gamble online.

Resources for Parents

www.NetSafeKids.org

www.cyberangels.org

www.staysafe.org

Should you have any questions regarding our Tablet PC Program, the Acceptable Use Policy, or the Internet, please contact Mr. Peña, the Associate Principal for Learning Technologies, at (312) 842-7355 extension 132.

Parent Guidelines and Internet Safety

- 1.Learn about the Internet. Ask your teenager to show you how he/she uses the Internet. Ask questions, lots of them! You will get a sense of their interests by sitting with your teenager and visiting their favorite sites.
- 2.Create a list of Internet House Rules with your teen. You should include the kinds of sites that are off limits, Internet hours, and guidelines for communicating with others online, including chat rooms.

3. Teens use proxy sites to surf the Internet anonymously and to bypass a firewall or Internet filtering software. Teens use proxy sites to access sites they know they are not supposed to be visiting. Should you discover that your teen uses proxy sites, discuss with your teen appropriate uses of technology and discourage them from using such sites.

De La Salle Institute
Student and Parent/Guardian Consent Form

This form is due on or before July 23, 2007 to Mr. Peña at the Institute Campus

By signing this consent form, the student and parent(s)/guardian(s) agree to abide by the terms in the Tablet PC Program and the Acceptable Use Policy.

The student and his/her parent(s) or guardian(s) understand that student access to the Network and Tablet PC exists to support De La Salle's educational responsibilities and mission. Moreover, the student and parent(s)/guardian(s) agree to the following:

1. The use of the Network and Tablet PC must be consistent with the school's primary goals.
2. The student will not use the Network or Tablet PC for illegal purposes of any kind.
3. The student will not use the Network or Tablet PC to transmit threatening, obscene, or harassing materials. De La Salle will not be held responsible if the student participates in such activities.
4. The student will not use the Network or Tablet PC to interfere with or disrupt users, services, or equipment. Disruptions include, but are not limited to, distribution of advertisements, spreading computer viruses or worms, and using the Network to make unauthorized entry to any other machine accessible via the Network.

Student Signature: _____ ID: _____

Parent/Guardian Signature: _____ Date: _____