



**PowerLearning
Student/Parent
Handbook**

2009/2010

Student/Parent Handbook for Manistee High School PowerLearning Program – 2009/2010 School Year

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I. Mission Statements

Technology has become an increasingly critical tool to advance learning at Manistee Area Public Schools. We see great potential for its use in the learning process as we seek to meet our mission:

Manistee High School Mission Statement:

The mission of Manistee High School is to educate and challenge all students to their highest level of achievement in relevant programs of study while nurturing the development of physical and emotional maturity, social responsibility, and a positive self-image.

Manistee Area Public Schools Technology Education Mission Statement:

The mission of The Manistee Area Public Schools Technology Education is to prepare all students to comprehend, contribute, and function within a technologically-based society.

II. Goals:

The PowerLearning one-to-one laptop initiative will provide greater opportunities for incoming freshmen who will be full-time participants of MHS programming in the following ways:

- Academic achievement
- Technology literacy
- Engagement in their daily educational experience
- Preparing for the requirements of college and the workforce
- Teachers will be able to use technology for more inquiry-based, student-centered instruction.

III. Hardware and software

A. In the bag

- Dell Latitude E5400 Laptop
- Higher Ground 15" Shuttle Laptop case
- AC adaptor and cord

B. Software on the laptop

- **Acrobat Reader** – “Adobe Reader software is the global standard for electronic document sharing. It is the only PDF file viewer that can open and interact with all PDF documents. Use Adobe Reader to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files.” www.adobe.com/products/reader
- **Apple iTunes** – A popular program for managing and playing multimedia.
- **Apple Quicktime Player** – A popular multimedia player.
- **ArtRage Starter Edition** – “Welcome to the home of ArtRage, the easy to use, stylish painting software for Windows and Mac OS X!” www.ambientdesign.com/
- **Audacity w/ Lame** – “Audacity is a free, easy-to-use audio editor and recorder for Windows, Mac OS X,

- GNU/Linux and other operating systems.” <http://audacity.sourceforge.net/>
- **Bullzip.com PDF Printer** – “A free PDF printer that allows you to print to a PDF document from any Microsoft Windows application.” - www.bullzip.com
 - **Celestia** – “The free space simulation that lets you explore our universe in three dimensions.” <http://www.shatters.net/celestia/>
 - **Cmap** – “The IHMC CmapTools software empowers users to construct, navigate, share and criticize knowledge models represented as Concept Maps.” <http://cmap.ihmc.us/>
 - **ExamView Test Player** - “The ExamView Test Player is the free student player for the new ExamView Assessment Suite. Students use the player to take ExamView tests on the computer.” - www.fscreations.com
 - **Formulator MathML Weaver** - “Formulator is a powerful interactive mathematical expressions editor. It uses WYSIWYG-style editing and allows creating mathematical equations through simple point-and-click techniques.” - <http://www.brothersoft.com/formulator-mathml-weaver-79655.html>
 - **GeoGebra** - “GeoGebra is a free and multi-platform dynamic mathematics software for schools that joins geometry, algebra and calculus. It received several international awards including the European and German educational software awards.” www.geogebra.org
 - **Gimp** – “IMP is an acronym for GNU Image Manipulation Program. It is a freely distributed program for such tasks as photo retouching, image composition and image authoring... It has many capabilities. It can be used as a simple paint program, an expert quality photo retouching program, an online batch processing system, a mass production image renderer, an image format converter, etc.” www.gimp.org
 - **Google Earth** – “Google Earth lets you fly anywhere on Earth to view satellite imagery, maps, terrain, 3D buildings and even explore galaxies in the Sky. You can explore rich geographical content, save your toured places and share with others.” <http://earth.google.com>
 - **Google Sketch Up** – “Google SketchUp is software that you can use to create 3D models of anything you like.” <http://sketchup.google.com>
 - **Hot Potatoes** – “The Hot Potatoes suite includes six applications, enabling you to create interactive multiple-choice, short-answer, jumbled-sentence, crossword, matching/ordering and gap-fill exercises for the World Wide Web.” <http://hotpot.uvic.ca/>
 - **KompoZer** – “KompoZer is a complete web authoring system that combines web file management and easy-to-use WYSIWYG web page editing. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding.” - <http://kompozer.net/>
 - **Microsoft Calculator PowerToy** – With this calculator you can graph and evaluate functions as well as perform many different types of conversions.
 - **Microsoft Internet Explorer 8** – This internet browser might not be the fastest, newest or most feature laden but most sites are still designed to display correctly in this browser. In an effort to keep things as straightforward as possible for staff and students this is going to be the default browser for the 08/09 school year.
 - **Microsoft Windows XP Pro** – The operating system for the laptop.
 - **Open Office** – “OpenOffice.org 3 is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages.” <http://why.openoffice.org/>
 - **Picassa** – “Picassa is a software download from Google that helps you organize, edit, and share your photos.” <http://picasa.google.com>
 - **Scribus** – “Scribus is an open-source program that brings award-winning professional page layout to Linux/Unix, MacOS X, OS/2 and Windows desktops with a combination of "press-ready" output and new approaches to page layout. Underneath the modern and user friendly interface, Scribus supports professional publishing features, such as CMYK color, separations, ICC color management and versatile PDF creation.” www.scribus.net
 - **Sophos Virus Software** - Please do not install any other virus software as it may interfere with the current program.

- **SmartBoard Notebook Interactive Viewer** – Our teachers use SmartBoard Notebook with their tablet computers to create instructional materials. “Notebook interactive viewer makes it easy to share the digital content and lessons you create with Notebook software.” - <http://smarttech.com/>
- **Stamina** – “Amusing, yet multifunctional touch-typing tutor with support for several layouts: QWERTY (US, UK, ...), Dvorak, AZERTY etc. The program is perfect for novice as well as advanced users.” <http://typingsoft.com>
- **Vernier Logger Pro** – “Integrating real-time graphing, powerful analytical functions, and intuitive hands-on learning, Logger *Pro* 3 software continues to make data collection as simple as measure, analyze, and learn.” www.vernier.com
- **Virtual TI** – “The ultimate TI calculator emulator. Emulates the TI-82, TI-83, TI-83 Plus, TI-85, TI-86, TI-89, TI-92, TI-92 II, and TI-92 Plus.” www.ticalc.org
- **VLC media player** – “VLC media player is a highly portable multimedia player for various audio and video formats (MPEG-1, MPEG-2, MPEG-4, DivX, mp3, ogg, ...) as well as DVDs, VCDs, and various streaming protocols.” <http://www.videolan.org/>
- **Wink** – Wink is a tutorial/presentation creation program that allows users to easily create flash animations and movies.
- **XP Codec Pack** – “*XP Codec Pack* is one of the most completed *codec* packs which helps you to play all major audio and video formats.” www.xpcodecpack.com

C. Software support/resources

- **First avenue of support:** Use the application’s help system. This is typically accessible from the toolbar under the “Help” category.
- **Second avenue of support:** Consult with a classmate/teacher/staff.
- Support, software guides and application tutorials are available via the MHS PowerLearning program website: <http://www.honoredstudents.org/powerlearning>

D. Troubleshooting

- The first step that solves most laptop problems is to restart the laptop. Save any work if possible, shut down the computer using the Start Menu – shutdown buttons. If the computer will not shut down, then press and hold the power button until it shuts down. This is a last resort!
- Consult a classmate/teacher/staff.
- If the problem persists, take the laptop to the Tech Office and fill out a repair request form. It may have to be re-imaged or repaired. If the repair is going to take a while, students will be able to check out a loaner laptop until their laptop is fixed.
- Troubleshooting assistance or help at home, reference the “Troubleshooting Guide” at <http://www.honoredstudents.org/powerlearning>

IV. Student and Parent Expectations

A. Handling and Care

- A laptop is a valuable educational tool and therefore, students will take it to all classes.
- Laptops will not be left unattended at any time.
- Laptops will be fully charged when students bring them to school each day.
- Laptops are not to be left at school over extended vacation periods (longer than a weekend).
- Laptops should be kept in the approved computer case at all times.
- The laptop is the responsibility of the student it was issued to. It is not to be used by other students unless directed by a MAPS staff member.
- Students are responsible for the care and up keep of their computer, and must treat it with respect.
- Students may personalize their laptop with stickers as long as they first put on a “laptop skin” which can be ordered through the Chip Shop. No stickers should ever be adhered directly to the laptop. The laptop skin and stickers can in no manner affect the functionality of the keyboard, touchpad, mouse buttons, screen or any other switches or ports.
- The configuration of the computer will not be changed.
- Manistee Area Public Schools staff and parents have the right to view the contents of the laptops at any time in order to protect students, the laptops or the security of the school.
- While at school, the use of the Internet, computer equipment, and computer software must be in support of the Manistee Area Public Schools Curriculum and will be used within the Manistee Area Public Schools Acceptable Use Policy.
- It is the student’s responsibility for reporting damages to equipment, system, and software.
- Any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning, detention, suspension and/or loss of home use.
- Food and drinks don’t mix well with laptops. Don’t eat or drink near the laptop.
- Laptops will be handled and used in a manner that is prudent and prevents it from falling or incurring other damage.
- Books should never be set on top of the laptop.
- It is important to carry the computer correctly so avoid carrying the laptop with the lid open and do not pick up the computer by the screen.
- Care should be taken to make sure that pencils, pens or papers are not left on the keyboard when closing the lid.
- Modification of the laptop recovery software is ground for disciplinary action.

B. Backup and file storage

- Students can save documents to the hard drive of their computer (Y: drive). It is the responsibility of the student to back up these files. For school related files, students should back them up to their home directory (U: drive) on the MAPS network. Music and movie files will not be backed up in a student’s home directory.

- It is the Student's responsibility to back up any personal use files. This may be done using a USB flash drive, external hard drive, optical disk(s) or other means. If an internet connection is available students can also back up school related documents to their home directory via Moodle. The district is NOT responsible for any deleted or lost files.
- Students need to keep a minimum of 5 gigabytes (GB) of memory free on their Y: drive at all times for optimal operation.

C. Financial responsibility

- To help offset the added cost from allowing students to take the laptops off-site, we are requiring a \$25 per term non-refundable fee to be paid by students/parents/guardians.
- If you are eligible for the free/reduced lunch program, the fee will be adjusted...
 - Reduced = \$15/term
 - Free = \$10/term
- Lost or damaged items will be replaced at the parent's expense. This includes but is not limited to:
 - Bag
 - Straps
 - Power adaptor and cord
 - Battery
- As determined by the administration of Manistee Area Public Schools, restitution may be sought for repair or replacement costs due to malicious or negligent use of the supplied equipment.
- While not required, MAPS encourages families to consider getting a rider on their homeowners/renters insurance to cover the laptops. It is a very economical way to get coverage for the laptop in the case of damage or theft.

D. If laptop is lost, stolen, or damaged

- If a laptop is lost, stolen or damaged, please notify building administration immediately on the next school day.
- If the laptop is lost or stolen, a police report will be required to start the recovery process. The district is employing a laptop recovery program. This program allows us to track stolen or lost laptops. Modification of the laptop recovery software is ground for disciplinary action.
- Damaged – Students need to take the laptop to the Tech Office and they will be able to check out another laptop while it is being fixed.

E. Power management

- It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.
- Use the Power Management schemes to extend the battery.
 - Dim the screens
 - Set the sleep mode to a shorter time.
- Plug in the laptop whenever possible to extend battery life.

F. Transport

- Laptop should be transported shutdown (turned off) or in sleep mode (screen closed) and in its protective case.
- Laptop should be locked up in the students' locker if they participating in after school activities.
- Do not leave laptop in a vehicle for extended periods of time or overnight.

- Do not leave laptop in visible sight when left in vehicle.

G. Monitoring and Supervision

- While the student is at school, the computer is monitored and filtered during use. Internet is filtered offsite but physical monitoring of computer use is the duty of the parent/guardian.
- Laptop should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, for example, use in a child's bedroom.
- The student assigned the laptop is responsible for all use of their laptop.
- You are to use your laptop only never share or swap with others.
- The laptops are provided for the expressed use by the students to foster their academic opportunities.

H. Ethical and appropriate use

- Students and any individual using the computer are expected to adhere to the Manistee Area Public Schools Acceptable Use Policy which is available online at www.honoredstudents.org and then clicking on the link to the "Tech Center."
- Any misuse of the equipment will fall under the guidelines of the student handbook and PowerLearning Addendum. Consequences may range from a warning to a suspension.
- Students are reminded that copyright laws need to be followed.
- Do not plagiarize work.
- The right to use a laptop at home is a privilege.

I. Internet access at home

- Students are allowed to access the Internet away from school using broadband (e.g. SBC Yahoo DSL or Charter/Comcast cable), dialup or wireless connection.
- Off-campus internet connectivity is still filtered through our content filtration system
- A guide on connecting to non-MHS wireless connections will be available to assist students with accessing the Internet from home. For other types of home internet connections students should follow the directions provided by their internet service provider.
- If you use dial-up service at home you will need an adapter available through the MAPS Technology department.
- Free dial-up internet is available through www.dialinfree.net. This is a good option for students that don't currently have internet access at home. You can find the dial-up numbers from the site.

J. E-Mail and other electronic communication

Although primary uses of District provided technology resources are educational, a grade 9 - 12 student will use the school provided email account.

1. Thus, accessing any other e-mail account while using District technology resources is not a violation of this Acceptable Usage Policy; however, the user must understand that his or her use will be monitored and/or filtered, or both.
2. The District reserves the right to monitor each and every e-mail and electronic correspondence and its contents.
3. Examples of appropriate e-mail use are:
 - Communication with teachers
 - Communication with parents

- Communication with a user or other users to support approved projects by the staff member
- Communication with outside parties as approved by the staff

4. Examples of inappropriate e-mail use are:

- Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
- Disclosing personal information, location, and identity with anyone you do not know.
- Accessing personal e-mail when it is not allowed by a staff member.
- Accessing non-educational chat rooms and listservs etc.

5. Social Networking, Chatting and other forms of online communications.

- Proper uses include:
 - Communication with teachers
 - Communication with parents
 - Communication with a user or other users to support approved projects by the staff member
 - Communication with outside parties as approved by the staff
- Examples of inappropriate use includes:
 - Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
 - Disclosing personal information, location, and identity with anyone you do not know.
 - Accessing personal accounts when it is not allowed by a staff member.
 - Accessing sites with inappropriate material

6. Any violation of this Acceptable Usage Policy or inappropriate use of District technology while accessing personal e-mail or other communication accounts will subject the user to discipline, including the possible termination of access to email, Internet, and/or other district technology, and including the possibility of expulsion from the District as a student.

K. While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision by parents/guardians is still very important.

L. Printing at home

- Students are allowed to print to a home printer. For most USB printers, printer software already exists on the laptop and only requires setting up the printer.
- For most USB printers, installation is automatic when a printer's USB cable is plugged into the laptop. If installation is not automatic please follow the directions supplied with your home printer to set it up on the laptop.



PowerLearning 2009/2010 Agreement Form

Student name: (please print)

The computer and case being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the computer and ensure that it is retained in a safe environment. A non-refundable per term PowerLearning fee is assessed to cover the cost of property insurance. If the loss or damage is not covered by insurance the full replacement value of the equipment will be paid to Manistee Area Public Schools (hereafter referred to as MAPS) by Student or Parent. MAPS will not loan Student a laptop until Student and Parent sign this agreement and MAPS has received payment for the complete 2009/2010 school year PowerLearning Fee.

This computer and case is the property of MAPS and is being loaned to the student only for educational purposes during the Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the computer may result in the student losing their right to use this computer and potential prosecution. The equipment will be returned to the school on a date determined by MAPS or sooner if the student is suspended or expelled from school, the Student leaves MAPS or Student fails to comply with the terms of this agreement or the school's Acceptable Use Policy. **Student agrees that in the event the computer is out of Student's possession for a period of 48 hours or Student believes the computer has been stolen, Student will immediately notify a Manistee High School administrator and file a report with Manistee City Police Department.**

Student is responsible for the cost of replacement or repair of the computer for any loss not covered by insurance. In addition, Student and Parent agree to indemnify MAPS against any claim, suit or damage occurring during or resulting from Student's possession or use of the Computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Student's use of the District's computer.

The District's computer may be used only in accordance with the District's policies and rules. Student acknowledges and agrees that Student's use of the District's computer is a privilege and Student acknowledges Student's responsibility to protect and safeguard the District's computer and to return the same in good condition and repair.

Student and parent agree the computer equipment is to be used only for school purposes and in accordance with MAPS computer use polices and instruction. If Student fails to return the computer as provided by this agreement, MAPS will presume Student intended to retain possession with a criminal intent.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____