The MPS Teacher Laptop Guidelines Manual has been developed by the Office of the Assistant Superintendent with guidance from the MPS Academic Technology Department. It provides information concerning district policies and procedures for a successful implementation and use of the teacher laptops.
Device Information & Supporting Links

What type of teacher device has been purchased?
Teacher devices are convertible laptops with a touch screen and were built specifically for education. The (accidental drop) warranty has been extended to 3 years. The operating system is Windows 8.1.

Our teacher device is the HP Elite Book - Revolve 810 G2 (intel core i5)

Additional information can be found on our digital learning and mpsri laptop website

www.mpsri.net/digitallearning
Introduction

Congratulations on being part of the Middletown Public Schools (MPS) digital initiative and our professional learning community’s transformation through technology! The program is beginning with the introduction of laptops for every teacher in all schools in the fall of 2014. Providing laptops to teachers will support the necessary transformation to a digital learning environment as we take advantage of the global resources that come with Internet access and the world of learning anytime and anywhere.

The Middletown Public Schools’ Academic & Technology Services primary goal is supporting schools and our school district in our efforts to improve student learning. We want to ensure that each student achieves success and is prepared to be an informed and involved citizen of the 21st Century. We know that our digital transformation will not only support this goal but will also help us to ENSURE SUCCESS FOR EVERY STUDENT!
Basic Guidelines

Middletown Public Schools is pleased to offer teachers a laptop for use in their classroom. The use of district-owned technology equipment by employees, such as laptop computers and multi-media devices, is encouraged, providing all guidelines, regulations and policies are followed. These guidelines are necessary to protect the district's investment in hardware and to maintain the security of the district's network.

These guidelines are to be used in conjunction with Middletown Public Schools policies that address appropriate use of technology and digital resources. These policies include but are not limited to (1) MPS Computer and Internet Acceptable Use Policy (2) Employees Telecommunications Equipment and Use Policy (3) MPS Code of Ethics (4) Web Mail Policy (5) The Website Policy (6) The Technology Support Policy. All MPS guidelines and policies regarding technology and electronic resources apply to computer use at school. These policies and guidelines also apply to home use of your MPS laptop or any MPS equipment.

It is expected that all employees of the Middletown Public Schools whose equipment including laptops and multi-media devices and personal devices (cell phones) agree to the following guidelines and rules. Violation of these guidelines and rules will result in disciplinary and/or legal consequences:

The terms of use are listed below:

1. The laptop computer is the property of the Middletown Public Schools and issued to employees for the purpose of conducting school business. It is intended only for the use of the school district employee to whom it is assigned.

2. The laptop must be at school during regularly scheduled work days. Please be sure that your laptop is powered on during school day hours on each Wednesday.

3. Teachers are encouraged to use their laptops at all times during the school day including but not limited to: faculty meetings, professional development, curriculum writing, PLC/CPT, in class, IEP meetings, etc.

4. The employee may take the laptop home or to other locations after school hours. Teachers are required to provide their own padded travel case. Any teacher that is not able to provide this travel case should contact the Technology Department so that we can work to provide a case.

5. The employee is responsible, at all times, for the care, appropriate use, and damages incurred to the laptop computer. The employee agrees to handle all equipment carefully and protect it from potential sources of damage. The employee also agrees to store all equipment in a safe and secure location. If any loss, damage or destruction of school property is determined to be the fault of the employee, MPS may charge the employee the lesser of the repair or replacement cost. The employee will not be held responsible for loss, damage or destruction of school property when such loss, damage or destruction is determined not to be the fault of the employee. Allowances will be made for normal wear and tear of equipment.

6. Loss or theft of the property must be reported to the MPS Technology Department Help Desk at 401-849-2122 as soon as possible after the occurrence. Issues or concerns requiring repair should be reported via the MPS Technology work order system.

7. If you are planning to use the laptop at home over the summer you will need to connect to the Internet at least once every 20 days or bring it back to school and connect it once each 20 days.

8. The laptop computer is configured for use on the school network. The Technology Department will not be able to assist you at your home in order to connect the laptop to other Internet providers.
9. The laptop is issued to the teacher in their current teaching position (.5 FTE or greater). If there is a change in positions or schools, the laptop will be reassigned to another teacher. If the employee leaves the current position or employment of MPS then the laptop is to be returned to the MPS Technology Department immediately.

10. The laptop computer will need to be returned to the Technology Department from time to time to receive regular maintenance and upgrades. Teachers will be notified when this becomes necessary. When requested, all MPS laptops must be turned in to the Technology Department for inspection, inventory, updates and random screenings. Failure to comply will result in the device becoming incompatible with the MPS network.

11. All users of the laptop must adhere to Middletown Public School Policies regarding appropriate use, data protection, computer misuse, health and safety.

12. Teachers are responsible for all content found on their laptops. Do not allow any unauthorized users access to your laptop.

13. Laptops should be completely shut down when not in use. Laptops should always be stored in a case when transporting to home or class.

14. No stickers or markings of any kind are allowed on the laptops. They are not to be defaced, damaged or tagged in any way.

15. The employee shall not remove or alter any MPS identification labels or tags attached to/displayed on any MPS equipment.

16. Do not place anything on top of the laptop when it is closed as it could damage the touchscreen.

17. Sending or retrieving any information that violates school or district policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene will result in appropriate disciplinary action.

18. Teachers should never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.

19. Your MPS username(s) and password(s) are not to be shared with anyone.

20. Employees will abide by all district policy, local, state and federal laws.

21. Middletown Public Schools will cooperate with all law agencies to support these policies, laws, and rules.

22. Per district policy, all files stored on any district profile or devices are the property of the district and are subject to regular review and monitoring at any given time.

23. All computer and multi-media equipment purchases must be approved by the Technology Department prior to purchase or application of a grant.

24. Only software approved by the Technology Department and owned by MPS may be installed on District-owned computers. All software must be installed by district technology personnel and adhere to the District’s Software Policy. Illegal use or transfer of copyrighted materials is prohibited.

25. Any data that is hosted on the equipment and on personal devices is the responsibility of the employee. MPS is not responsible and does not support data on local hard drives or portable devices. Employees must take measures to securely protect any and all school department data that resides on the devices.

26. The Assistant Superintendent (or designee) reserves the right to disallow and/or remove any devices from the MPS network at any time.

27. Data hosted on personal laptops and devices is the responsibility of the employee. Should the employee host school department data on personal devices, precautions must be taken to provide security for the data.

28. Personal laptops and/or personal devices are not supported by the MPS Technology Department.
Laptop use at school
The laptop must be at school during regularly scheduled work days. Please be sure that your laptop is powered on during school day hours on each Wednesday. Teachers are encouraged to use their laptops at all times during the school day including but not limited to: faculty meetings, professional development, curriculum writing, PLC/CPT, in class, IEP meetings, etc. The laptop should be locked in a closet or cabinet when not in use or in the teacher’s possession. *NOTE: The laptop does not yet attach to the classroom TVs. The Technology Department is working to provide a solution so that you can display your laptop on the TV.

Logging On
Teachers can use their mpsri network log on for access to the laptop. The laptops have wireless access and the network can be accessed wirelessly from any location in any MPS building.

Saving Files
- When at school, teachers can save to their M drive.
- The community portal, mpsri google or mpsri office 365 can also be used to save files.
- Items saved to the desktop will be lost if there is a hard drive error or other equipment problems.

Lock Your Laptop
- Laptops should always be “locked” when not in use.
- For your own security, hold down the Windows key on the lower left of the keyboard and push the letter “L” key.
- To unlock, perform a Ctrl + Alt + Delete as if to log on to the laptop. Retype the login name and password.

Technology Support
Tech Support
If a teacher needs tech support then a work order can be submitted via www.mpsri.net > Quicklinks> SchoolDude/Work Order. The laptop can then be shipped via school mail (in the case) to the Technology Department / Help Desk at Oliphant Administration. The laptop can also be dropped off to the Technology Department Help Desk during regular business hours. Please note that a teacher laptop is recognized as low in our work order prioritization as servers, offices and computer labs would be placed in a higher priority. As always, the technology help desk will do its very best to have the shortest turn around time possible. Where possible, a loaner laptop may be provided (if available). Teachers can check the status of their repair in the work order system.

More About the MPS Help Desk
The Academic & Technology Services Help Desk is a service provided to Middletown Public School employees by the Department which links them to appropriate technology and other District resources in a timely manner. The Help Desk is available through the online tech support at www.mpsri.net. The mission of the Help Desk is to provide its customers with single point of contact within the organization. The Help Desk will ensure that all calls are handled promptly, courteously, and are resolved or routed to the proper resolution path within the time frame established for each type of call or problem.

All contact with the Help Desk is documented in the Help Desk Application (SchoolDude). The Help Desk will either resolve or begin a resolution path for all hardware, software, and network IT related issues. The hours of operation for the Help Desk are 7:30 a.m. – 3:00 p.m., Monday through Friday. Help Desk assistance is available during non-operational hours if requested a week prior through the work order system.

More information can be found : www.mpsri.net/workordertechsupport
Responsible Use of Technology

Middletown Public Schools has specific policies that address appropriate use of technology and digital resources. These policies include but are not limited to (1) MPS Computer and Internet Acceptable Use Policy (2) Employees Telecommunications Equipment and Use Policy (3) MPS Code of Ethics (4) Web Mail Policy (5) The Website Policy (6) The Technology Support Policy. All MPS guidelines and policies regarding technology and electronic resources apply to computer use at school. These policies and guidelines also apply to home use of your MPS laptop or any MPS equipment.

Technology Guidelines

Middletown Public Schools is committed to making available to all student and staff members access to a wide range of digital learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Middletown Public Schools promote resources sharing, innovation, problem solving, and communication to enhance student learning. The District has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

The use of digital resources must be in support of the district's educational objectives. Access to various digital resources is available to users for academic-related purposes only. The goal of providing digital resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. All school district users must follow all district policies.

Privileges & Responsibilities

Usage of the Middletown Public Schools’ network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Neither technology equipment, the network nor the Internet may be used for frivolous reasons or excessive personal use.

Access to this infrastructure imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff through a work order. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop/laptop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District’s hardware is the property of the District and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District-—owned equipment. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.
Privacy

Electronically Stored Personal Data

The District permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the District’s technology infrastructure. Examples of this include, but are not limited to the following:

• District computers, devices, network and servers including your M drive or other drives (also accessible through fileway)
• Cloud technology such as files stored on third party servers (for example: community log in, mpsri google and mpsri office 365)
• District Webmail

District Monitoring

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access. The District shall have the both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third—party software and information, ensuring compliance with legal and regulatory requests and enforcement of all District policies. The District also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District’s computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non—school—related content. If the MPS Technology Department suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords.

Reminders Regarding Unacceptable Use

• Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.

• Use for individual profit or gain or other commercial activities is not acceptable.

• Use for product advertisement or political action or political activities is prohibited.

• Excessive personal use or consuming excessive amounts of bandwidth

• Contributing to cyberbullying, hate mail, harassment, discriminatory remarks, and other antisocial behaviors.

• Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, or misrepresenting other users on electronic resources.

• Using an electronic resources account authorized for another person.

• Making use of the electronic resources in a manner that serves to disrupt the use of the District network by others.

• Unauthorized downloading or installation of any software, including shareware and freeware, for use on District electronic resources.

• Malicious use of electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

• Any attempt to defeat or bypass the District’s Internet filter by using or trying to use proxies, https, special ports, modification to the District browser settings or any other techniques, which are designed to avoid being blocked from inappropriate content or conceal Internet activity.
Laptop Care At Home

Logging On
Teachers will use their mpsri network log on for access to the laptop at all times, even when they are not in the district.

Saving Files
- When at school, teachers can save to their M drive but when at home, teachers can use fileway to access their M drive.
- The community portal, mpsri google or office 365 can also be used to save files.
- Items saved to the desktop will be lost if there is a hard drive error or other equipment problems. Teachers should not save to the desktop.

Travel between Home and School
- Laptops should be shut down before traveling between home and school.
- Laptops should stay in their cases when traveling.
- Care should be taken to keep the laptop dry. Do not use outdoors in the rain or drizzle.
- Laptops, chargers and cases have to be brought to school each day.
- Your laptop case should only be used to store the laptop and charger accessories.
- Laptops should not be kept in cars or any location that could experience extreme temperatures.

Home Use Guidelines
- All school rules apply for home use of laptops.
- Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood –pulp fibers that can scratch your screen.
- NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on to your screen as they may damage the LCD matrix.
- Keep all food and drinks away from your laptop at all times.
- It is important to avoid exposing the laptop to extreme temperatures.
The MPS Digital Transformation

Technology access in our schools is an important investment in our children’s future! Investment in our students must include access to technology that will improve instruction and prepare our students for success in a global economy. Middletown Public Schools is working to transform our culture to promote more collaboration and innovative instructional approaches through a digital learning environment. Through a 1:1 digital transformation, teachers are engaging students in a more student-centered learning environment from more traditional, teacher-centered classrooms. This instructional shift, coupled with digital tools and resources, are helping Middletown’s students to improve their achievement and prepare them for success in college and careers.

While we have included our digital transformation planning in our Capital Improvement Program, only 2013-2014 teacher laptops funds have been allocated. Our goal is to expand laptop access to our students, and eventually support a one-to-one digital learning environment. (This goal is dependent on funding.)

What does Our Commitment to this Digital Transformation Look Like?

- **Digital learning is necessary** to approach higher levels of critical thinking set forth in new college & career ready standards
- **Digital testing requires digital learning**—using technology to take a high stakes test must have significant opportunities prior to the test, and the teacher must support this shift in instruction
- **Instructional goals and needs must be paramount in long range technology planning and purchases**—innovative instructional approaches must be supported
- **School leaders must prioritize investments in infrastructure for teaching, learning and assessment**

*Taken from SETDA, State Educational Technology Directors Association*

Learn more at [www.mpsri.net/digitallearning](http://www.mpsri.net/digitallearning)
Getting Started with Windows 8.1

The START SCREEN

The START SCREEN is the starting point. The programs and folders that are most used are available here. You can always get back the START SCREEN by clicking on the WINDOWS BUTTON in the LOWER LEFT CORNER. This is available no matter what program you are in.

The START SCREEN is divided into:

1. My Shortcuts
2. Productivity (Microsoft Office)
3. Browsing
4. Support Systems

The blue Middletown Desktop will bring you to the traditional windows desktop and shortcuts.

The arrow on the bottom of the START SCREEN will bring you to the APPS (programs on the laptop).
The DESKTOP

The DESKTOP is another starting point.

You should find the PDF version of the laptop manual on your desktop.

Reminder: You can always return to the START SCREEN by clicking on the WINDOWS BUTTON in the lower left corner.

File Explorer will bring you to your mapped drives.