



The FY10 Title II Part D ARRA eTextbook Grant

This grant affords access to new Netbooks to the students of Elbert County High School.

What are the goals of this grant?

· This grant will challenge the school system to successfully utilize technology in the classrooms to sustain a quality education for its students. The core goals of this grant are to:

- 1) Increase student technology literacy
- 2) Afford students the opportunities to use digital tools
- 3) Increase parent engagement

What is a Netbook?

- A Netbook is a compact, portable computer that will replace traditional desktop and laptop computers. It can be used in a variety of ways to foster educational success for students.
- Netbooks incorporate technology in reading, writing, math, and other subjects.

Why are Netbooks important?

- The United States Department of Commerce ranked fifty-five industry sectors by technology intensiveness, and education ranked fifty-fifth.
- Netbooks offer students the opportunity to infuse technology inside and outside of the classroom, and encourage students to be technologically savvy.
- Some of the most revered professionals in the field of education encourage the use of technology in the classroom to bolster students' success.

Getting Started With the Intel-Powered Convertible Classmate PC

Safety: Attention Teachers and Parents

This product is an educational tool designed for school age children. Make sure that students understand this product is an educational tool and not a toy.

Before students take the netbook home, instruct students to keep power cords, small accessories, and loose parts away from younger children at all times. Emphasize to students that any damage to the netbook or loose parts should be reported immediately to a teacher or parent.

It is recommended that students do not use the netbook for more than 30 minutes without taking a break. A break should be at least five minutes long.

To ensure the netbook is in good working condition, periodically inspect the netbook, power supply and power cord for damage, and replace if necessary.

Netbook Precautions and Care Guidelines

Before using in the classroom or home environment, make sure that students understand the following precautions:

- Do not drop, crush, or step on the netbook.
- Do not place objects or apply heavy pressure on the netbook.
- Do not place on uneven or unstable work surfaces.
- Do not block the openings provided for ventilation, as overheating may occur.
- Do not use or store the netbook in extreme weather conditions.
- Do not expose to sudden changes in temperature or humidity: keep the netbook away from heating and A/C vents.
- Do not expose to magnetic fields.
- Do not expose to direct sunlight.
- Do not place near fire or other sources of heat.
- Do not expose to rain or moisture.
- Do not leave the netbook turned on or plugged in when enclosed in a non-ventilated container, such as a backpack, as overheating may occur.
- Use the AC adapter whenever an AC wall outlet is available to prolong the battery life and usage cycle.

Keeping the Netbook Clean

- Do not spray water or any other cleaning fluids directly on the display.
- Do not clean the netbook when it is plugged into a wall socket.
- Make sure the netbook is turned off before cleaning, and clean with a slightly damp cloth.
- When you are not using the netbook, keep the LCD panel closed to protect the screen from dust.
- Make sure the touch pad does not come into contact with dirt, liquids, or grease.

General Use of the Netbook and Student Expectations

Student Expectations

1. Students are **REQUIRED** to bring his/her netbook to school each day with a fully charged battery.
2. Students will not be given the use of a loaner netbook if he/ she leaves his/her device at home.
3. Students leaving netbooks at home will be required to complete assignments using alternate means (as determined by the teacher).
4. Students will be able to save files directly to the netbook. However, files for instructional use should be backed up to the student's home directory, and it will then be backed up by the district.
5. **Charging Your Netbook's Battery:** Netbooks should be brought to school each day in a fully charged condition.
6. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring the netbook to class.
7. Be mindful not to cause a tripping hazard when it is necessary to plug in your netbook.
8. Avoid using your netbook in areas which may lead to damage or theft.
9. Netbooks are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
10. **NETBOOK USE IS NOT PERMITTED IN THE DINING AREA (LUNCH ROOM) DURING LUNCH PERIODS.** The netbook may be used in designated commons areas (away from food or drink) during this time.

General Use of the Notebook

1. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
2. Netbook sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
3. Students may not download or install software applications on ECS issued netbooks.
4. Students are prohibited from playing games in the classroom.
5. Chat rooms are not to be accessed without specific permission from the classroom teacher.
6. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
7. Looking up any inappropriate material or web sites (such as sites that include pornographic material) at home or at school on your notebook is prohibited.
8. Student netbooks will be subject to routine monitoring by teachers, administrators, and technology staff. While off campus, parental monitoring is highly recommended.
9. Students will provide access to any netbook computer and /or accessories that they have been assigned upon the district's or school's request. An individual search of the netbook and other stored student files may be conducted by administrators if there is suspicion that policies or guidelines have been violated.
10. Desktop/Screensavers: Inappropriate media may not be used as a desktop background or screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions. See the student handbook for school policy if you have any questions about this.

Internet Safety: Safe Surfing Tips for Parents

The key is keeping our children safe.

How could we live without the Internet? That's how most of us keep in touch with friends, find homework support, research a cool place to visit, or find out the latest news.

But besides the millions of sites to visit and things to do, the Internet offers lots of ways to waste time — and even get into trouble. And just as in the non-cyber world, some people you encounter online might try to take advantage of you or your children — financially or physically.

You've probably heard stories about people who get into trouble in chat rooms. Because users can easily remain anonymous, chat rooms often attract people who are interested in more than just chatting. They'll sometimes ask visitors for information about themselves, their families, or where they live — information that shouldn't be given away.

Usually, the people who request personal information like home addresses, phone numbers, and email addresses use this information to fill mailboxes and answering machines with advertisements. In some cases, though, predators may use this information to begin illegal or indecent relationships or to harm a person's or family's well-being.

Of course, the Internet is home to millions of places you can and should visit. Like an infinite library, the Web can take you to the ends of the earth with the information it contains.

Smart Surfing

1. Remain as anonymous as possible. That means keeping **all** private information private.
2. Here are some examples of private information that your child should never give out on the Internet:

- full name
- home address
- phone number
- Social Security number
- passwords
- names of family members
- credit card numbers

(Most credible people and companies will never ask for this type of information online. So if someone does, it's a red flag that they may be up to no good.)

3. Think carefully before your child creates an email address or screen name. Web experts recommend that you use a combination of letters and numbers in both — and that you don't identify whether you're male or female.
4. In chat rooms, your child should use a nickname that's different from their screen name.
5. One way to chat safely with other people is for your child to set up private chat rooms for their classmates and people they know where they can choose the people to invite to chat.
6. Experts recommend that people keep online friendships in the virtual world.

Meeting online friends face to face carries more risks than other types of friendships because it's so easy for people to pretend to be something they're not when you can't see them or talk in person.

If your child ever gets involved in a chat room conversation that makes them feel uncomfortable or in danger for **any** reason...

- They should exit and tell you, the parent, or other adult right away so they can report the incident.
- You can also report it to the website of the National Center for Missing and Exploited Children — they have a form for reporting this type of incident called CyberTipline.

- They will then see that the info is forwarded to law enforcement officials for investigation.

Online Annoyances

1. Although email is relatively private, hackers can still access it — or add your child to their spam lists.
 - a. Spam, like advertisements or harassing or offensive notes, is annoying. But spam blockers can keep your mailbox from getting clogged.
 - b. Many service providers will help you block out or screen inappropriate emails if you decide to set up age-appropriate controls.
2. If your child does not recognize the sender of a document or file that needs to be downloaded, delete it without opening it to avoid getting a virus on your machine.
3. Virus protection software is a must for every computer. You can also buy or your school may buy software that helps rid your computer of unwanted spyware programs that report what your computer is doing.
4. Some service providers make software available to protect you from these and other online annoyances, such as blockers for those in-your-face pop-up ads.
 - If you do invest in protective software, you'll need to keep it updated to be sure it continues to do its job as new technologies evolve.

With all the problems you can face online, is it worth it?

For most people, the answer is definitely yes. You just need to know where the pitfalls are, use some common sense and caution, and you'll be in control.

Cyber Ethics

Teaching your children acceptable behavior on the Internet

What is cyber ethics? And how do you teach it to your children? Simply put, cyber ethics is a code of behavior for using the Internet. One easy way to think about cyber ethics and to address the subject with children is this: acceptable behavior on the Internet is very much the same as acceptable behavior in everyday life.

For instance, at an early age, children learn what it means to be honest, and to respect the rights and property of others. They are taught to not take what does not belong to them, and to be considerate of others. On the Internet, the same basic rules apply.

Dos and don'ts. The difference between using and abusing the Internet.

Here are some helpful dos and don'ts pertaining to situations that children are likely to encounter.

- **Schoolwork**

Do use the Internet to help you do your schoolwork. The Internet is the world's largest library. You can find information on almost any subject from science, math and

technology to language, art, history, current events and more. When you use information, photos and other materials that you find on the Internet in your homework or research projects, make sure that you identify the sources of the information in footnotes, just as you would if you used books in your school library to get the information.

Don't copy information from the Internet and call it your own. It is sometimes tempting to copy information from the Internet into your schoolwork, and to present it as your own work. That is dishonest, just like taking someone else's jacket and calling it your own. And it might be illegal, too. Much of the information, pictures and other materials on the Internet is copyrighted, which means it belongs to someone else. If you take it without permission, or without identifying the source in a footnote, you are breaking the law.

- **Music, video, games and copyrights**

Do use the Internet to learn about music, video and games. There are many websites where you can learn about music by listening to sample tracks, preview movie videos, and learn about new computer games.

Don't use the Internet to download or share copyrighted material. When something is copyrighted, it means that someone else owns it, and you cannot copy or distribute it without their permission. It is dishonest and illegal to download copyrighted music, video, games or other materials. It is also dishonest and illegal to share copyrighted music, video, games or other materials over the Internet. When you see this symbol — © — it means that the material is copyrighted.

- **Email and instant messaging**

Do use the Internet to communicate with friends and family. Email and instant messaging (IM) are good, fun ways to communicate with your friends and your family. Always make sure that you know the people with whom you exchange email and IM.

Don't use the Internet to communicate with strangers. Do not use email or IM to talk to strangers. They may not be who they say they are, and if they are not, they are not nice people. Don't give out your email or IM address to people you don't know, either online or in person. Don't open email or email attachments from people you don't know. Unsolicited email may contain viruses that will damage your computer and the information on it.

Don't pretend to be someone else. Just as you don't want others to hide their true identity with their email or IM you, don't pretend to be someone else when you're online.

Don't be rude or use bad language. When you use email or IM, be considerate of others. Don't be rude, mean or use bad language. You wouldn't do that in real life, and you shouldn't do it on the Internet either.

Don't give anyone personal information or passwords. Don't tell people, especially strangers, more about yourself than you would if you met them in person. Don't tell them what you look like, your age, where you live, your phone number, what school you go to, or any passwords that protect your computer or your private information.

- **For Parents**

Don't leave your children unsupervised. Make sure you know what sites your children visit when they're on the internet, and with whom they're communicating. Look over their shoulder. Keep track of the websites they visit. There are websites and programs available that direct children to sites that are fun, interesting and appropriate. And there are others that restrict their browsing to appropriate websites. The best control, however, is parental involvement. Make sure they understand acceptable behavior on the Internet. And make sure they follow the rules.

Do encourage your children to use the Internet. The Internet has a lot good things to offer children. When used wisely, it is a great tool for information gathering and learning and, via email and instant messaging, for practicing written communication.

What are the issues concerning Internet access?

- Some students do not have access to the Internet outside of school.
- Students may not know how to use the Internet without teacher supervision.
- Internet connections can malfunction at times, and students will be unable to connect.

How can these issues be resolved?

- Utilize both creative and traditional assignments to enhance instruction in the classroom.
- Download all necessary assignments and instructions from Moodle before leaving school grounds.
- Encourage the students to look into the community for wireless hotspots and local businesses that offer free Internet access.
- Utilize the local public library; the librarians may assist students if they have questions or concerns.
- Motivate the students to take ownership of their work; students should manage their time wisely, and complete assignments in class if they realize they will not be able to access the Internet outside of school.