



COMMONWEALTH-PARKVILLE SCHOOL

PARKVILLE CAMPUS

P.O. BOX 70177, SAN JUAN, PR 00936-8177

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Web Site: www.cpspr.org

June 2011

Dear 5th and 6th Grade Parents/Guardians:

We are very pleased to inform you that we will continue with the One to One Laptop Program initiated during the academic year 2008-2009.

Last year we started working on the implementation of the 21st Century skills, which will guide the teaching methodologies to match the learning of our 21st Century graduates, and provide them with the skills needed to succeed in the business/professional world.

Goals of the Laptop Project:

- *Enrich and expand the in-class learning experiences of our students*
- *Integrate technology-rich tools and resources into the curriculum (core subject areas)*
- *Full-time access to "real world" environments*
- *Increase collaboration and team work among peers*
- *Utilize technology to create a student-centered environment, where students become more creative, independent learners and owners of their learning.*

Due to the importance of the One to One Laptop program, we ask you to discuss the Laptop Guidelines and Policies included in our website forms with your son/daughter, **print, sign and return them on the Parent Orientation day** on August 8th.

Should you have any questions, please feel free to contact us.

Cordially,

A handwritten signature in black ink, appearing to read 'Judith Rivera'.

Mrs. Judith Rivera
Upper Elementary Director

A handwritten signature in brown ink, appearing to read 'Esther B. Alvarez Coira'.

Ms. Esther Alvarez Coira
Ed. Tech Coordinator

CPS Laptop Guidelines

Student Agreement for Using CPS Laptops, Network and the Internet

Use of the laptops is a privilege, not a right. Therefore, **I agree that I will:**

- Be prepared and have my assigned laptop ready to work when instructed to do so by the teacher.
- Use the laptop only for activities my teacher has allowed
- Respect my laptop and other students laptop
- Secure laptop appropriately
- Follow instructions provided by the teacher in the use and handling of my assigned laptop
- Report any loss or damage to any laptop immediately
- Protect the laptop by unplugging power supply and other peripherals (computer devices) when transporting the laptop to my desk and/or docking station
- Protect the display by carefully closing the lid when moving the laptop

Use of the CPS Network as well as the Internet is a privilege. Therefore, **I agree that I will:**

- Act responsibly when accessing the Internet
- Only access teacher authorized sites at the appropriate times
- Notify my teacher/parent/guardian immediately if I accidentally access an inappropriate site
- Use my assigned network drive to store school related files **ONLY**
- Protect my user account by logging off when not at my computer

I agree that I **WILL NOT:**

- Use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Check **personal** e-mail, browse the Internet, instant messaging, play games, or perform other off-task activities during class.
- Send defamatory emails or harassing e-mail – punishable by law
- Use chat rooms or instant messaging systems
- I will not use another student's laptop without the permission of the teacher or an IT staff member
- Share passwords
- Share personal information with anyone on the Internet or via e-mail
- Engage in unauthorized use of the network
- Maliciously damage or steal school computer equipment or electronic data
- Change the settings of school-supplied software

I have discussed the laptop expectations with my child. My child is aware that he/she will be responsible to follow all the expectations listed above. If he/she does not, they will face the consequences and/or lose privileges.

Student's Name _____

Parent/Guardian's Name _____

Parent/guardian's Signature _____

Student's signature _____

STUDENT COPY

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