

What Do I Need to Do for my Child to Receive a Laptop?

1. Pay the \$50 laptop usage fee.
2. Sign and return the acceptable use form (Code of Conduct).
3. Attend a 45-minute laptop training session once.

When will students receive laptops?

Once all THREE requirements have been met, your student will receive the laptop during homeroom classes in late September.

IMPORTANT!

Dell Laptops are the property of Henrico County Public Schools, similar to textbooks. Students need to treat the laptop with care and use it appropriately. The HCPS Code of Conduct contains detailed information on appropriate use and other related expectations.

A laptop case will be distributed with each computer. This case MUST be used at all times!

Fairfield Middle School staff members reserve the right to confiscate any laptop being transported without a case and staff members have been instructed to turn the laptop over to the appropriate grade level administrator. If the laptop is repeatedly confiscated for not being transported in the laptop case, the school may collect the laptop for the year.



In Closing

We hope that you are as excited about your new computer! Together we will make a successful team to take your child to new horizons. Should you need further help with any questions, please feel free to contact us!

Training/ Software	Garry W. Marshall gmarshall@henrico.k12.va.us
Repairs/ Discipline	Angela Thompson adthompson@henrico.k12.va.us

Useful Links

Check out the school website at:

<http://www.henrico.k12.va.us/ms/fairfield/>

HCPS Link (Check student grades/homework)

<https://hcpslink.henrico.k12.va.us/>

SchoolSpace (Learning Management System)

<https://schoolspace.henrico.k12.va.us>

TECH TIPS
Training Material for Teachers, Students, & Parents

<http://henricostaffdev.org/techtips/>

Internet Safety Resources

NetSmartz: <http://netsmartz.org> An interactive website for kids, teens, and parents.

SafeTeens - <http://www.safeteens.com> A collection of tips and other useful resources

More available from the ITRT, Mr. Marshall

FMS Technology

Student Edition

Providing a
foundation for
success in the 21st
Century.



Fairfield Middle School



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Student Training

You will receive training throughout the year after receiving initial training on the following in homeroom.

Module 1 – Laptop Basics

Module 2 – Internet Explorer

Module 3 – Digital Organization

Module 4 – Student Server

Module 6 - eLearning Overview

Module 7 – Internet Safety

What Do I Do if My Laptop Needs Repair?

Take it to the Help Desk ASAP!

Students **MUST** have a pass to visit the Help Desk!

Remember to back up work to the personal folder daily, especially **BEFORE** coming to the Help Desk.

Teachers will notify students when the laptop is available for pick up after being repaired.

Help Desk Hours:

The help desk is located in the FMS library and is open every day from:

8 - 10 AM and 1 - 3 PM

Technology Tips for Students

Q: What is the student server?

A: A student's computer is a part of a large network managed by our school and school district. Fairfield MS has its own piece of this network where information can be exchanged between teacher and student, for example.

Q: What is a personal folder?

A: Each Fairfield Middle School student has a place to save school related information that we call a personal folder.

Q: What do I put in my personal folder?

A: School related information **ONLY**. Our school division scans students' personal folders weekly to monitor. A weekly report is sent to every school's administrative team. A list of student names having "questionable content" in their personal folders is given in this report. Music (even if it is school related) is discouraged from being placed in the personal folders due to the large amount of space required.

Q: What is "SchoolSpace"?

A: This is a place students can go (<http://www.schoolspace.henrico.k12.va.us>) to get information electronically from a teacher for his/her class. Every teacher has a SchoolSpace account to use with his/her students. Students can also upload information to a teacher in lieu of printing a copy of an essay (for example) and turning in the hard copy.

Learning and Leading with Technology

FMS students excel with technology! Check out samples of student work at <http://henricostaffdev.org/mstech>

HCPS MIDDLE SCHOOL
GALLERY OF STUDENT WORK

New content added frequently! Submit your work to Mr. Marshall in SchoolSpace!

Equipped for Success!

All Fairfield classrooms have projectors and sound systems installed. Some have interactive whiteboards as well. All this equipment, along with the laptops ensure that you will have access to engaging lessons as you learn valuable skills and content.

Learn about the 21st Century Skills Initiative!

Visit <http://henricostaffdev.org/henrico21> to learn about skills you need and are learning to succeed in the 21st century!

HENRICO 21
21st Century Teaching and Learning

New content added frequently!

