

## ***1 to 1 Chromebook INITIATIVE***

### **Parent and Student Handbook for Device Procedures and Information Coosa County Schools Rockford, Alabama**

#### ***SECTION 1 - Background Information***

##### **The Digital Transformation**

*The Digital Transformation* is Coosa County Schools' plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is implementation of a 1:1 device model. In a 1:1 model all students will have a school issued Chromebook. This allows for integration of technology into all learning environments.

##### **The One-to-One Model of Instructional Technology**

Research shows that there can be many positive benefits associated with providing digital devices to students. These include: increased student technology use, improved student performance, more efficient and effective communication with families, more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.

A critical component of the Coosa County School 1:1 Initiative program is student education concerning digital citizenship and appropriate online behaviors. Students must view themselves as “digital citizens,” and are expected to consistently utilize the technological skills and positive ethical considerations taught throughout the 1:1 Initiative. These are much more than stand-alone school-based expectations; these behaviors must carry-over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in the 1 to 1 Initiative will adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times.

#### ***SECTION 2 - Receiving and Using Your Device***

##### **Using Google Apps**

Each student will receive a Coosa County-sponsored personalized Google Apps account with a unique “@coosaschools.org” address. When logged into Google Apps, students have the capability to email teachers, create and save documents, presentations, spreadsheets, collaborate virtually with partners or groups on school projects, turn in assignments and assessments through the web, and more. Additionally, Google Apps has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

##### **Receiving and Returning Your Device**

At the beginning of each school year, a parent/guardian must sign a Student/Parent Chromebook Use Agreement granting the district permission to provide the student with a device. The device will be issued with one charger. A student will not receive a device if the student has not completed enrollment in iNOW. Coosa County Schools reserves the right to collect a device if residency cannot be verified.

At the end of the school year, the device, case and charger may be returned, at parent request, in the same condition in which they were provided. Returning students also have the option to keep their devices over the summer. Students who opt to keep their devices are bound by the guidelines set forth in the Coosa County Student/Parent Chromebook Use Agreement. Seniors must turn their device in by the date set by the school district. If a student withdraws or is expelled from Coosa County Schools, the device, charger, and case (if provided by the Coosa County Schools) must be returned immediately. When returned, each device will be inspected. If any damage has occurred, payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances.

### **Device Inventory and Asset Tag Information**

Each device is property of Coosa County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned for that school year. There is an inventory asset number attached on the bottom or back of the device- at no time should any Coosa County inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

### **Taking Care of Your Device**

#### General Precautions:

1. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
2. We suggest that you carry your device in a protective sleeve or case when not in use.
3. Devices must come to school with a full battery charge.
4. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
5. Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
6. Never throw, slide, drop, or press harshly on your device.
7. District-provided cases must stay free from all stickers, writing, drawings, and other marks.
8. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
9. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitute damage to the device.
10. Personalized screensavers and/or background are permitted. However, school disciplinary action will result from images which are inappropriate for a school setting.
11. Devices are NOT allowed in the locker rooms or in the cafeteria during lunch periods (except with specific permission from a teacher).
12. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.
13. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
14. Do NOT attempt to gain access to the internal electronics of the device. All needed repairs must be conducted by qualified Coosa County Schools technical staff.
15. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.

### **Using Your Device at School**

Elementary chromebooks are configured to access the wifi at the Central Elementary School using the “CoosaPTR” network. The password to connect to this network is: afafa12345 This connection is only available to school owned and issued devices. High School chromebooks are configured to access the wifi at Central High School. The wifi is

“CoosaMAC” with no password required. This connection is also only available to school owned and issued devices.

### **Charging Your Chromebook**

It is likely that you will use your device every day at school in some way. Part of being prepared for school each day is having your device fully charged when you arrive at school. Students should follow their teachers’ instructions regarding when to bring the device to class. If a student repeatedly fails to bring their device to school or fails to charge it adequately, technology privileges may be suspended or revoked.

### **Internet Filter**

Coosa County Schools employs a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Coosa County Schools makes every effort to minimize a student’s exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

### **Using a Device Outside of School**

Your device is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. Although the internet filter for that specific network dictates content available on the device, Coosa County Schools utilizes *Go Guardian* to monitor all internet activity. Note to parents: if you do not have an Internet content filter on your home wifi network, your student will have unfiltered access to the internet through their device.

### **Repairing or Replacing a Device**

All repairs and replacements must be arranged through Coosa County Schools. If your device is lost, damaged, or having technical issues, please report this to your teacher, media specialist or an administrator immediately. We can not guarantee the device to be repaired will be the device you receive back. We also can not guarantee the type of device you will receive after repair to be the same type of device due to inventory numbers.

## ***SECTION 3 - Acceptable Use Information***

### **District Acceptable Use of Technology Student Agreement**

Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District's Acceptable Use Agreement and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

### **Network Safety and Acceptable Use Guidelines**

1. Coosa County Schools-owned devices **AND** personal-owned devices using the district's network falls under the Coosa County Schools Acceptable Use Agreement (AUA).
2. Failure to follow the Coosa County Schools Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
3. Free wireless access at school will be provided by Coosa County Schools. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the Coosa County Schools will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **What is Acceptable Use?**

Any use described below is deemed “acceptable” and consistent with the Coosa County Schools Acceptable Use Agreement for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of devices mainly for educational purposes, but some limited personal use is permitted.
2. Use furthers the educational and administrative purposes, goals, and objectives of the Coosa County Schools.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the Coosa County Schools Acceptable Use Agreement.

### **What is Unacceptable Use?**

Any of the following uses is deemed “unacceptable” and a violation of the CCSD Acceptable Use Agreement for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the Coosa County Schools-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: Snapchat, ICQ, etc.
7. Spamming-Sending mass or inappropriate emails.
8. Gaining access to other student’s accounts, files, and/or data.
9. Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
12. Bypassing the Coosa County Schools web filter through a web proxy.

### **Notes to Parents/Guardians Regarding Use of Personal Devices**

The Coosa County Schools provides a guest wireless network for devices that do not belong to the Coosa County Schools. This network is subject to be disabled from time to time if it places a burden on the school networks. Any attempt to connect a device to any other network will be considered a violation of the Acceptable Use Agreement and the device may be blocked from accessing any network provided by the Coosa County Schools. The school’s network filters will be applied to personal devices connected to the Coosa County Schools network and any attempt to bypass the network filter is prohibited.

The Coosa County Schools will not be responsible for repair or replacement of personally-owned devices. Technicians will be available during the school day for minimal technical assistance. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse of technology or violation of acceptable use agreement.

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. Coosa County Schools take no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Please check with your homeowner's policy regarding coverage of your devices, as many insurance policies can cover loss or damage. Coosa County Schools is in no way responsible for personal devices that are broken, lost or stolen while at school or during school-sponsored activities. Additionally, Coosa County Schools is not responsible for maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repairing any software or hardware issues).

### **Consequences for Improper Use**

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

### **Expectation of Privacy**

Users should have no expectation of personal privacy in connection with their usage of the device, Google Apps, and other technology resources. Coosa County Schools retains the right to monitor, access, and review all student messages or information accessed or created using Coosa County Schools-owned devices, Coosa County Schools-sponsored Google Apps accounts, and/or other Coosa County Schools-related network files.

## ***SECTION 4 - Parent / Guardian Information***

### **Protecting My Student's Device**

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.

Any malfunction or damage that is determined by Coosa County Schools technology staff to be a manufacturer's defect **will not be charged** to the student and will be replaced. However, if damaged or misused is determined to be intentional or malicious, the Administration will administer disciplinary action that will follow, based upon the student code of conduct.

### **Frequently Asked Questions**

Q: How does a new student obtain a device?

A: All students must be enrolled in iNOW before requesting a chromebook. Additionally a parent or legal guardian and the student must participate in the Chromebook orientation which will be provided by either the school media specialist or the district technology coordinator.

Q: How do I get my chromebook repaired?

A: If your chromebook needs repair, you will need to turn the chromebook in to the designated person at your school, usually the media specialist. They will send it to the technology department to be repaired. The device will be returned to the school for the student to pick up.

Q: What is the fee to get my chromebook repaired?

A: Please refer to the Chromebook Use Agreement. The chromebook will be returned, repaired, as soon as possible to the student. If any repair cost is due the Chromebook will be returned once the charge is paid.

Q: What are the steps to take if a chromebook is stolen or lost?

A: Report your missing chromebook to your teacher and administrator. If chromebook is determined to have been stolen, a police report must be filed. If not recovered, the fee for a stolen chromebook is the full replacement value of the Chromebook (currently \$274.00). Once the fee has been paid, a new device will be issued.

Q: If I have forgotten my device password, how do I get it?

A: The library media specialist can look up account information and assist in resetting the device password.