

## Ava Middle School 1:1 Technology Student/Parent Handbook

### Program Overview

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Ava R-I School District purchases and owns the personal chromebooks and distributes them to students to use for educational purposes during the academic year. Whenever students leave our school district as well as at the end of the school year, their personal computers are collected, inspected, updated, and maintained by school district technology staff.

Personal computers will be assigned to incoming middle school students and to transfer students for the entirety of their middle school careers at Ava R-1 Schools. Computers will not be allowed to be taken home by the students. Students are accountable for ensuring the care of the equipment entrusted to them. Students will receive a computer and charger. Proper care for each of these items is covered below.

### Digital Citizenship

All students will be introduced to principles of Digital Citizenship and receive instruction to address the following topics.

1. **Digital Access**-Are students aware that not everyone has access to technology resources?
2. **Digital Communication**-Do students understand what is appropriate to share through email, texting, video chatting, and social media?
3. **Digital Literacy**-Do students know how to use various digital technologies and how to assess the legitimacy of web resources?
4. **Digital Etiquette**-Do students know when to use technology appropriately and always in a positive manner?
5. **Digital Law**-Do students know how to use and share digital content legally and how to respect content ownership by citing sources?
6. **Digital Rights and Responsibilities**-Do students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this?
7. **Digital Health**-Are students aware of the physical and psychological dangers of excessive internet/technology usage?
8. **Digital Security**-Do students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams?  
(via work of Mike Ribble)

## **Family Partnership**

The use of personal computers for teaching and learning in Ava R-1 Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful “1:1 Ideas” for families:

- Help kids find a safe place to store and charge their Chromebook when at home.
- Set expectations of how and when the Chromebook will be used at home
- Engage students in conversations about how they are using their Chromebook
- Consider using home filtering services or parental controls as appropriate for your family’s needs
- Communicate concerns and/or ideas with AHS (Help us help your kids!)

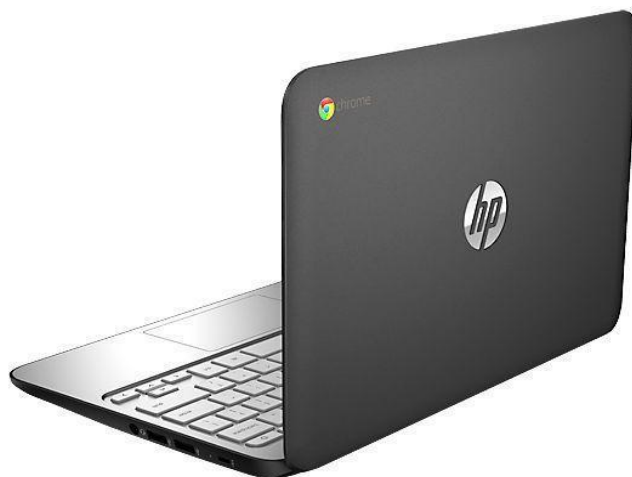
## **Loss, Theft and Damage**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. Students and/or families are required to participate in the district’s self-insurance plan.

In case of accident, fire, flood, or careless handling of the property or complete loss, the student agrees to pay the required deductible (see Insurance, page 3) to repair or replace the device.

In case of loss or theft occurring at school, the student must report the incident to a building administrator within one school day of the occurrence. In the case of loss or theft, occurring away from school, the student must report the incident to law enforcement officials of jurisdiction within 24 hours of occurrence and then provide documentation of aforementioned law enforcement report to a building administrator.

Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.



## **Terms of the Agreement**

A user's right to use and possess the borrower property terminates no later than the last day of the school year unless earlier terminated by the Ava R-1 School District for noncompliance, terminated withdrawal from active enrollment in the Ava R-1 School District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly in a participating grade at Ava R-1 School District. The 1:1 project is expected to continue for participating students through the 12th grade, and students will be issued the same Chromebook each year for the duration of their attendance at Ava R-1 School District.

## **Insurance (Non-refundable annual fee)**

The Ava R-1 School District participates in a self-funded insurance program. Device enrollment is required prior to the Chromebook being assigned to the student.

All students assigned a Chromebook to take home are required to participate in the insurance program. Students are responsible for protecting the Chromebook from loss or damage. In exchange for this damage waiver, the Ava R-1 School District requires an annual fee to participate in the program. The fee will be tiered and based on ability to pay.

- \$5.00 for students qualifying for free lunches
- \$10.00 for reduced lunches
- \$15.00 for all others.

## **Property Rights**

Users must respect the intellectual property of others by crediting sources and following all copyright laws..

## **Student Responsibilities & Discipline**

Each student will be responsible for:

- Signing Ava Public School's Acceptable Use Agreement
- Always having in his/her possession a fully-charged Chromebook. During PE class, students may check in their device at the Help Desk to store and pick it up afterwards or a student may put a lock on their locker. *Please note: If a student puts a lock on their locker, a key or combination must be given to the principal.*
- Attending each class with his/her computer unless directed otherwise by faculty
- Logging in under his/her assigned username and password and not sharing passwords with other students. Only logins from the avabears.net domain will be allowed to login on the student Chromebooks.

## **Disciplinary Procedures**

Students and parents should be aware that school-issued Chromebooks remain property of Ava R-1 schools; thus, mistreatment or misuse of these devices will be dealt with through disciplinary protocols equivalent to and in-line with those applicable in any other instance of student mistreatment/misuse of school technology.

- Expectations regarding student use of school technology are outlined in the Acceptable Use Policy (Appendix A) and in the AHS Student Handbook.
- Discipline for violations of the Acceptable Use Policy (Appendix A) or mistreatment of school property will be handled in accordance with protocol outlined in the AHS Student Handbook.

### **Things to Remember in the Classroom**

- Students must take their Chromebook, charged and ready, to each class each day.
- During class, students must use Chromebook to complete whatever learning task is at hand rather than allowing the machine to distract from class purposes.
- Students must respect teacher request for Chromebooks to be open or closed during class.
- Students must only use Chromebooks issued to them under their name.
- Students should work on a flat, level surface and not on top of other items.

### **Tips for Taking Care of Chromebooks**

- Find a safe, consistent place to store and charge Chromebooks (consider a surge protector, if possible)
- Keep the computer away from food and liquids in case of spills.
- Keep the computer clean, but only use microfiber cloth to wipe the screen. Never use glass cleaner or other household cleaners not specifically designed for computer screens.
- Protect the trackpad by never using a pencil, eraser, or other object on the trackpad.
- Do not place heavy objects on top of the computer as it could damage the screen.
- Be careful about how Chromebooks are placed in bags and avoid uneven weight dispersion that could result in damage.
- Do not place stickers on the inside or outside of the Chromebook. Removable skins may be used if the skins can be removed without leaving residue or damage to the outside of the Chromebook. The exterior of the Chromebook should be returned in the same condition as it was issued, less normal wear and tear.
- Don't place anything between the screen and keyboard when closing a Chromebook.
- Shutdown your computer if you do not plan on using it for more than a day.
- Leave your Chromebook in a secure place during after-school sports and activities. If you need help finding a secure location, ask assistance from your coach or sponsor.
- Extreme heat or cold can damage your computer (be careful of leaving it in a car).
- Keep your device locked in a safe location when you are away.

- Only use the school-provided charger with your computer.

**To maximize battery life:**

- Turn down the volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut-down Chromebook completely when not in use.

**Student access to the internet and monitoring**

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet using the district Chromebook if they have Internet access available to them in their home or other locations. Ava School District does not provide students with Internet access outside of school.
- Students may access the Internet on their Chromebook at any time outside of school. The Chromebook network settings will filter for adult content even when the device is away from school. Parents should be aware that there are limitations to any web filter. As with any other Internet-enabled device, Ava R-I School District recommends that parents/legal guardians monitor their student's time and activities on the internet. Students should understand that their parent's/guardian's rules about internet usage outside of school are applicable even when the student is using the Chromebook.
- There is no expectation of privacy while using Chromebook, networks, or technology. The Chromebook is the property of Ava R-I School District, and Ava R-I School District may search the Chromebook at any time. The district's Acceptable Usage Policy defines appropriate use of district technology, including the Chromebook, and defines "inappropriate material" (sect. 1). Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are attending, will be subject to disciplinary action.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

**Downloading programs and personalizing the Chromebook**

- Students are allowed to download school-related apps.
- Students must never intentionally damage the Chromebook in any way. This includes carving, scratching, and excessive roughness.
- Removal of the device identification is prohibited.

**General Care/Handling/Use**

- NEVER walk from one location to another with an open computer. This is applicable at school and at home.
- Students are responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned Chromebook.
- Students are prohibited from allowing other individuals to use the Chromebook, charger, and related equipment that is assigned to them.
- Only the Ava Technology Department is authorized to troubleshoot, diagnose, or repair the Chromebook.
- Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave the Chromebook on an unlocked school bus, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.

### **Chromebook Problems**

- Restart your Chromebook.
- If restarting the computer does not fix the problem, students should take the Chromebook to the Help Desk and get a loaner Chromebook to use until the problem is fixed.
- Do not attempt to remove or change software on the computer or the physical structure of the computer.

### **Use of Personal Devices (in lieu of school-issued device)**

The Ava R-1 School District will allow a student to utilize his/her own device rather than a school-issued Chromebook under the following conditions:

- a. The device IS NOT a phone of any kind
- b. The device will run the full Chrome browser (not a mobile version)
- c. The device will perform the tasks required by the teacher

### **Responsibilities for personal devices**

- a. The Ava R-1 School District is not responsible for loss, damage or theft of personal devices.
- b. Access to the district wireless network will be limited to internet access only. No printing or saving on the district network will be allowed
- c. The Ava R-1 Technology department will not under any circumstances work on personal devices.
- d. If a student is unable to meet classroom expectations with their personal device, he or she will be expected to check out a Chromebook for day use.

## Appendix A

# Ava R-I School District's Student Internet Acceptable Use Agreement

It is intended that the use of Ava R-I District's Intranet/Internet be primarily for the support of education. In-class network access time is to be used only for classroom purposes. The district prohibits the use of the computer/telephony network in a manner that results in the loss of **instructional time**.

The use of **the internet is a privilege**, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrators will deem what is inappropriate use and their decision is final. Also, the building administrators may deny, revoke, or suspend a specific user's privileges. Students are expected to abide by the **generally accepted rules of netiquette** (network etiquette). These include (but are not limited to) the following:

- It is not acceptable to transmit illegal material, profanity, sexually oriented, offensive and/or intimidating material, or anything contrary to district standards.
- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

**Electronic mail (email) will only be allowed for educational purposes** including communicating with staff members and other educational professionals, exchanging instructional materials, and sending and receiving messages for curricular purposes. Students should understand that e-mail is neither private nor secure. Therefore, the uttermost care should be taken to ensure the privacy of any personal information in communications.

Students must register all email accounts and be aware that occasional spot checks may be made on what they send. Messages relating to or in support of illegal activities may be reported to the authorities.

**Security** on the Ava R-I School District's computer/telephone network involves numerous users and contains legally protected student information. The district prohibits the misuse of the network, Internet, or any computer workstation. This includes but not limited to:

- Using any teacher/ staff's workstation.
- Obtaining/using any network or SIS password.
- Any downloading/ uploading (video streaming, etc.) or other activity that requires excessive use of network bandwidth.

**Vandalism** is defined as any theft or damage to hardware, malicious attempt to harm or destroy data on the local workstation, servers, or Internet/intranet. Student/parents/guardians will be required to pay for the repair or replacement of any damage. This includes, but not limited to:

- Gaining entry or "hacking" into a computer system to bypass the console locking program or network security through the network, Internet, or with a software program.
- Willfully spreading a computer virus or spy-ware.
- Communicating or demonstrating a security problem on the network to other students. Notify the District Technology Staff of any security violation.
- Using another individual's account without written permission from that individual.

**All Intranet and internet usage** by students of the Ava R-I School District shall be in agreement with the following terms:

- No chat rooms, non-educational blog sites, offensive language in e-mails, accessing of nudity/pornography, or accessing any inappropriate websites.
- No computer or Internet games are to be played on any district computer.
- No printing of materials other than school projects/assignments without teacher authorization. Personal printing will result in a fee of 10 cents per page. No printing directly from the World Wide Web.
- The District requires all computers including monitors to be turned off at the end of each and every school day. The last student in a computer lab at the end of the school day is responsible for shutting off his/her computer and monitor.
- No student-owned storage devices, such as digital video disks, flash drives, etc. are to be used on district computers without a virus scan by a teacher/ staff member.
- Any student must be under teacher supervision while using any network district computer.
- Food or drinks are not allowed in any Computer Lab or near any computer.

School district telephones are primarily used for communication with offices and student's parents/guardians. Instruction time will not be interrupted for student calls except in emergencies. Students may use only office telephones under supervision when there is a legitimate need.

*The Ava R-I School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Ava R-I School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Ava R-I School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.*