Ellwood City Area School District

CHROMEBOOK

HANDBOOK

Student & Parent/Guardian
Handbook & Expectations

Overview

The vision and ultimate goal of Ellwood City Area School District's use of technology is to create an environment where students and faculty use technology to foster critical thinking, support the curriculum, and improve problem-solving, communication, and collaboration in all classrooms for every student. As part of this vision, the district creates a 1:1 Building Resources for Innovative & Dynamic Education.

The 1:1 program will give students access to personalized learning that supports the district-wide technology plan. Every student will have one device assigned to them for the school year. The program will enable teachers and students to create a student-centered personalized learning environment. This learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their learning, and teachers will mentor them through this process.

Costs associated with the 1:1 program are offset by reducing printing, curtailment of traditional textbook purchases, and purchasing less expensive mobile devices instead of more expensive lab computers during the regularly scheduled technology replacement cycles.

Parents/Guardians are responsible for an annual insurance fee to cover any accidental damage.

Please read this handbook in its entirety. If you have any questions regarding any of the materials presented, please contact your building Principal.

Device Distribution

Distribution will occur during the first week of each school year. Exact dates will be posted on the District website, social media, and the district calendar. Students and a parent/guardian will be required to sign a usage agreement and pay/wave the annual insurance fee during distribution.

- Students in grades K-12: Google Chromebooks will be available for synchronous Learning.

Classroom Routines

General Usage Guidelines
- While on school property, keep the school-provided device with you at all times.
- When using the restrooms, school-provided devices will remain in the classroom.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers, draw on, or mark the device or case in any way. Any modification will be considered vandalism.
- Do not use another student's Chromebook, and do not share your assigned Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, labels, or power cords. Any modifications will be considered vandalism.
- Obscene language and inappropriate materials, including but not limited to screensavers, backdrops, and pictures, are strictly prohibited. See the student handbook for a guideline of school-appropriate materials.

- School identification and name tags must remain on the Chromebook. Removal of these items will be considered vandalism.

Classroom Habits
- It is at the teacher's discretion if they want the students to use the device during their period.
- Close the lid fully and wait for the Chromebook to enter sleep mode before standing or moving it, even for a short distance.
- Keep the device flat on the center of the desk.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out or lock your device.

Traveling to/from Classes
- Devices lost or stolen while on school property should be reported to a Teacher or Principal immediately.

Damage Insurance

Parents/Guardians can opt into paying an annual, non-refundable insurance fee to cover any accidental first damage to their child's device. Insurance covers one incident per year (any unreported issues during the summer will count against the previous year.) The insurance does not cover any damage deemed by the Administration to be intentional, negligent, malicious, or vandalistic as defined in Acceptable Use of Technology. Insurance fees / opt-out forms are due in full before the device is permitted to leave the district.

Additionally, the insurance does NOT cover any damage or loss of school-provided accessories such as cases or chargers.

Optional Annual Insurance Amount Fee: $25.00 per device* (Students in K-4 will not be permitted to take devices home unless due to school closure for weather or other reasons. Students in grades K-4 will not be required to pay the annual insurance fee.

 Cost for damages may be as follows:

	Accidental	Not Accidental*
First Occasion in a year	No Cost. Covered by Insurance. Opt out price: $50 - broken screen / Touchscreen $$$ - Broken Keyboard/ Mousepad	Full repair or replacement** of devices determined by the extent of the damage.

	$$$ - Damaged Ports	
Second Occasion	$150	Full repair or replacement** of the device determined by the extent of the damage.
Third and All Future Occasions	Full repair or replacement** of the device determined by the extent of the damage.	Full repair or replacement** of the device is determined by the extent of the damage.

*Not Accidental includes, but is not limited to, intentional, reckless, negligent, malicious, or vandalistic damage, loss, or theft. Non-accidental damage gets determined by the principal.

**Full replacement cost of the device is determined by the type of device and the cost to the district to purchase a device replacement. Average cost (as an example only): $420.00. The decision of the district administration is final.

Replacement of lost accessories/peripherals

The insurance fee does NOT cover the loss of accessories or peripherals.   Accessories and peripherals may include chargers, cases, etc. Fees to replace an accessory or peripheral is dependent on the make/model of the specific item. Average costs (as an example only): Charger: $20.00, Case: $35.00

It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss. Failure to pay for damages within 30 days of receipt of an invoice may result in charges filed with the District Magistrate.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, is the only authorized user of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs or replacement. **Any damage must be reported to a teacher or principal ASAP. Even if the damage was accidental, failure to report damage might be considered negligence.**

Daily Use

Students are expected to arrive at school every day with their device in its case and fully charged. **Loaner devices will not be available** unless the student's device has been identified as broken and submitted for repair.

Network Access

Use of the district network is governed by the District's Acceptable Use Policy

Email Access

Students may utilize their school-issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use non-district email to communicate with district employees.

Extra-Curricular

Under no circumstances should devices be left unattended. **<u>Students are responsible for damage, loss, and thief</u>**. Students should exercise extreme caution when taking the device from class to class and outside the district.

Care

To avoid damage, food, liquids, or pets are not permitted near the device. Rain, wet hands, and high humidity may damage the device and should be avoided. This is considered negligence. Students may not personalize the device, district-provided protective sleeve/bag, or peripherals in any way. This constitutes vandalism and may be subjected to appropriate disciplinary action and, where appropriate, monetary restitution.

Loaned Devices

Should the device require repair, the student may be issued a loaner on a case-by-case basis while their device is being repaired. The loaner device assumes all aspects and policies of the student's originally issued device. **No devices will be loaned if students forget to charge their devices**. Repeated instances of uncharged devices will be treated as a disciplinary issue.

Troubleshooting

Any issues (i.e., software issues, syncing, etc.) should be reported immediately to a teacher or principal. Students are prohibited from trying to troubleshoot any hardware problem. **Under no circumstances shall the district-owned device be taken to a third party for repair or troubleshooting**. Failure to abide by this policy, regardless of the resolution, maybe considered vandalism and/or negligence.

Damage or Theft,

All physical damage to the district-owned device must be reported immediately. **The parent/student is responsible for all damages to district-issued devices and may be subject to a cost of repair or replacement not exceeding $500 depending on the type of device and extent of the damage. Even if the damage was accidental, failure to report damage might be**

considered negligence. Again, the administration's decision is final when determining responsibility for theft and damage of a district-owned device.

Headphones

The district will not provide headphones to students for hygienic reasons. Instead, parents/guardians are asked to purchase a pair of headphones for their children. Any headphones that utilize Bluetooth or use the standard 3.5mm plug will work. We encourage you to choose unique headphones or customize them so that your child's headphones are easily identifiable. Sharing headphones is highly discouraged. **Students are not permitted to view material utilizing sound without headphones. At no time should sound come from the device speakers causing interruptions to the classroom environment or instruction.**

Frequently Asked Questions

1. What are the goals of the program?
    a. To assist in meeting the technology goals and vision of ECASD
    b. To promote an environment where students have access to anytime-anywhere learning
    c. To equip teachers with the tools necessary to differentiate instruction for personalized learning
    d. To prepare students with essential digital literacy skills needed to compete in a global workforce
    e. To provide learning opportunities that reach beyond a traditional classroom setting
    f. To encourage and motivate students to think critically and apply technical skills needed for real-world innovation
    g. To cultivate self-directed life-long learning, responsibility, and collaboration using digital communication and productivity tools
2. What is the 1:1 initiative? *(Pronounced "One to One")*
    a. It is a technology program to provide every student with a mobile device. A device is a tool to enhance education and to help integrate new instructional strategies in order to integrate real-world learning skills in the classroom.
3. How may this program help students academically?
    a. This program will enhance student education with modern learning experiences tied directly to real-world skills. In order to ensure that our students may graduate and be fully prepared for post-secondary education and ready to compete in our global economy, the district's goal is to provide a learning environment that integrates today's digital tools, fosters critical thinking and problem solving, and encourages students to work collaboratively in team environments. This program is designed to enhance current teaching/instructional strategies through the effective use of technology.
4. When may I receive the district-issued 1:1 device?
    a. Distribution, also referred to as "roll-out" will occur near or before the first week of the school year on dates to be determined by the administration. Dates will be posted on the district website, social media, and in the district calendar. For more information, see page 12.
5. Who owns the 1:1 device?
    a. The school district owns the device. Therefore, students must take good care of it, leave the tags in place, and guard it against damage. Students and parents/guardians may be responsible for accidental or intentional damage. Participation in the district-provided insurance program is required.
6. May I decorate the district-provided case protective sleeve/bag or device?
    a. No. You may not decorate the protective sleeve/bag or the device itself. Devices or protective sleeves/bags that have pencil/pen/magic marker writing, stickers, or any other marks on them may be viewed as vandalism. There may be an associated cost to restore the device to the original condition if the damage is deemed intentional.
7. May I take the district-device home?

a. Yes in Grades 5-12. Upon signing the insurance page at the end of this document and checking opt-in or opt-out of the offered insurance cost. Devices will be vital in the implementation of Synchronous Learning.

8. Do all students have an email account?
   a. Each student is assigned a Gmail account. Student email accounts get filtered in the same manner as ECASD's internet access. The email accounts are for educational purposes only.
   b. Once the student is no longer a member of our learning community (returning to home school or graduating), their email will NOT be accessible. Students can export their data using Google Takeout.
   c. Students are not permitted to send or receive emails from outside the district, except for educational reasons.

9. Does the district have the right to access and view my electronic history?
   a. Yes. All communications and information transmitted by, received from, stored within, or that passes through ECASD resources may be archived, deleted, monitored, and reviewed for content or usage at any time by the administration. ECASD reserves the right to investigate, along with local law enforcement, suspected inappropriate use of the device using all available resources. Consequences will be administered appropriately.

10. What do I do if my device doesn't work or is damaged?
    a. Report device issues to a teacher immediately. Under no circumstances should students or anyone else take the device to a third party for repair or support. District-provided devices are the school district's property, and district personnel may resolve the issues.

11. May I loan or swap my 1:1 device with another student?
    a. No. Each device gets assigned to an individual student. Swapping or trading devices is NOT permitted.

12. How long may I have the 1:1 device?
    a. The device is yours to use during the school year. The device and all accessories get collected before the beginning of summer break. Once school starts up again, you may receive either the same or a different device. Devices are subject to replacement by the district per an approved replacement schedule.
    b. Students who need their devices for summer school will need to return them during the collection period and will need to pick them up before summer school begins. Information regarding distribution for summer school students will be provided before summer school begins.

13. Is there anything I need to provide for my child's use of the 1:1 device?
    a. Yes. We ask that parents/guardians purchase a pair of headphones with a standard 3.5mm plug

    b. Review District's COPPA policy and sign the consent form for the applications used in the District.

    c. Signed ECASD Google agreement.

Guidelines for Online Safety

Ellwood City Area School District intends to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. By providing this learning environment, students may manage their learning at any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

- Spend time with your child online by having them show you their favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when responsible adults actively watch the device screen.
- Always maintain access to your child's social networking and other online accounts and randomly check their e-mail. Be upfront with your child about your access and the reasons why. Tell your child that protecting them is your job as a parent. Teach your child the responsible use of online resources.
- Instruct your child never to arrange a face-to-face meeting with someone they met online.
- Instruct your child to never upload (post) pictures of themselves onto the Internet or online service to people they do not personally know.
- Instruct your child never to give out identifying information (i.e., their name, home address, school name, or telephone number.). Teach your child to be generic and anonymous on the Internet. If a site requires the submission of names to personalize the web content, help your child create online nicknames that do not give away personal information.
- Instruct your child to understand that what is seen and read online may or may not be true.
- Set clear expectations for your child. Does your child have a list of websites they need to stick with when researching? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that they know them.
- Stay involved with your child's school by maintaining close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect the school. Knowing what's going on at school may increase the chances that you'll hear about what's happening online.
- Video-sharing sites are incredibly popular with children. Children log on, and with a free account, users can also create and post their videos and give and receive feedback. With access to millions of videos comes the risk that your child may stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Ask your child to notify you of any inappropriate content.

- Remind your child to stop and consider the consequences before sending or posting anything online. They should ask, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, it shouldn't be sent. Remember that anything that is put on the internet is permanent.
- Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what can be said to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

- The district will provide Go Guardian to parents who provide email addresses for their accounts. GoGuardian is ECASD's web filtering service. Go Guardian provides a parent app that works with a guardian's email address. When parents/guardians provide a valid email address to the school district, they gain access to managing their students' web activity outside of school hours. School policies will override home policies during school hours to prevent web issues in the classroom. More information can be found here: https://www.goguardian.com/parent-app/

Bullying

The Ellwood City Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more severe violence. **Therefore, the ECASD will not tolerate any form or level of bullying by students**.

What Is a Cyberbully?

A cyber-bully is someone who uses Internet technology to repeatedly act cruelly towards another person over a period of time. Online attacks often hurt more than face-to-face bullying because children can be anonymous over the Internet and behave in ways they never would in person, with a much larger audience observing. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in cyberspace. A fresh new attack threatens wherever there's an Internet connection, including the one place where they should feel safe: home.

A Cyberbully might:

- Use a phone to make repeated prank calls or send unwanted text messages to the victim
- Post inappropriate or offensive comments to the victim's social network site, or send unkind emails and messages to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim's password to break into their account, change settings, lock the victim out, or impersonate the victim
- Forward the victim's private messages or photos to others. The bully may trick the victim into revealing personal information
- Forward or post embarrassing or unflattering photos, or videos of the victim
- Spread rumors through messaging, social network sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games

Five suggestions to protect your child from Cyberbullying:

1. Remind your child never to share their passwords, even with good friends.
2. If your child has a bad experience online, they should tell you right away. If possible, save the evidence in case you need to take further action.
3. Don't respond to the bully. If the bully sees that your child is upset, they are likely to torment you even more. Ignore the harassment if possible. If not, block the bully from contacting your child by using privacy settings and preferences.
4. Remind your child to treat others as they want to be treated. This means not retaliating when someone is mean and supporting friends and others who are being cyber-bullied.
5. Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being

bullied—the more time they spend online. If you need to, limit the online time to strictly academics.

Is your child a victim of Cyberbullying?

Most children will not tell their parents that they are being bullied because they are afraid their parents may take away the Internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they have been bullied themselves. Let your child know that it is important for you to know what is going on so you can help.

If you suspect your child is involved in cyber-bullying, you might:

- Contact the bully's or victim's parents. Be careful if you decide to do this because it can backfire and make the bullying worse. It's best if you already know the other child's parents and get along with them.
- Contact your school officials. Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied or bullying others at school. The school counselor or principal may have strategies and/or programs in place.
- Look into filing a complaint against the bully if the behavior persists. Most internet service providers, websites (Ex: Facebook), and cell phone companies have strict policies against harassment. You may be able to have the bully's account revoked. For more information about cyber-bullying on Facebook, *https://www.facebook.com/safety/bullying/*.
- Contact the police if you fear for your child's safety. Cyberbullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.

- Students can report anonymously using the Safe to Say program. https://www.safe2saypa.org/

Elastic Clause

This handbook may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community may be considered. All terms, conditions, and definitions in this handbook are subject to change for any reason when deemed necessary by district administration.