Coatesville Area School District

1:1 HANDBOOK

2019 – 2020

COATESVILLE AREA SCHOOL DISTRICT

Student & Parent/Guardian 1:1 Handbook & Expectations

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Student & Parent/Guardian 1:1 Handbook & Expectations

Overview

The vision and ultimate goal of the Coatesville Area School District (CASD) is to create an environment where students can use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration inside and outside of the classroom. As part of this vision, the District has created a 1:1 technology initiative with a focus on at-home internet access. The 1:1 program will give students access to personalized learning that supports the district's technology plan. The 1:1 technology initiative will enable teachers and students to continue to work towards creating student-centered personalized learning environments. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their own learning and teachers will mentor them through this process.

In October, the CASD will issue each student in Kindergarten through 12th grade a Chromebook to use at school and at home throughout the school year. In addition, each student will receive a T-Mobile hotspot with 2 gigs of data per month. The hotspot provides portable access to internet service and educational materials at home, after school, and on the go. The devices the district has for this program are Chromebooks, selected for their ease of use, portability, and durability. The Chromebooks are CASD property and parents/legal guardians and students are expected to share an annual cost for accidental damage/loss coverage. Teachers will continue to receive ongoing professional development to identify and promote best practice teaching strategies in a 1:1 classroom. Our program at the CASD has drawn upon and incorporated best practices of successful 1:1 programs from around the nation.

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your School Principal. A copy of this handbook can be found at https://www.casdschools.org/Page/6634 and on the home screen of the Chromebook.

Device Distribution

Distribution of Chromebooks and hotspots will occur at the beginning of the school year. Students and parents will be notified of the exact dates. This information will also be posted on the District website and social media. During distribution, students, along with a parent/guardian, will be required to sign an annual usage agreement (also attached at the end of this document) and pay the insurance fee annually.

Technology Insurance Fee (TIF)

Taking care of a computer can be a big responsibility. Safeguards are in place to protect the district's investment and to reassure parents/legal guardians and students. Parents/guardians will be responsible to pay a $40 technology insurance fee per student, capped at $100 per household. The TIF provides an inexpensive solution for parents/guardians to lessen the financial burden if an accident or theft occurs. Parents or guardians with an unpaid TIF will be liable for the full cost of the repair or replacement of the

Chromebook, or cost for repairs resulting from accidental damage. Students receiving a device halfway through a school year may have a reduced fee.

While we expect students to take good care of their devices, accidents and malfunctions do occur. The district may provide a loaner Chromebook to a student while their Chromebook is being repaired or replaced.

The TIF provides 100% coverage for hardware/software repairs that are not due to misuse or intentional damage.

It is the responsibility of the parents/guardians to pay for any non-accidental or negligent damage or loss.

Not Accidental includes, but is not limited to, intentional, reckless, negligent, malicious, or vandalistic damage. Full replacement cost of the device is determined by the cost to the District to purchase its replacement.

The insurance fee does NOT cover the loss of accessories or peripherals including the charging cables and hotspot.

Classroom and Home Use Care Guidelines

General Usage:

-While on school property, your device should be secured at all times.

-Students are not permitted to disassemble the Chromebook's for any reason.

-Do not apply any stickers to your device or case.

-Do not draw on or mark your device.

Classroom**:**

-It is at the teacher's discretion if he/she wants the students to use the device during that period.

-Keep the device flat on the center of the desk.

-Close the device lid before you stand up and check for obstructions before closing the device.

-Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device.

At**-**Home**:**

-Charge the device every night. Students are provided a charger with their device. Students are expected to bring a fully charged Chromebook to school everyday unless told otherwise just as they are expected to bring other learning materials.

-Use the device in a common room of the home.

-Keep the device on a desk or table. Never place the device on the floor.

-Protect the device from:

  o Extreme heat or cold

  o Food and Liquids

  o Small Children

  o Pets

  o Smoking Environments

  o Other potential hazards Traveling to/from School

-Do not leave the device in a vehicle where high temperature could damage the laptop and/or it could be stolen.

-Devices that are lost or stolen while on school property should be reported to the Principal and technology team immediately.

-Devices stolen while off school grounds should be reported to the police. A copy of the report must be provided to the school Principal and technology team as soon as possible.

Acceptable Use

All students are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources may result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, are contrary to the Acceptable Use Policy and consistent with Board Policy 815 or this Handbook, and any actions or activities that would disrupt the educational environment or hamper the integrity or security of the school network.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the CASD. In the event of damage to the device caused by recklessness, vandalism, negligence, or malicious intent, the student and parent/guardian will be responsible for the cost of repairs or replacement.   Any damage must be reported as soon as possible. Failure to report damage, even if the damage was accidental, may be considered negligence. Students and/or legal guardians are encouraged to purchase a protective laptop case or sleeve.

Guidelines for Online Safety

Coatesville 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. Through providing this learning environment, we may meet these demands which may allow students to manage their own learning at any time and 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 on-line by having them show you his/her 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 engage in inappropriate or risky behaviors when the device screen is actively being watched by responsible adults.

-Always maintain access to your child's social networking and other on-line accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent. Teach your child the responsible use of the resources on-line. Instruct your child:

> o To never arrange a face-to-face meeting with someone they met online.
>
> o To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know.
>
> o To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information.
>
> o That what they see and read online may or may not be true.
>
> o Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? 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 he/she knows them.
>
> o Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school may increase the chances that you'll hear about what's happening online.
>
> o Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own 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 as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should let you know.

o Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it. Remember that anything that is put on the internet is permanent.

o 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 they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

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 taken into consideration. All terms, conditions, and definitions in this handbook are subject to change at any time for any reason.

This agreement is in effect during the 2019/2020 School Year.

1:1 Student & Parent/Guardian Agreement

Coatesville Area School District

3030 C G Zinn Road, Thorndale, PA 19372   (610) 466-2400

The Coatesville Area School District recognizes the importance of providing a technology-rich learning environment. The 1:1 program provides our students the appropriate technological tools necessary to access educational materials both inside and outside the classroom. Each student will have a Chromebook and HotSpot assigned to them for the school year and the ability to take the devices home.

The guidelines in this handbook are necessary to protect the students, the devices and the school's network and must be followed to ensure this technology serves as an effective instructional tool. Failure to comply with the guidelines may result in disciplinary action and/or legal action.

Parent/Guardian:

❑ I have read and understand the 1:1 Handbook and agree to follow all rules and expectations regarding the use and care of the devices.

❑ I understand and accept financial responsibility should my child's device be damaged by negligence or vandalism.

_____   _____   _____
   Parent/Guardian Name (Printed)   Parent/Guardian Signature   Date

Student:

I have read the 1:1 Handbook and agree to follow all the rules it contains including, but not limited to, the following:

❑ I understand the devices are on loan from the CASD and will respect them accordingly.
❑ I will adhere to these terms including when not on school property.
❑ I am responsible for all content on my Chromebook.
❑ I will bring my fully charged Chromebook to school every day unless otherwise specified.

_____   _____
            Students Name (Printed)   Student Signature