



Rossville Consolidated School District

1:1 DIGITAL LEARNING DEVICE IMPLEMENTATION HANDBOOK

2015-2016

1:1 Digital Learning
Device Implementation Handbook
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Device Information, Guidelines, and Procedures

OVERVIEW

Rossville Consolidated School District is excited about our 1:1 Digital Learning Initiative. 1:1 Digital Learning provides equitable 21st Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with learning opportunities beyond the normal school day through the use of the digital device.

The individual use of digital devices is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of digital devices not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at any time. We believe the effective use of technology will lead to increased student engagement, thereby improving student achievement in all areas. All students will be immersed in a technology-rich environment which motivates, engages, and challenges students to learn 21st century skills which will be an integral part of their future.

The information contained within this document applies to all of Rossville Consolidated School District's digital devices used in our schools, including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Rossville Consolidated School District reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

This 1:1 Digital Learning Device Implementation Handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued digital device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Rossville Consolidated Schools as well as the Student Acceptable Use Policy as stated in the respective school's Student Handbook. Teachers may set additional requirements for use in their respective classes.

The issued digital device remains the property of the Rossville Consolidated School District at all times. Therefore, there is no assumption of privacy. Rossville Consolidated School District reserves the right to inspect student digital devices at any time during the school year. Misuse of the digital device may result in disciplinary action.

Above all, the 1:1 Digital Learning Device program at Rossville Schools is an academic program, and the policies governing the use of the digital device support its academic use. To maintain the integrity of the digital device program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

DIGITAL LEARNING GOALS

- To increase student engagement in learning.
- To prepare learners with digital resources that they will experience within their future careers and/or post-secondary education.
- To enrich the curriculum through the use of digital resources.
- To differentiate instruction for all learners by using technology.
- To promote student pride through creative learning opportunities.

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student digital devices used at Rossville Consolidated School District. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your Device

Parents and students must sign and return the Rossville Consolidated School District 1:1 Digital Learning Student and Parent Agreement before a device will be issued to their child.

1.2 Returning your Device

Devices, all power accessories, including power cable and carrying cases will be returned to Rossville Consolidated School District at a date and time determined by the administration. Students who withdraw, are suspended or expelled, or terminate enrollment at Rossville Consolidated School District for any reason must return their individual school devices with accessories on or before the date of termination. Failure to return the device will result in a theft report being filed with law enforcement.

1.3 Personal Devices

Students are not allowed to use personal digital devices in place of the district-issued device.

2.0 CARE OF THE DIGITAL DEVICE

2.1 General Care

- Cords and cables must be inserted carefully into the device to prevent damage.
- Students are responsible for keeping their digital device battery charged each day using the appropriate charger and cord.
- The digital device should be closed in cases and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the device in any manner that will permanently change the device. This includes applying stickers or any form of personalization of the machine.
- Do not attempt to repair a damaged or malfunctioning device. All damaged and malfunctioning devices will need to be taken to the IT department in the main office or the Student Tech Support in Room 101.
- Do not upgrade the device's operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each device. This includes removing restrictions of any kind from the device.
- Do attempt to remove the security stickers. If you notice the sticker is loose, bring to technology department for repair.

2.2 Carrying and Transporting Devices

- Students will use the district provided case. When the device is not in use, it must always remain within the district-issued case. Failure to do so could lead to higher rates of damage and the associated cost of repair.
- Do not leave the device unattended at any time during class, extra-curricular activities, lunch, gym, in locker room, etc.

2.3 Screen Care

- When cleaning the device's screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the device, as the screen will most likely break.
- Do not touch the device's screen with a pencil or pen. Use an appropriate stylus if needed.

2.4 Security and Identification

- Students are responsible for the safety and security of their school-owned device.
- Devices should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers, or screen protectors placed on the devices by the technology department shall not be removed.
- Each device will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the device to a classmate, friend, or family member.

3.0 USING YOUR DEVICE AT SCHOOL

Digital Devices are intended for use during school each day. Students must take their device to all classes unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

Not having your device or not having a working device will not be an excuse for not participating in class or not completing assignments.

3.2 Devices Undergoing Repair

Loaner devices may be issued to students when the assigned device has been sent in for repair.

3.3 Charging your device

Students are responsible for ensuring that their devices are charged and ready to go for school each day. It is recommended to charge the device at home each evening.

3.4 Screen Savers/Background Photos

A standard screensaver or background will be preset on the device. Any changes to the background must be school appropriate.

3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games, or programs) on the device must be appropriate, used in a responsible manner, and at the discretion of the teacher.

3.6 Use of Camera and Video

Each student device is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21st century tool to develop learning skills.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without express permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in disciplinary measures.

3.7 Photos and Videos

All videos, photos, and images that are taken or reside on the device must be appropriate and are subject to inspection by district staff at any time.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their devices for use while at home. The school provided internet filter will not work at home. Parent supervision is an expectation while the device is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work directly on the device through Canvas or another cloud-based storage (i.e. Microsoft Office 365, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. Device malfunction is not an acceptable excuse for not submitting work.

4.2 Printing from devices

Students will not be printing from the device.

4.3 Network Connectivity

Rossville Consolidated School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Be safe and save!

5.0 CONTENT MANAGEMENT

5.1 Originally Installed Software

The software/apps and profiles originally installed by Rossville Consolidated School District must remain on the devices in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required software/apps or added software/apps that are not appropriate for school use.

5.2 App Management

- Only Apps that have been downloaded by a teacher or the technology department will be allowed on the devices.
- Any student found to have apps downloaded on the devices without approval from a teacher or the technology department will have their machines ghosted, and they will lose all content on the machine. The student may face disciplinary action.

5.3 Inspection

- Rossville Consolidated School District-owned devices may be inspected by district staff at any time.
- Rossville Consolidated School District staff maintains the right to delete any App, song, video, picture, book, or file.
- Storage/space on the device is limited. Any non- Rossville Consolidated School District apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

5.4 Restoring of device

If technical difficulties occur or non-authorized software/apps are discovered, the device may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software/App Upgrades

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their devices to Technology Department for maintenance to apply upgrades and app updates.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the Rossville Consolidated School District technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document or applicable laws, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the devices, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Rossville Consolidated School District and its personnel from any and all claims and damages of any nature arising from their child's use of or inability to use, the district technology, including but not limited to claims that may arise from the unauthorized use of the device to purchase products or services.
- The parents understand that it is impossible for Rossville Consolidated School District to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate device use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

6.3 School Responsibilities

Rossville Consolidated School District reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize software in order to track a device and its usage. The school may provide:

- Internet and Email access to its students.
- Curricular Software/Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud-based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document.

6.4 Students Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any content containing inappropriate or abusive language or questionable subject matter.
- Return their devices at the end of each school year following district procedures.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Rossville Consolidated School District for any other reason must return the district-issued device and all additional items (case, charger and cable) by the date of termination to their respective building administration or designee.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students shall not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

6.5 Student Activities Strictly Prohibited From The Following:

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the device as the vehicle for plagiarism.
- Unauthorized downloading of apps.
- Knowingly using another student's computer.
- Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network shall not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Accessing or attempting to access websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.
- Removing stickers placed on machine by Technology Department.
- Decorating the device in any manner (i.e. placing stickers on the device, marking the device, etc.).

6.6 Cyber-Bullying

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- Digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

6.7 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the respective school Student Handbook and Board Policy.

6.8 Student Technology Acceptable Use Policy

The Acceptable Use Policies can be found on the Rossville Consolidated School District homepage. Type in the web address <http://www.rcsd.k12.in.us> and search for Student Acceptable Use Policies.

7.0 Behaviors and Discipline Related to Student Digital Device Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent “Traditional” Classroom Violations</i>
• Failure to Bring device to school or failure to bring a charged device to school	• Coming to class unprepared
• Missing Carrying Case	• Not having required supplies
• Email, texting, FaceTime, Internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to device	• Vandalism/Property damage to school owned equipment
• Using account belonging to another student or staff member	• Breaking into someone else’s locker or classroom
• Accessing inappropriate material	• Bringing inappropriate material to school in print form
• Cyber-Bullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as his/her own and/or copy.	• Cheating, copying assignment, plagiarism
<i>Violations unique to the RCSD 1:1 Digital Learning Program</i>	
<ul style="list-style-type: none"> • Attempts to defeat or bypass the district’s internet filter and/or security settings (Other discipline may be imposed dependent upon the circumstances of the incident.) <ol style="list-style-type: none"> 1. First offense will be a loss of device privileges for one week 2. Second offense will be loss of device privileges for the school year 	
<ul style="list-style-type: none"> • Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity (Other discipline may be imposed dependent upon the circumstances of the incident.) <ol style="list-style-type: none"> 1. First offense will be a loss of device privileges for one week 2. Second offense will be loss of device privileges for the school year 	
<ul style="list-style-type: none"> • Unauthorized downloading/installing of apps (Other discipline may be imposed dependent upon the circumstances of the incident.) <ol style="list-style-type: none"> 1. This will be at the discretion of the IT Department/Administration 	

8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the device, case, or USB charging cable/charger if the property is:

- Not returned
- Damaged
- Lost

A stolen device report must be filed with Technology Department/Building Administrator immediately after the discovery of the loss.

9.0 Damaged and Lost devices

The Rossville Consolidated School District recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged or lost devices to School Authorities immediately after the discovery of the damage or loss.
- Student/Parent will bring damaged device to the administration or designee for assessment.
- The Technology Department, student-run IT department, and staff will be able to do minor troubleshooting and repair.
- Technology Department will make the final determination of what needs to be done with the device.
- Damaged devices that are not in a district-issued case will be the financial responsibility of the student/parent.
- Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

Damaged	Lost/Stolen
1 st Incident - \$30	Full cost to replace
2 nd Incident - \$60	
3 rd Incident – The greater of \$100 or cost to repair	
Damaged or Lost Case – Every Incident - \$35	
Damage and/or Lost Power Cable – Cost of Replacement	

The previous table is for repairs that must be made to the devices that would need to be sent off campus for repairs.

All students will initially receive a district-provided power cable.

Additional Items: Power cables and cases will be available for order in the Technology Department.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to their individual device or to another student’s device when the damage is caused by their child. The standard Warranty DOES NOT cover intentional damage of the devices. Administrators will make final determinations on what costs will be passed on to the Student/Parent on a case-by-case basis.

10.0 Laptop Payment

The cost for the Laptop rental is \$60.00 per academic year. This fee will be charged to the student’s book rental. Any damages or repairs that need to be made to the school-issued device will be billed to the student/parent and will be due upon receipt of the returned machine. Late fees and court costs may apply for lost, damaged or stolen items not paid. Please reference the costs listed in section 9.0 above.