



Rossville Consolidated School District

1:1 Device Handbook

2020-2021 school year

1:1 Device Handbook

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Overview and Purpose

Rossville Consolidated School District is proud to offer our 1:1 Device initiative. 1:1 Device 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 programs that we offer. This initiative seeks to provide our students with learning opportunities beyond the normal school day through the use of the digital device and the tools we provide the student.

The individual use of digital devices is a way to empower students to maximize their full potential to prepare them for their educational and career future. Teaching and learning through the integration of digital devices will not only increase student engagement and ownership of learning, but will also allow 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, including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive explanation to our parents and students, as to 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 Device Handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of any 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 Student Handbook. Teachers may set additional requirements for use in their respective classes as well as completely restrict the use of technology as they see fit. The issued digital device remains the property of Rossville Consolidated School District at all times. Therefore, there is NO assumption of privacy while using the device. 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 as warranted.

Above all, the 1:1 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 listed in the handbook below.

Digital Learning Goals

Below are the goals that will be achieved with the 1:1 device program.

- To increase student engagement in learning.
- To provide learners with digital resources that will prepare them for 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 classrooms.

1.1 Receiving your device

During registration parents must first sign the digital version of the Rossville Consolidated School District 1:1 Device Handbook before a device will be issued to their child. After receiving the device, students will also sign a digital agreement agreeing to the Rossville Consolidated School District Digital Device Handbook.

1.2 Returning your device

All school-issued devices, power adapter, and case will be returned to the technology department at a date determined by the Administration team. Students who withdraw, get suspended or expelled, or terminate enrollment at Rossville Consolidated School District for any reason must return their assigned device and accessories on or before the date of enrollment status change. Failure to do so will result in fees being charged as well as a theft report being filed with law enforcement.

1.3 Personal Devices

Students are not allowed to use personal devices in place of a district-issued device. This is enforced by this handbook as well as the network acceptable use policy.

2.0 Care of the Digital Device

2.1 General Care Procedures

- Cords and cables must be inserted carefully into the device to prevent damage.
- Students are responsible for keeping their device battery fully charged and ready for the school day.
- Avoid exposure to long-term extreme temperatures such as extreme hot or cold.
- Do not alter the device in any way that will permanently change the appearance of the device. This includes coloring the device, placing stickers, removing things from the device.
- Do not attempt to self-repair the device. If the device is damaged or malfunctioning, please bring it to the technology department.

- Do not remove or circumvent the management software that has been installed on the device. This includes the monitoring software used by teachers and administration.
- Do not attempt to remove the asset identification tag and the student name tag from the device.

2.2 Carrying and Transporting Devices

- The device will come in a school-issued snap-on case. The student is not allowed to remove this case from the device. It's there to help protect the device from unnecessary damage. This will ultimately help save families money if these cases are left on the devices.
- Do not leave the device unattended while in classes, lunch, extra-curricular activities, and anywhere where the device is out of your sight.

2.3 Screen Care

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

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 car that is visible to anyone walking by.
- School-owned devices are tagged with a district asset tag. This device and tag are logged via an inventory management system. Please don't remove this sticker.
- Do not loan your device to a classmate, family member, or friend. You will be responsible for any damage done to the device.

3.0 Using your device at school

Digital devices are intended for using during school each day. Students must take their devices to each of their classes, unless the teacher states otherwise.

3.1 Devices left at home

Students are expected to bring their device to school everyday. A loaner will not be generally issued for students who forget their device at home.

3.2 Devices undergoing repair

Students must report any damage to their device so that the technology department may perform any repairs needed. A loaner device will be issued while the device is being repaired. Students will be responsible for any damage to the loaner device.

3.3 Charging your device

Students are expected to charge their devices at home. Teachers expect the device to be fully charged when the student arrives for the school day.

3.4 Screen Savers/Background Wallpapers

A standard wallpaper is deployed with each device. If the student changes this background, it must be school appropriate.

3.5 Sound, Music, and Games

The device should be left muted during the class hour unless requested to be turned up by the teacher. All sounds, music, and other media must be school appropriate. Games are not allowed unless the teacher gives special permission.

3.6 Use of the camera

The device is equipped with a camera that will allow the students to take pictures and videos to be used in assignments. ***Students are not allowed to take pictures or videos of staff or other students without the other parties permission. Any violation of this will result in a disciplinary measure.***

3.7 Photos and Videos

All videos, photos, and images on the device are subject to inspection by district staff as warranted. This may occur with or without the student's knowledge as this is help enforced by automated reporting and filtering systems.

3.8 Home internet access

Students are allowed to connect the devices to their home network. The device will still be filtered by the same policies that are in effect at the school. The devices must be filtered off campus for us to remain in compliance with the Children's Internet Protection Act. Parents are encouraged to also help police the students usage of the device at home.

4.0 Managing Your Files & Saving Your Work

4.1 Saving Documents

Students have the ability to store their files in their own Google Drive, thumb drive, or Canvas account. The student will use these services to save and upload their work for their assignments. If you are experiencing issues, please notify your teacher or the technology team.

4.2 Printing from Devices

Students will not be allowed to print from their school-issued devices.

4.3 Network Connectivity

Rossville Consolidated School District makes no guarantee that our network will be available 100% of the time. In the rare case that the network goes down, we are not responsible for any lost work. Be safe and save frequently!

5.0 Content Management

5.1 Originally Installed Software/Profiles

The district technology team has installed some software and apps by default help with the administration of the devices. Students are not allowed to remove or alter these apps. The technology team will use a Mobile Device Management solution to help make sure these apps are always present.

5.2 App Management

- Only apps/extensions that have been reviewed and approved by the technology team will be allowed.
- Any student with an unapproved app on their machine, will have their machine reformatted. If it continues being an issue, the student will be recommended for disciplinary action.

5.3 Inspection of Devices

- School-owned devices may be inspected at any time by district staff for any cause.
- School staff maintain the right to delete any app, songs, pictures, or videos stored on the device or the cloud.
- The student's account may also be inspected and all information about the account will be logged and can be accessed by a select number of staff members.
- Any inappropriate material may be used as evidence from the device/account to help with any disciplinary actions against the student

5.4 Restoring of Devices

If any technology issues cause the device to become corrupt, we will need to reformat the device. This will cause loss of data from the device. Rossville Technology staff members are not responsible for any loss of data.

5.5 Software Upgrades

Students are responsible to restart their device from time to time to help keep the operating system up to date. Technology staff are not responsible if any data loss occurs from a failure with a software upgrade.

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 long 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 appropriate disciplinary actions 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 child to follow with regard to the use and care of the devices, the use of the internet, and all other social media.
- Parents release Rossville Consolidated School District and its personnel from any and all claims and damages of any nature arising from their child's user 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.
- Parents understand that it is impossible for Rossville Consolidated School District to completely 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 still a strong component of our 1:1 program. The district cannot control all aspects of student use while the student is off site. Please remember all policies and 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 use of resources. In addition, the district may at any time utilize software in order to track a device and its usage. All of the above may occur without the knowledge of the student. 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 content
- Follow the end of the year procedures as provided by the district
- Students must return all school-issued equipment upon early graduation, withdrawal, or being suspended/expelled from the district.
- Students are prohibited from plagiarizing content, including words or images, from the internet.
 - Students shall not take credit for things they did not create themselves
 - All research must be properly cited and credit given to the original author
 - Students are prohibited from accessing sites that promote plagiarism. **This includes automated math sites.** 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 or extensions
- 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
- 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. **This include using a teacher's login.**
- Being a passive observer or active participant with any unauthorized network activity
- Participate in cyber-bullying of any person. This will have a zero tolerance policy.
- Using objectionable language, photos or other content (e.g racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous)
- Obtaining, modifying, or using another person's account username or password
- Modifying files belonging to another student
- Accessing or attempting to access sites that are blocked by the school's content filter
- Downloading apps, streaming media, or playing games without permission from a teacher or administrator
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school email
- Removing asset and ID stickers placed on the machine by the Technology Team
- Decorating the device in any manner (ie placing stickers, coloring the device, so forth)
- Vandalizing equipment and/or accessing the network inappropriately. Programs or devices that are capable of hacking/compromising the network shall not be possessed or used.

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. Rossville Consolidated is using software to monitor for certain key words to identify cyber-bullying
- Report cyber-bullying immediately to school personnel directly or via the anonymous tip line on the school's homepage

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. This document will be used in addition to the AUP. Please visit <http://www.rcsd.k12.in.us> to read both 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 Computer Case	Not having required supplies
Email, texting, social media, internet surfing, etc	Passing notes, reading magazines, game, etc
Damaging, defacing, placing stickers, etc to device	Vandalism/Property damage to school owned equipment
Using an account belonging to another student or staff member	Breaking into someone's locker or classroom
Accessing inappropriate material	Bringing inappropriate material into school via a traditional media type
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignments to another student for the purpose of cheating	Cheating, plagiarism, copying assignments
<i>Violations unique to the RCSD 1:1 Digital Device Program</i>	
Attempts to defeat or bypass the district's internet filter and/or security settings <ul style="list-style-type: none"> • First offense will be loss of device privileges for one week • Second offense will be loss of device privileges for the school year *This may be modified based on the circumstances of the incident	
Attempting to compromise the district's network or services <ul style="list-style-type: none"> • First offense will be loss of device/network privileges for one week • Second offense will be loss of device privileges for the school year Case will also be shared with Law Enforcement as required by law.	

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, charging cable if the property is:

- Not returned
- Damaged
- Lost

A stolen device report must be filed with the Technology team and building administration 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 device 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/Parents must report any damaged or lost device to the technology team and school administration after the discovery of the damage or loss
- Student/Parent will bring damaged device to the administration or technology team for assessment
- The Technology team, student IT department, and staff will be able to assess the damage and produce an idea of what needs repaired
- Students/Parents will be responsible for the repair and/or replacement of parts based on the situations below:

What part is damaged?	Lost or Stolen
Damaged power cable (ie dog damage or liquid damage) - Approx. \$25	Full cost to replace - \$300
Replacement of bezel, keyboard, or case - Approx. \$30 per incident	
Broken Screen - Approx \$120 per incident	
Each price is an estimation. Actual price is based on market value of the part we purchase	

All student will initially receive a district-provided power cable and bag

Additional items will be available for purchase from the technology department such as a spare charger

Intentional Damage: If the student intentionally destroys the machine, the student and parents are responsible for replacing the device. School Administration will make the final determination on any additional charges and punishments.

10.0 Laptop Payment

The cost of the laptop rental is \$75.00 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 pricing table above for prices.