

**Randolph Southern School  
Corporation  
2017-2018**

**1:1 (One-to-One)  
Handbook for Parents  
& Students**

*This 1:1 Handbook is intended to promote the responsible and productive use of devices as primary learning resources.*

## What is 1:1 (One-to-One)?

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are:

- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators
- connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

## What Does 1:1 Look Like?

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on the standards and curriculum. The digital content, strategies, and resources embedded in the curriculum will provide support for planning instruction *with* technology, not teaching the technology itself. The primary goal is always effective, engaging instruction.

An effective 1:1 program supports instruction that is individualized, differentiated, and personalized. Individualized instruction is paced to the learning needs of different learners. The learning goals remain the same for all students, but each student can progress through the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to the learning preferences and needs of learners. The method or approach of instruction can vary based on what is most appropriate for a single student or group of students. Personalized instruction incorporates both individualized and differentiated instruction, and a device can provide what is needed - tailored, student-centered instruction. Used alongside curriculum with appropriate technology tools and resources, the devices will make instruction more manageable and effective.

In the 1:1 initiative, the goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator. This pedagogical model supports Randolph Southern School Corporation's Purposeful Planning and Effective Instruction Rubric.

Randolph Southern School Corporation's instructional focus will be:

- increase interactivity in the classroom with the use of technology
- increase student engagement with active learning and authentic tasks
- extend learning beyond the immediate classroom through collaboration and communication
- provide digital learning content and resources which offer optimal challenge through adaptation to individual learning needs
- create a learning environment that promotes individualization, differentiation, and personalization

## **Receiving Your Device**

Chromebooks/Devices will be distributed each fall. ***Parents and students must sign and return the 1:1 Handbook Policy and Responsible Use Policy document before the device can be issued to their child.*** This document can be found on the last page of this handbook and will need to be signed during student registration

## **Device Rental**

Student-issued Chromebooks/Devices are a primary instructional resource and a rental fee for the 2017-2018 school year will be charged in lieu of the traditional textbook fees.

## **Insurance**

Parents of 4th-12th graders are encouraged to add the Chromebook to their renter's/homeowner's insurance policy.

## **Training**

Students will be trained on how to use the Chromebook/Devices using online training tools as well as by their classroom teachers.

## **Return**

Student Chromebooks/Devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of Randolph Southern Schools will be required to return their Chromebook/Device and accessories. If a Chromebook/Device and accessories are not returned, the parent/guardian will be held responsible for payment in full or the property not returned will be reported to law enforcement authorities.

## **Taking Care of Your Device**

Students are responsible for the general care of the Chromebook/Device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the tech office. If a loaner is needed, one will be issued to the student until their device can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook/Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully/
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks/Devices should be shut down when not in use to conserve battery life.
- Chromebooks/Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook/Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook/Device to room temperature prior to turning it on.

### **Carrying the Device:**

The protective cover for the Chromebook is called a stay-in case so the Chromebook should remain in its case at all time. It is designed to better protect the Chromebook in case it is dropped or bumped. There is no case that can protect from abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if the Chromebook is inside.

### **Screen Care:**

The Chromebook/Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore:

- do not lean on top of the device
- do not place anything near the device that could put pressure on the screen.
- do not place anything in the carrying case that will press against the cover
- do not poke the screen
- do not place anything on the keyboard before closing the lid
- clean the screen with a soft, dry anti-static or micro-fiber cloth. **Do not use window cleaner or any type of liquid or water on the Chromebook/Device.** Teachers will have screen cleaning supplies in each classroom.

## **Using Your Device**

### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

All students are required to take their Chromebook home each night through the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must either sign out a loaner in the office for the day, or have a parent bring in their Chromebook. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the charger to school. If fully charged at home, the battery will last throughout the day.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

**Printing:**

*At school:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

*At home:* Users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and monitor saved files. Students will be trained on proper file management procedures.

**Personalizing the Device**

***Chromebooks/Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Randolph Southern School Corporation. Spot checks for compliance will be done by administration or tech support at any time.***

Students may add appropriate music, photos, and videos to their Chromebook/Devices, as well as set appropriate backgrounds or wallpaper. Personalized media are subject to inspection and must follow the Randolph Southern responsible use policy.

Students are encouraged to purchase headphones for their Chromebook (provided in grades K-2), and may wish to have a mouse as an accessory.

## Software on Device

**Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection**

Additional virus protection is unnecessary due to the unique nature of the Chromebook design.

### **Additional Software**

Students are able to install software and apps which have been approved and enabled by Randolph Southern, and will be available in an RS Web Store.

### **Inspection**

Students may be selected at random to provide their Chromebook/Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Procedure for Restoring the Chrome OS**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook/Device will be restored to factory defaults. In a 1:1 environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook/Device *that have been synced to Google Drive* will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will likely not be restored.

## **Protecting and Storing Your Device**

### **Chromebook/Device Identification**

All devices will be labeled in the manner specified by the school.

They can be identified in the following ways:

- record of serial number and RSSC asset tag
- individual’s Google Account username

**Under no circumstances are students to modify, remove, or destroy identification labels.**

### **Storing Your Device**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened (As the Chromebook is the sole responsibility of each student, locker combinations should **NEVER** be shared). Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student’s home. Chromebooks should ***never*** be stored in a vehicle.

### **Storing Device at Extra-Curricular Events**

Students are responsible for securely storing their Chromebook during extra-curricular events and should communicate with their coach or sponsor if there are questions about safe storage areas.

## **Devices Left in Unsupervised/Unsecured Areas**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **Repairing or Replacing Your Device**

### **Chromebooks Undergoing Repair**

- Loaner Chromebooks/Devices may be issued to students when they leave their device for repair at the tech office.
- Repaired devices will likely be restored to its original state - as it was when deployed. It is important students keep their school data synced to Google Drive so documents and class projects will not be lost. Other information should be saved at home or on an external storage device.
- Students and parents will be charged for Chromebook/Device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

### **Warranty**

The manufacturer warrants the devices from defects in materials and workmanship for one year and the school will take responsibility for issues related to defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device. The manufacturer warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook/Device problems to the tech office.

If a Chromebook/Device becomes defective (at no fault of the student), RSSC will replace the device at no charge with one that is new or refurbished.

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## Chromebook Device Coverage

Accidental Damage to Chromebooks/Devices will be repaired at no cost to the student, however a student must report the damage and the incident that caused the damage - devices CANNOT be repaired without an explanation of the cause of the damage.

If a Chromebook has Non-Accidental claims they will be charged full repair amount.

### **Cost of Lost or Intentionally Damaged Device and Accessories**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parents and the replacement cost must be paid to the school. (Prices vary due to type of chromebook.)

### **Accidental Damage**

First **accidental** damage will be covered by technology fees as long as a form is filled out concerning what happened to the chromebook. Information from this form will be sent to parents. Any additional damages will need to be reimbursed at cost of repair.

### **Chromebook/Device Technical Support**

The Tech Office will be the first point of contact for repair of Chromebooks/Devices. Services provided by the tech office include:

- password identification
- user account support
- coordination of warranty repair
- distribution of loaner device (during repair)
- hardware maintenance and repair
- operating system or software configuration support
- restoring Chromebook/Device to factory default
- system software updates



# Technology Responsible Use

## General Guidelines

- Students will have access to forms of media and communication in support of their learning, research and in support of educational goals and objectives at Randolph Southern School Corporation.
- Students are responsible for their ethical and educational use of the technology resources of RSSC.
- Access to RSSC technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Responsible Use Policy. Any violation of these rules will result in the loss of privileges as well as other disciplinary action as defined by the corporation's Responsible Use Policy, Discipline Policies, or other policies.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the corporation's technology resources and/or school network must sign the corporation Responsible Use Policy and abide by the rules defined in the corporation's Responsible Use Policy. This is in addition to the rules and policies this document (1:1 Handbook) contains.

## Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files not belonging to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Corporation Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the corporation's Responsible Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request, it is a responsibility.

## Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the principal or network administrator if you are in compliance with this law.
- Plagiarism is a violation of the Randolph Southern Schools discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

**Email:**

- Students in need of email for academic reasons will only be allowed email access through a Google Gmail system managed by the Randolph Southern School Corporation. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content. Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other students and faculty unless enabled for academic reasons.

**Consequences:**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Handbook or the Corporation's Responsible Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof another user is responsible.
- Email, network usage, and all stored files may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **RSSC 1:1 Handbook Student Pledge**

- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook/Device to other individuals.
- I will know where my Chromebook/Device is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my Chromebook/Device by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook/Device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/Device.
- I understand that the Chromebook/Device I am issued is subject to inspection at any time without notice and remains the property of Randolph Southern School Corporation.
- I will follow the policies outlined in the 1:1 Handbook and the Corporation Responsible Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook/Device, power cord/charger, or protective sleeve in the event any of these items are lost or damaged due to misuse or abuse.
- I agree to return the Chromebook/Device, power cord/charger and protective sleeve in good working condition at the end of each school year.

## **Responsible Use Policy**

Use of the Internet and digital devices is intended to further student learning for Randolph Southern's students. Students and staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to understood, responsible use and courtesies. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges.

### **Be Responsible**

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of a class curriculum only
- Use personal electronic devices in compliance with individual building policies
- Use Internet and computers only under adult supervision

### **Be Respectful**

- Respect and protect your privacy and the privacy of others
  - Use only your assigned accounts
  - Keep personal information such as full name, address, phone number, etc., off of public websites
  - Keep passwords secret
  - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
  - Observe all networks security practices

- Conserve, protect, and share these resources with other students and Internet users
  - Treat technology equipment with care and report any damages, security risks, or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow all copyright laws
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful, safe, and lawful
  - Obtain permission before taking/using photos, videos, or images of other people
  - Observe all network security practices
  - Use only school appropriate language, images, and videos

## **Be Safe**

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school corporation guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret

# Randolph Southern School Corporation

## 1:1 Handbook and Responsible Use Policy Agreement

### Chromebook reminders:

1. Chromebook is to remain in its case .
2. Only things to be stored in Chromebook case are the chromebook, headphones and charger (if needed)
3. Chromebook is to come to school fully charged each day.
4. When turning chromebook in for repair google form must be completed before repair will be done.
5. Do not wrap the charger cord tightly as it will cause wires to break.
6. Do not close your chromebook without checking to make sure there is nothing in it. (earbuds, pencils, etc.)
7. Store all items in your Google Drive in case your device needs to be wiped for repair.
8. If my chromebook is lost I am responsible for replacement costs.
9. One accidental damage will be covered by the school, if there is any additional damage I am responsible for the cost of repair.

## SIGN- OFF PAGE

Parents and students should carefully read the 1:1 Handbook, including the Responsible Use Policy, prior to completing the portion below.

----- RETURN PORTION BELOW-----

### **2017-2018 Parents and Students:**

Your signatures below indicate your understanding of the Randolph Southern School Corporation 1:1 Handbook Policies as well as the Responsible Use Policy. Your signature further indicates you will follow the policies contained in both documents, and understand the replacement/repair fees involved.

Student name (printed): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_