Sandridge School District 172

Technology Handbook for
Student 1:1 Devices

Student Technology Handbook
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Introduction

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The following policies refer to the use of an individual student computing device, a Chromebook. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the Parent-Student Handbook and in any School Board policy. As Sandridge's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated.

Expectations and Care

CARE AND MAINTENANCE OF THE DEVICE

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's main office.

3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.

4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.

5. School owned technology MUST remain safe when being transported. The student will be charged for any damage to the device outside the school-issued case.

6. Avoid placing weight on the device.

7. Never throw or slide any technology.

8. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.

9. District-owned devices have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
12. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
14. The district-owned device and must remain free of stickers, writing, painting, or any other forms of adornment.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES
1. The replacement cost of the Chromebook is approximately $250.00 and includes only the device.
2. In the event of theft, loss or damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the replacement cost of up to $250.00.
3. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:
   a. Power Charger and Cable ($50.00)
4. District-issued software applications (apps) are needed for student learning and should not be deleted.
5. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to $250.00 for the replacement of the device.
3. All devices are tagged with an asset label. The label is not to be tampered with or removed.
4. Students who un-enroll from Sandridge School during the school year must return the device along with any issued accessories at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action or payment in full ($250.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. All District owned technology is the property of Sandridge School and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school-supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student may lose the option of bringing the device home.
4. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in losing the option to bring the device home.
5. Personalized screen-savers or backgrounds are not permitted.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive.

8. The District-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.

9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

10. A student should not share his/her student log-in with anyone. Responsibility for the contents/actions of a device rests solely with the individual to whom the device was issued.

11. Sandridge School expects students to take their devices home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.

12. Sandridge School makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files to the District servers is recommended.

13. School personnel have the right to limit use of the device at home.

PARENT RESPONSIBILITIES

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day. If my child forgets the device I understand I will not be allowed to drop it off. It is my child's responsibility to be prepared for school each day.
- I will make sure my child has an effective bag or backpack to transport the device to and from school.
- I agree to return the device to school when requested and/or upon my child's withdrawal from Sandridge School. If we do not return the device I understand I will not be able to obtain transfer documents until the device or the cost of $250.00 is paid for the device.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Sandridge School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Sandridge School utilizes several computer software applications and web-based services operated not by Sandridge School but by third parties. These include Google Apps, Lexia, DreamBox, See Saw and others. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide

parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Sandridge School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Sandridge School to provide personal identifying information for your child consisting of first name, last name, email address, and username to the operators of any web-based educational programs and services which SES may add during the upcoming academic year. Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Sandridge School will be unable to provide your student(s) with the resources, teaching, and curriculum offered by our learning program.

Google Apps for Education
Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms. Additionally, Google offers the ability to control additional products within our domain. The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome user account. Work done within these apps is stored via Google Drive in the cloud. Student accounts are issued and maintained through the district's Google Apps domain. For more information about Google Apps for Education, please visit: www.google.com/edu

Tech Tips for Using your Chromebook
Chromebooks look and behave similar to laptops in many ways, but have some noticeable differences. To be able to use your Chromebook to its fullest potential, follow these guides listed.

Connect your Chromebook to Wi-Fi
To connect to the Internet, use a compatible Wi-Fi network.
1. Check if Wi-Fi is connected:
    a. Turn on your Chromebook.
    b. Click the status area, where your account picture appears. If your

Chromebook is connected to a network, you'll see the "Wi-Fi on" icon . You don't need to complete the next step.

    c. If your Chromebook can't connect, you'll see the "Wi-Fi off" icon . Turn on your Wi-Fi in the next step.

2. Turn on Wi-Fi If you see the Wi-Fi off icon , turn on your Wi-Fi:
    a. Click the **Wi-Fi off** icon.
    b. Click **No network**.
    c. Click **Turn Wi-Fi on**...or the Enable Wi-Fi icon
    d. Your Chromebook will automatically look for available networks and show them to you in a list.
3. Pick a network and connect After you turn on your Wi-Fi, your Chromebook will look for a network to connect to and show them to you in a list. Select the correct network and enter any necessary credentials.

Edit Google Drive documents offline
Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:
1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Add the Google Docs Offline extension.
5. Go to drive.google.com.
6. In the upper right corner, click the settings icon **Settings.**
7. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline.**
8. Click **Done.**
9. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have many files, you might see a message that your files are syncing.

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Free WiFi Hotspots
The shared responsibility of student access to the Internet extends beyond the school or home. While we are fortunate to have free WiFi hotspots in the Lynwood area that students may access with their district-issued or personal devices, it is important for parents to understand that these areas may not provide filtering or appropriate adult supervision. The recommended best place for students to access the Internet for their educational or personal use is one that is under the direct supervision of a trusted adult.

Frequently Asked Questions
Q: What happens if my Chromebook is damaged, lost, or stolen?
A: The Chromebook is the responsibility of the student. Should a Chromebook be damaged, lost, or stolen the student and parent/guardian should immediately notify school administration. Sandridge School will attempt to repair the device. In the event that a Chromebook is not repairable, the student will be charged up to $250.00 for the repair or replacement of the Chromebook and software that was purchased by the school. If the Chromebook is stolen, the filing of a police report by the parent/guardian will be required as this is the only way to cover the cost to replace a stolen Chromebook. Sandridge School may deploy location software that may aid in recovering the Chromebook.

Q: What happens if a charging cord or other accessory is broken or damaged or malfunctions?
A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items will remain the responsibility of the student.

Q: Is the Chromebook durable enough to stand up to typical student usage?
A: All Chromebooks should be handled with care. We are expecting families and students to assume responsibility for the device and care for it properly.

Q: Do parents have to sign a contract?
A: Parents and students must sign a Chromebook Acceptable Use Agreement and Parent Responsibility Agreement.

Q: What happens if I do not sign the agreements for my child?
A: Your student will not receive a Chromebook to take home.

Q: Will the Chromebooks be filtered for student-accessed content?
A: Sandridge School will be filtering the Chromebooks at school. It will provide the same filtered protections both on and off campus.

Q: Will Chromebooks be password protected?
A: Pass codes will be required at the time of setup on all Chromebooks to protect the security of student work.

Q: Who will repair non-operable Chromebooks?
A: The Sandridge School Tech Department will work to ensure that all students have an operable Chromebook.

Q: Will students be able to take the Chromebook home?
A: Students will be able to take their Chromebooks home during the school year to use for school related work, such as homework and other projects, if the appropriate forms are received by the District. Please note that Chromebooks will only be able to leave school premises if parent permission has been submitted on the district-issued forms.

Q: What if I don't want my child to bring his/her Chromebook home?
Students are strongly encouraged to use devices at home, as they are integral to all aspects of instruction and work completion. They should not be left at school.

Q: Will students be able to keep their Chromebook during the summer?
A: Students will not keep their Chromebooks during the summer. Students will turn in their Chromebooks by the end of the school year so the IT staff can service and update them for the following school year.

Q: How do I clean my Chromebook?
A: The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

Q: If I have additional questions or concerns about this initiative, whom can I contact?
A: You can contact any building principal by phone or email.

Q: Will students be able to download apps from the app store?
A: All requests for additional software and or apps should be requested through the classroom teacher. Applications to be installed will be provided by the District Technology Team.

Parental Consent Form

I have read this agreement and agree with the conditions of my child's use of the technology resources.

I release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources.

I also indemnify the district and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use or misuse of the district's technology resources.

I authorize the district to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the technology resources is not private. I consent to having the district monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the district's technology resources until this agreement has been signed by both my child and me.

I have read this agreement and agree to its terms.

_____

STUDENT NAME (PRINT)

_____

Parent/Guardian Signature and Date

Student / Parent Agreement (Signature/s Required)
This signature page is intended to accompany the Sandridge School District Student Technology Handbook. The initials and signature of both student and parent / guardian are required to participate in the Chromebook Technology Program.

_____   _____
Student Signature   Parent Signature

Description	Parent Initials	Student Initials
I have read and will comply with the: CARE AND MAINTENANCE OF THE CHROMEBOOK.		
I have read and understood the: COST OF Chromebook, SOFTWARE, APPS AND ACCESSORIES		
I have read and understood the: COST OF Chromebook, SOFTWARE, APPS AND ACCESSORIES		
I have read and understood the: DAMAGED, LOST OR STOLEN DEVICES		
I have read and understood the: DISTRIBUTION OF DISTRICT TECHNOLOGY		
I have read and will comply with the: STUDENT USE OF DISTRICT TECHNOLOGY		
I have read and understood the: PARENT RESPONSIBILITIES		
I have read and understood the: COPPA AND VERIFIABLE PARENTAL CONSENT		
I have read and understood INFORMATION REGARDING FREE WiFi HOTSPOTS		
I have read and understand the: SANDRIDGE SCHOOLS ACCEPTABLE USE POLICY		