

# **Indian Prairie School District #204**

## **1:1 Elementary Handbook**

### **2018 – 2019**



**INDIAN PRAIRIE SCHOOL DISTRICT 204**

*Inspire all students to achieve their greatest potential.*

## **Overview:**

All students/parents/guardians are required to review and sign the IPSD 1:1 Student/Parent Agreement as a condition of participation.

Indian Prairie School District #204 will provide and assign students in grades 2-5 a Chromebook for use both at school and at home to support learning. This document provides guidelines and expectations for students and families who are issued district Chromebooks.

All students must comply with existing board of education policies, including but not limited to 6:235 – Authorization for Access to Electronic Networks, and 7:190 – Student Behavior. All of these policies can be found on the district website at <http://board.ipsd.org/Pages/Policies.aspx>. In addition, all applicable guidelines and handbook language apply, including Acceptable Use Guidelines for Electronic Networks, which is available at [http://www.ipsd.org/Uploads/news\\_51329\\_1.pdf](http://www.ipsd.org/Uploads/news_51329_1.pdf).

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order. ***Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. Per board policy 6:235, there is no expectation of privacy in use or data stored on the district-owned device.***

## **Receiving Device:**

Students along with parents/guardians, will be required to sign the IPSD 1:1 Student/Parent Agreement.

All students new to the district following the initial device distribution phase will also be required to have a signed IPSD 1:1 Student/Parent Agreement on file.

## **Returning Device:**

Students will turn in their Chromebooks at the end of the school year, or when they transfer to another building in the district, or transfer out of the district. Students must also return devices immediately upon request of school officials if warranted by a disciplinary situation or investigation. Students who withdraw from IPSD #204 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged a replacement cost. This cost will be determined by the age of the device. Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees.

### **Terms of Agreement:**

A user's right to use and possess the borrowed property terminates no later than the last day of the school year/semester unless earlier terminated by the district for noncompliance, terminated upon withdrawal from active enrollment in the district, or terminated due to a change in schedule/attendance arrangement.

### **Repair and/or Replacement Costs:**

Loss, theft, or damage of a device must be reported to school officials as soon as feasible. School administrators and Technology staff will assess the situation and confirm costs to be assessed to the student/parent.

### **Parent Requests for Restrictions:**

Parents/Guardians wishing to have access to tech-related resources restricted should follow procedures outlined in the IPSD #204 registration materials. Questions can be directed to a building administrator.

### **Administrator-Initiated Restrictions:**

Noncompliance with the expectations of the IPSD #204 Student/Parent Handbook or violation of the District Technology Policies as outlined in the overview section of this document can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator has the authority to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will only be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.

### **Students with Disabilities:**

IPSD #204 School District is committed that all students will have the tools needed to access the curriculum. The device that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be exchanged and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

## **Use of Cameras & Microphones:**

- Use of the Chromebook to record images, video or audio in the classroom is permitted only when approved by the classroom teacher.
- All electronic recordings created with the device must comply with district policies and state and federal laws.
- Due to privacy requirements, any recorded content must not be shared beyond the classroom unless approved by participants and the teacher.

## **Recording Equipment**

The Chromebook comes equipped with audio and video recording capabilities.

## **Use of Recording Equipment**

All electronic recordings created with the device must comply with district policies and state and federal laws. Use of electronic recording devices is prohibited if it compromises the privacy interests of individuals, or involves harassment and bullying. Use of the Chromebook in a manner that violates district policy may result in revocation of the device and further disciplinary consequence.

Use of the Chromebook and other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher. The student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are only for instructional/educational purposes and individual use.

Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that state and federal laws in many instances prohibit secret or surreptitious recordings undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws can be reported to the proper authorities.

## **Student Care & Maintenance:**

- Students are allowed to take their Chromebooks home and are expected to bring their Chromebooks to school each day for classroom use.
- Students are expected to charge their Chromebooks nightly. Charging will not be available at school.
- Students should never carry their Chromebook by the screen while the lid is open.

## **Chromebook Care**

Students will need to carefully transport their fully charged Chromebook to school every day. Careful placement in a backpack is important. Never throw or drop a backpack or bag that contains a Chromebook. Never place a Chromebook in a backpack or bag that contains food, liquids, heavy, or sharp objects. While the Chromebook is scratch resistant, it is not scratch proof. Avoid using sharp

objects on the Chromebook. The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and avoid dropping your Chromebook.

### **Chromebook Battery**

Students will be expected to charge their Chromebook each night in preparation for school. It is the student's responsibility to charge the Chromebook at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities. Classrooms will have limited means to support charging during class time.

### **Cleaning the Chromebook**

Avoid exposing the Chromebook to moisture or liquids. Avoid applying liquids to the Chromebook surface. The Chromebook should be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. 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 screen of the Chromebook.

### **Keeping the Chromebook Secure:**

- Never leave a Chromebook unattended.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
- Chromebooks are configured for individual use, utilizing an IPSD Google Apps for Education account. Personal account use is not feasible or allowed.

### **Securing the Chromebook**

Student passwords are the same as their IPSD computer login password, which helps to secure personal information and files. Students are responsible for remembering their passwords. Unless requested by the teacher or district personnel, students should not share their password with others.

### **Identifying Chromebooks**

Each Chromebook has a unique identification number and at no time should identifying labels be modified or removed. There will be an approved means for students to identify their Chromebook. Students may not decorate and individualize devices with stickers or other items. Students will be fined for modifications, damage or personalization.

### **Away from School**

Special care should be taken when the Chromebook travels from school to home. Students should secure their Chromebook in a backpack when on the go. At home, there should be a designated 'home' for the Chromebook for overnight charging. Students should keep the Chromebook away from younger siblings and pets to avoid damage.

## **Lost/Stolen/Damaged Chromebooks:**

- Families are financially responsible for all district equipment they damage, including Chromebooks.
- Only district personnel are to service the devices provided in the program.

### **Lost or Damaged Chromebooks**

Many families may have questions about what they would need to pay if a student 1:1 device is damaged, lost, or stolen. Normally, as with textbooks, a student would be charged a fine to cover the actual repair or replacement costs for school-issued materials. An itemized list of repair costs can be found on the IPSD District Website.

### **Troubleshoot/Diagnose/Repair**

Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you will be responsible for all damage associated with the device.

## **Home Network/Wireless Usage:**

- IPSD #204 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- IPSD #204 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to re-configure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school.
- IPSD #204 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.
- Chromebooks do not have Ethernet ports, so by default, a wired home network cannot be used. If a wireless network is not available, a USB/Ethernet adapter can be purchased to facilitate network access at home.

## **Content Filtering:**

- The district has the authority to monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. More information can be found in the Authorization for Electronic

Network Access/Acceptable Use Guidelines-Electronic Networks document which is available at [http://www.ipsd.org/Uploads/news\\_51329\\_1.pdf](http://www.ipsd.org/Uploads/news_51329_1.pdf).

- Through the district's student-issued Google Apps for Education account, the district's content filter will also filter content on student Chromebooks when they are off the district's network and connected to the Internet. Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above can result in disciplinary action.

### **Printing:**

- The use of Google Apps for Education encourages an environment of sharing information electronically instead of printing on paper. This is a cost savings as well as an eco-friendly move for the environment.
- The District recognizes there will be times when a student may need to print. Students can pull up Google documents from any district desktop or laptop computer and have the ability to print with teacher permission. Specific printing instructions and locations vary by building. Students will need to ask the teacher for specific building printing information.
- Due to configurations on IPSD Chromebooks, printing will not be feasible at home.

### **Best Practices for Social Media and Online Safety for Students:**

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Stop, Block, and Tell! (Don't respond to any cyber bullying message; block the person sending the message; tell a trusted adult.)
- Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and pass other's thoughts. It is good practice

to hyperlink to sources of which you might refer. Also, be sure proper references and citations for giving credit are used when applicable. Consequences for academic dishonesty are covered in IPSD policy and discipline codes.

- Be aware that pictures and music may also be protected under copyright laws. Verify you have permission to use images and/or music.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.