

# Take Flight Handbook: Technology for the 21st Century Learner

## Program Overview

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Holden R-III School District purchases and owns the devices and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, they are also allowed to take the computers home to complete their studies. Whenever students leave our school district as well as at the end of the school year, their personal computers are collected, inspected, updated, and maintained by school district technology staff.

Students in grades K-1 will use classroom sets of iPads or tablets at school. Students in grade 2 will use classroom sets of Chromebooks at school. Chromebooks will be assigned to students in grades 3-12. Starting in grade 3, students will be able to take their assigned devices home once they have shown proficiency on the digital citizenship curriculum requirements and have enrolled their device in the district's self-insurance plan. Students are accountable for ensuring the care of the equipment entrusted to them. Students assigned a student-issued device, Chromebook or MacBook Air, will receive a computer and charger. Proper care for each of these items is covered below.

## Digital Citizenship

All students will be introduced to principles of Digital Citizenship and receive instruction to address the following topics.

- 1. Digital Access** - Are students aware that not everyone has access to technology resources?
- 2. Digital Communication** - Do students understand what is appropriate to share through email, texting, video chatting, and social media?
- 3. Digital Literacy** - Do students know how to use various digital technologies and how to assess the legitimacy of web resources?
- 4. Digital Etiquette** - Do students know when to use technology appropriately and always in a positive manner?
- 5. Digital Law** - Do students know how to use and share digital content legally and how to respect content ownership by citing sources?
- 6. Digital Rights and Responsibilities** - Do students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this?
- 7. Digital Health** - Are students aware of the physical and psychological dangers of excessive internet usage?
- 8. Digital Security** - Do students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams?

## **Family Partnership**

The use of personal computers for teaching and learning in the Holden R-III School District is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful “1:1 Ideas” for families:

- Help kids find a safe place to store and charge their device when at home.
- Set expectations of how and when the device will be used at home.
- Engage students in conversations about how they are using their device.
- Consider using home filtering services as appropriate for your family’s needs and monitor your child’s online activity.
- Communicate concerns and/or ideas with the Holden R-III School District.  
(Help us help your kids!)

## **Loss, Theft and Damage**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In order to minimize the possible financial impact from accidental loss or damage to the device, students and/or families are encouraged to participate in the district’s self-insurance plan. Should students and/or families elect not to participate in the district's self-insurance plan, they will be responsible for all repairs and/or replacement costs for their district-issued device.

In case of accident, fire, flood, or careless handling of the property or complete loss, the student/parent/guardian agrees to pay the required deductible to repair or replace the device.

In case of loss or theft occurring at school, the student must report the incident to a building administrator within one school day of the occurrence. In the case of loss or theft, occurring away from school, the student must report the incident to law enforcement officials of jurisdiction within 24 hours of occurrence and then provide documentation of aforementioned law enforcement report to a building administrator.

Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

## **Terms of the Agreement**

A user's right to use and possess the borrower property terminates no later than the last day of the school year unless earlier terminated by the Holden R-III School District for noncompliance, terminated withdrawal from active enrollment in the Holden R-III School District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly in a participating grade at Holden R-III School District. The 1:1 program is expected to continue for participating students 2nd to 12th grade, and returning students will be issued the same device each year.

## **Insurance**

The Holden R-III School District participates in a self-funded insurance program through One2One Risk Solutions. Visit <https://www.one2onerisk.com/> to enroll your device. All students assigned a computer device to take home are required to participate in the insurance program. The annual damage waiver fees are as follows:

### **Damage Waiver Cost per device - \$30\***

- \* Students in households that qualify for free/reduced (F/R) price meals are eligible for a \$5 deduction on their damage waiver fee per device. The damage waiver fee for F/R is \$25 per device.
- \* Households with three (3) or more students will be eligible for a \$5 deduction per device on their damage waiver fee for the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc. student.

Students are responsible for protecting the computer device from loss or damage, but if an accident does occur, the Holden R-III School District will waive responsibility for financial loss subject to a deductible. Deductibles for device damages are on an escalating scale per incident. The District understands accidents can and do happen, but the intent is also for students to be aware and hold some responsibility.

### **Deductible Schedule**

Claim #1 - \$25

Claim #2 - \$25

Claim #3 - \$50

\*Stolen Claim - \$75

Lost Claim - \$200

\*This claim requires a police report to be filed.

If the device is damaged or destroyed, the student/parent/guardian will be responsible for the standard deductible that applies for all repairs or replacements.

## **Property Rights**

Users must respect the intellectual property of others by crediting sources and following all copyright laws. All software loaded on Holden R-III School District hardware is the property of Holden R-III School District and may not be copied or transmitted to any outside party. No student may copy, download from the Internet or install onto a district computer device or otherwise use any software in violation of applicable copyright and license agreements.

## **Student Responsibilities & Discipline**

Each student will be responsible for:

- Signing Holden R-III School District's Acceptable Use Agreement
- Always having in his/her possession a fully-charged computer device
- Attending each class with his/her computer unless directed otherwise by faculty
- Logging in under his/her assigned username and password and not sharing passwords with other students. Only logins from the holden.k12.mo.us domain will be allowed to login on the student devices.

## **Disciplinary Procedures**

Students and parents ought to be aware that school-issued devices remain property of Holden R-III School District; thus, mistreatment or misuse of these devices will be dealt with through disciplinary protocols equivalent to and in-line with those applicable in any other instance of student mistreatment/misuse of school technology.

- Expectations regarding student use of school technology are outlined in the Acceptable Use Policy (AUP) and in this handbook.
- Discipline for violations of the AUP or mistreatment of school property will be handled in accordance with protocol outlined in this handbook and Holden R-III school board policies.

## **Things to Remember in the Classroom**

- Students must take their device charged and ready to use to each class every day.
- During class, students must use their device to complete whatever learning task is at hand rather than allowing the machine to distract from class purposes.
- Students must respect the teacher's request for the device to be open or closed during class.
- Students must only use the device issued to them under their name.
- Students should work on a flat, level surface and not on top of other items.

## **Tips for Taking Care of Computer Devices**

- Find a safe, consistent place to store and charge the device. (consider a surge protector, if possible)
- Keep the computer away from food and liquids in case of spills.
- Keep the computer clean, but only use microfiber cloth to wipe the screen. Never use glass cleaner or other household cleaners not specifically designed for computer

screens.

- Protect the trackpad by never using a pencil, eraser, or other object on the trackpad.
- Do not place heavy objects on top of the computer as it could damage the screen.
- Be careful about how the device is placed in bags and avoid uneven weight dispersion that could result in damage.
- Don't place anything between the screen and keyboard when closing a device.
- Shut down your computer if you do not plan on using it for more than a day.
- Leave your device in a secure place during after-school sports and activities.
- Extreme heat or cold can damage your computer (be careful of leaving it in a car).
- Keep your device locked in a safe location when you are away.
- Only use the school-provided charger with your computer.

#### **To maximize battery life:**

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut down device completely when not in use.

#### **Student access to the Internet and monitoring**

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet using the district-issued device if they have Internet access available to them in their home or other locations. The Holden R-III School District does not provide students with Internet access outside of school.
- Students may access the Internet on their device at any time outside of school. The network settings will filter for adult content even when the device is away from school. Parents should be aware that there are limitations to any web filter. As with any other Internet-enabled device, the Holden R-III School District recommends that parents/legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using the student-issued device.
- There is no expectation of privacy while using a student-issued device, networks, or technology. The student-issued device is the property of the Holden R-III School District, and the Holden R-III School District may search the student-issued device at any time. The District's Acceptable Usage Policy defines appropriate use of district technology, including the student-issued device, and defines "inappropriate material". Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are attending, will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

### **Downloading programs and personalizing the Student-Issued Device**

- Students are allowed to download school-related apps.
- Students must never intentionally damage the device in any way. This includes carving, scratching, and excessive roughness.
- Removal of the device identification is prohibited.
- Do not sync personal devices or passwords to a student-issued device.

### **General Care/Handling/Use**

- NEVER walk from one location to another with an open computer. This is applicable at school and at home.
- Students are responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned device.
- Students are prohibited from allowing other individuals to use the device's charger, and related equipment that is assigned to them.
- Only the Holden R-III Technology Department is authorized to troubleshoot, diagnose, or repair the device.
- Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave the device on a school bus, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.

### **Student-Issued Device Problems**

- Restart your device.
- If restarting the computer does not fix the problem, students should take the device to the library and get a loaner computer to use until the problem is fixed.
- Do not attempt to remove or change software on the computer or the physical structure of the computer.