Paoli Community School Corporation

2015-16

1:1 (One-to-One) Handbook

For Parents & Students

This 1:1 (One-to-One) 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 Paoli Community School Corporation's Purposeful Planning and Effective Instruction Rubric.

Paoli Community 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:

Parents & Students must sign and return the Insurance Coverage Acceptance/Waiver, 1:1 Handbook Policy & Responsible Use Policy document before the device can be issued. These documents can be found on the last page of this handbook and will need to be signed during student registration.

Device Rental

Student-issued Devices are a Primary Instructional Resource and the rental fee for this school year will be paid by the Orange County Commissioners Supporting Organization with casino-generated dollars. Costs related to damaged Devices are the responsibility of the parent, as has traditionally been the case with textbooks.

Insurance:

Paoli Community School Corporation requires the device insurance agreement to be completed be prior to the issuance of a device to your child. The annual fee will be $29 per device and must be paid for at student registration or before. Details of this policy are on page 7.

Training:

Students will be trained on how to use the device using online training tools as well as by their classroom teachers. Training documents and videos will be available online for students to refer to when needed.

Return:

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

Any student who transfers out of Paoli Schools will be required to return their device and accessories. If a 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 the prosecutor's office.

Taking Care of Your Device:

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the School Tech Office. If a loaner device 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 device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your 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 device to room temperature prior to turning it on.

Carrying the Device:
The padded carrying case of the device will only provide basic protection when carrying. It is not designed to prevent damage from drops or abusive handling.

For example, you shouldn't toss the bag or drop the bag if your device is inside. Padded carrying cases are provided with each device but mostly provide protection against cosmetic damage.

Screen Care:
The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- o   Do not lean on top of the device.
- o   Do not place anything near the device that could put pressure on the screen.
- o   Do not place anything in the main area of the carrying case that will press against the cover.
- o   Do not poke the screen.
- o   Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- o   Clean the screen with a soft, dry anti-static, or micro-fiber cloth. <u>Do not use window cleaner or any type of liquid or water on the device</u>. Teachers will have individually-packaged, pre- moistened lens cleaning tissues available for students to clean the screen.

Using Your Device

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

At Home:
All students are required to take their device home each night throughout the school year for charging. *Devices must be brought to school each day in a fully charged condition.* Students need to charge their Devices each evening. If students leave their device at home, they must immediately phone parents to bring the device to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (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:
<u>At School</u>: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

<u>At Home</u>: 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:

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Paoli Community Schools. Spot checks for compliance will be done by administration or PCSC Technicians at any time.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Paoli Community School Corporation responsible use policy.

Software on Device:

Originally Installed Software:
Device software is delivered via the appropriate app 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 device must remain on the device in usable condition and easily accessible at all times.

In addition to the device's operating system, each device includes many other applications useful in an educational environment. The operating system on the device will automatically install updates when the device 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 device design.

Additional Software:
Students are able to install software and apps which have been approved and enabled by Paoli Schools.

Inspection:
Students may be selected at random to provide their 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 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 device <u>that have been synced to Google Drive</u> 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 & Storing Your Device:

Device Identification:
Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:
- Record of serial number and PCSC asset tag
- Individual's Google Account username

<u>*Under no circumstances are students to modify, remove, or destroy identification labels.*</u>

Storing Your Device:
When students are not monitoring their device, they should be stored in their lockers *with the lock securely fastened.* Nothing should be placed on top of the device, when stored in the locker. Students   need to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. The device should be charged fully each night at the student's home. Devices should *never* be stored in a vehicle.

Storing Device at Extra-Curricular Events:
Students are responsible for securely storing their device during extra-curricular events and should communicate with their coach or sponsor if there are questions about safe storage areas.

Device Left in Unsupervised / Unsecured Areas:
Under no circumstance should a device 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 Devices will be confiscated by staff and taken to the Principal's office. Disciplinary   action will be taken for leaving a device in an unsupervised location.

Repairing or Replacing Your Device:

Devices Undergoing Repair:
- Loaner devices may be issued to students when they leave their device for repair at the School 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 device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Warranty:
The manufacturer warrants the device from defects in materials and workmanship 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 or replace the device. The manufacturer warranty *DOES NOT* warrant against damage caused by misuse, abuse, or accidents. Please report all device problems to the Tech Office.

If a device becomes defective (at no fault of the student) PCSC will replace the device at no charge with a new or refurbished device.

Accidental Damage Protection:
As part of the 1:1 initiative, the Paoli Community School Corporation is requiring the purchase of accidental damage insurance prior to the deployment of the device to your child. Paoli Community School Corporation will be the sole provider of this insurance. Under this insurance policy the Devices are protected against accidental damage or damage due to an act of nature. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. Paoli Community Schools will assess the device damage and then repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged full replacement cost of a device damaged due to misuse or abuse.**

Paoli Community School Corporation
Device Insurance

Paoli Community School Corporation requires the completion of the insurance agreement or waiver prior to the deployment of the device to your child. The insurance cost is $29.00 annually for each device. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be $48.00 with the deductible increasing each time a claim is made within the current school year. If a student withdraws from Paoli Schools and then re- enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$29 per device	$48	$68	$88

Costs of Lost or Intentionally Damaged Device and Accessories (NOT COVERED BY INSURANCE):
A device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parent and the replacement cost must be paid to the school.
- AC Adapter & power cord - $42 (Included in device $290 replacement cost)
- Replacement of the device - $290 (Includes required Google licensing, console management & AC Adapter/power cord; Does not include carrying case)
- Padded carrying case - $22 (Not included in $290 device replacement cost)

Total cost of lost or misused/abused device & carrying case: $312

Technical Support:
The Tech Office will be the first point of contact for repair of devices. Services provided by the Tech Office include:
- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring 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 Paoli Community School Corporation.
- Students are responsible for their ethical and educational use of the technology resources of Paoli Community School Corporation.
- Access to Paoli Community School Corporation 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. Violations 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 instances 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 the law.
- Plagiarism is a violation of the Paoli 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 an address assigned by the corporation. This email access will be through a Google Gmail system managed by the Paoli Community 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.

Paoli 1:1 Handbook Student Pledge

- o I will never leave my device unattended in an unsecured or unsupervised location.
- o I will never loan my device to other individuals.
- o I will know where my device is at all times.
- o I will charge my device's battery to full capacity each night.
- o I will keep food and beverages away from my device since they may cause damage to the device.
- o I will not disassemble any part of my device or attempt any repairs.
- o I will protect my device by always carrying it in a secure manner to avoid damage.
- o I will use my device in ways that are appropriate for education.
- o I will not place decorations (stickers, markers, writing, etc.) on the device.
- o I understand that the device I am issued is subject to inspection at any time without notice and remains the property of Paoli Community School Corporation.
- o 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.
- o I will file a police report in case of theft or damage caused by fire.
- o I will be responsible for all damage or loss caused by neglect or abuse.
- o I agree to pay the full replacement cost of my device, power cord/charger, or carrying case in the event any of these items are lost or damaged due to misuse or abuse.
- o I agree to return the device, power cord/charger and carrying case 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 Paoli'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 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
    - o Use only your assigned accounts.
    - o Keep personal information such as: full name, address, phone number, etc., off of public websites.
    - o Keep passwords secret.
    - o Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
    - o Observe all network security practices
    - o Conserve, protect, and share these resources with other students and Internet users
    - o 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
    - o Cite all sources appropriately
    - o Follow all copyright laws
- Respect and practice the principles of community
    - o Communicate only in ways that are kind, responsible, respectful, safe and lawful
    - o Obtain permission before taking/using photos, videos or images of other people
    - o Observe all network security practices
    - o 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

Paoli Community School Corporation

1:1 Handbook & Responsible Use Policy Agreement

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--

2015-2016

Parents and Students: Your signatures below indicate your understanding of the Paoli Community School Corporation 1:1 Handbook Policies as well as the Responsible Use Policy (RUP).

Student's Grade Level_____

Student Printed Name_____   Student Signature_____

Date_____

Parent Printed Name_____   Parent Signature_____

Parent Phone Number_____   Parent Email Address_____

Paoli Community School Corporation
Device Insurance

Paoli Community School Corporation requires the completion of the insurance agreement or waiver prior to the deployment of the device to your child. The insurance cost is $29.00 annually for each device. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be $48.00 with the deductible increasing each time a claim is made within the current school year. If a student withdraws from Paoli Schools and then re- enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$29 per device	$48	$68	$88

Costs of Lost or Intentionally Damaged Device and Accessories (NOT COVERED BY INSURANCE):
A device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parent and the replacement cost must be paid to the school.
- AC Adapter & power cord - $42 (Included in device $290 replacement cost)
- Replacement of the device - $290 (Includes required Google licensing, console management & AC Adapter/power cord; Does not include carrying case)
- Padded carrying case - $22 (Not included in $290 device replacement cost)

I understand the device insurance coverage and wish to enroll my child's assigned device in the insurance coverage program.

                 (Initial Here to Accept Insurance Coverage)

(OR)

I wish to DECLINE the insurance coverage and understand any damage, destruction or other accident involving the device must be paid for, in full, using the new replacement costs at the time of replacement.

                 (Initial Here to DECLINE Insurance Coverage)

Student's Grade Level_____

Student Printed Name_____   Student Signature_____

Date_____

Parent Printed Name_____   Parent Signature_____

Parent Phone Number_____   Parent Email_____