



Community High School District 94

One-to-One (1:1) Technology Program

*Striving to promote and provide growth experiences in
learning, leading, and living.*

Procedures and Information for Students and Parents

Introduction:

The mission of Community High School District 94 is to “...promote and provide growth experiences in learning, leading, and living.” The 1:1 technology program at Community High School contributes to that mission by creating a learning environment where each student is able to take greater ownership of their learning through the use various applications, extensions and websites. Students in a 1:1 technology environment are able stretch their minds, explore new ideas, and analyze more critically as the classroom experience is virtually extended beyond the four walls of the school.

The Chromebook that you have received is an educational tool that was provided to you for the purpose of expanding learning opportunities, enriching classroom experiences, and creating greater engagement. Please choose to use it responsibly and appropriately as outlined by the information found in this packet. If you have any questions about your device, policies or procedures, please see Tech Support Internship or email them at tech@d94.org.

About Your Chromebook:

The following is some basic information about your Chromebook.

1. **Battery Life:** A fully charged Chromebook will last for 8 hours.
2. **Content Filter:** The District utilizes an internet content filter in compliance with the federally mandated Children’s Internet Protection Act (CIPA) when logged onto the District’s network. However, the District cannot and does not provide content filtering when logging onto a wireless connection outside of the school.
3. **Identification tags:** Each Chromebook is assigned a District asset tag code. This code, the Chromebook’s serial number, the Chromebook’s charger serial number, and the student’s ID to which it has been assigned is recorded by the District.
4. **Logging on:** Students will log into their Chromebooks using their school issued Google account.
5. **Operating System:** The operating system for the Chromebook is ChromeOS. Installing any other operating system is prohibited.
6. **Updates:** The Chromebook will update itself automatically on a regular basis.

7. Virus Protection: Chromebooks provide multiple layers of protection against viruses and malware including data encryption and verified boot.

Caring for Your Chromebook

Students are responsible for keeping the District issued Chromebook in proper working order and in good condition at all times. Repairs and other issues need to be addressed solely through Tech Support Internship (TSI) as soon as possible. Repairs or maintenance done by anyone or any computer service outside of TSI are prohibited.

1. General Precautions:

- a. No food or drink should be next to Chromebooks.
- b. Cords, cables, and removable storage devices must be inserted and removed with care.
- c. Heavy objects should not be placed on top of Chromebooks.
- d. Power cords when used should not be a tripping hazard.
- e. Stickers and personal markings on the Chromebook are prohibited.
- f. Never leave Chromebooks unattended.

2. Transporting Chromebooks:

- a. While District issued sleeves are not guaranteed to prevent all damages, Chromebooks need to be in their District provided sleeves whenever they are transported.
- b. Never pack the power cord in the District provide sleeve.
- c. Never lift a Chromebook by the screen.
- d. Never carry or move Chromebooks with the screen open.

3. Screen Care:

- a. Do not put pressure on top of the Chromebook when it is closed.
- b. Do not point at the screen with any objects that might cause damage (i.e. pen, pencil)
- c. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

4. Asset Tag:

- a. Asset tags may not be modified or tampered with in any way.
- b. A financial charge up to the full replacement cost of the Chromebook may be charged to the student for tampering with a District asset tag or for turning in a Chromebook without a District asset tag.

Internet Safety and Protection

1. In compliance with the "Children's Internet Protection Act," Community High School District 94 installs and operates filtering software designed to restrict, block, and filter Internet access to items that may include obscene, child pornographic and other material deemed inappropriate for students. The District however does not and cannot guarantee the efficacy of such software.
2. The District's use of filtering software does not absolve students of the responsibility to not access inappropriate materials or to not abide by state and federal laws and regulations, the terms of District procedures and policies associated with the District's 1:1 program.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite and do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other obscene or inappropriate language.
2. Illegal activities are strictly forbidden.
3. Students are not to reveal any personal information such as address, phone number, full name or such information about any other students, teachers or staff members while online.
4. Note that e-mail is not private. People who operate the system do have access to all mail, and messages may also be intercepted by others on the Internet. Messages relating to or in support of illegal activities may be reported to the authorities. Chat rooms and other forms of direct electronic communications such as instant messaging are not permitted on the school network.
5. A student may not use the Internet, the school network or any computer at school in such a way that would disrupt the use of them by other users. Accessing hacking materials and attempting to use any such items or procedures on the school network is strictly prohibited. Use of the school's network bandwidth for multimedia access or downloads such as streaming audio and video or mp3 files not related to class educational activities is prohibited.
6. Any attempt to electronically break into the school's network, computers, Internet access, codes, security and passwords shall result in the loss of all Internet privileges, immediate disciplinary action, and possible legal action.
7. In addition, the following activities are not permitted:
 - a. Sending or displaying offensive messages or pictures that demean or inappropriately depict or portray gender, race, religion, political views or other personal beliefs;
 - b. Maintaining or being identified on any Internet site which depicts illegal or inappropriate behavior;
 - c. Cyberbullying, harassing, insulting or attacking others;
 - d. Violating copyright laws;
 - e. Using others' passwords;
 - f. Accessing others' folders, work or files;

- g. Refusing to cooperate with District personnel with regard to use of District computers or the network
- h. Intentionally introducing some destructive programs (e.g., virus, worm, spy ware, etc.);
- i. Unauthorized loading of programs.

No Right or Expectation of Privacy

Chromebooks issued to students are District owned. Therefore, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of District-owned devices regardless of whether the use of such device is for district, school, classroom, or personal related purposes.

Returning Your Chromebook when withdrawing from School

Students who are withdrawing from the District must return their Chromebooks and all ancillary items for the Chromebooks (power cord, charger, sleeves) on their last day of attendance. Failure to turn in the Chromebook will result in

- 1. the student being charge with the full replacement cost of the Chromebook.
- 2. the District potentially filing a report of stolen property with the West Chicago Police Department.
- 3. the District enforcing its policies regarding uncollected fees and fines which may culminate in the referral to a collection agency.

Using Your Chromebook at School

The following are expectations and guidelines for using Chromebooks at school.

1. General:

- a. Students are expected to bring a *fully charged* Chromebook to school *each day* unless specifically directed otherwise by their teacher.
- b. Failure to bring a Chromebook to school is a failure to be prepared for classroom.
- c. The student's use of the district issued Chromebook is subject to District policies 6:235 Access to Electronic Networks, 7:190 Student Behavior, and all other applicable District policies.

2. Charging:

- a. Students are expected to bring a *fully charged* Chromebook to school *each day* unless specifically directed otherwise by their teacher.
- b. Charging stations will not be provided by the school. Therefore, students need to charge their Chromebooks at home each evening prior to going to school the next day.

3. Repairs and Troubleshooting:

- a. Repairs and troubleshooting issues with the Chromebook need to be addressed through the Tech Support Internship classroom during non-instructional times.

- b. If issues with the Chromebook arise in the classroom, students need to notify their classroom teacher. The classroom teacher will determine if a visit to TSI should occur.

4. Loaners:

- a. District loaner Chromebooks are available and distributed at the discretion of TSI.
- b. A student using a District Chromebook Loaner must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.

Using Your Chromebook Outside of School

1. Students are encouraged to use their Chromebooks for school related activities and assignments at home and outside of school. However, the District is unable to provide any filtering software when a student accesses internet connections outside of the school.
2. Students and their parents/guardians bear sole responsibility for exercising appropriate internet guidelines and for abiding by state and federal laws and regulations. The student's use of the district issued Chromebook at home and outside of school, however, is subject to District policies 6:235 *Access to Electronic Networks*, 7:190 *Student Behavior*, and all other applicable District policies.

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for authentic personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment students, can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online and just in time. Teachers become facilitators of powered up learning experiences – meaningfully linking technology to curriculum and instruction.

One to One Institute - www.one-to-oneinstitute.org