

1 to 1 Chromebook INITIATIVE

Parent and Student Handbook for Device Procedures and Information

**Tallapoosa County Schools
Dadeville, Alabama**

SECTION 1 - Background Information

The Digital Transformation

The Digital Transformation is the Tallapoosa County Schools plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is implementation of a 1:1 device model. In a 1:1 model all students have an electronic device such as a laptop, Chromebook, or tablet. This allows for integration of technology into all learning environments.

The One-to-One Model of Instructional Technology

Research shows that there can be many positive benefits associated with providing digital devices to students. These include increased student technology use, improved student performance, more efficient and effective communication with families, more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.

- Leaving a Positive Digital Footprint

A critical component of the Tallapoosa County School 1 to 1 Initiative program is student education about digital citizenship and appropriate online behaviors. Students must view themselves as "digital citizens," and are expected to consistently put into practice the technological skills and positive ethical considerations taught throughout the 1 to 1 Initiative. These are much more than stand-alone school-based expectations - these behaviors must carry-over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in the 1 to 1 Initiative will adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times. The Tallapoosa County Schools Acceptable Use Policy is located in the Tallapoosa County Schools Student Handbook and online at: <http://www.tallapoosak12.org>

It is the responsibility of the parent/guardian and the student to read and understand the current policy.

SECTION 2 - Receiving and Using Your Device

- Using Google Suite

Each student will receive a Tallapoosa County-sponsored personalized Google Suite account with a unique "@tallapoosak12.org" address. When logged into Google Suite, students have the capability to email teachers, create and save documents, presentations, spreadsheets, collaborate virtually with partners or groups on school projects, turn in assignments and assessments through the web, and more. Additionally, Google Suite has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

- Receiving and Returning Your Device

At the beginning of each school year, a parent/guardian must sign a Student/Parent Chromebook Use Agreement granting the district permission to provide the student with a device. The device will be issued with one charger. A student will not receive a device if the student has not completed enrollment in iNOW/PowerSchool. Tallapoosa County Schools reserves the right to collect a device if residency cannot be verified.

At the end of the school year, the device and charger must be returned in the same condition in which they were provided. Students owing fees and Seniors must turn their device in by the date set by the school district. If the student has purchased a personal case, the student will keep their case. If a student withdraws or is expelled from Tallapoosa County Schools, the device, and charger must be immediately returned at that time. When returned, each device will be inspected. If any damage has occurred, payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances.

- Device Inventory and Asset Tag Information

Each device is property of Tallapoosa County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned for that school year. There is an inventory asset number attached on the bottom of the device- at no time should any Tallapoosa County inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

Taking Care of Your Device

General Precautions:

1. Keep the laptop/device secure and damage free.
2. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
3. Do not allow others to use the laptop/device, charger or cords.
4. **Devices must come to school with a full battery charge.**
5. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
6. Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
7. Never throw, slide, drop, or press harshly on your device.
8. Do not use a 1:1 device that has not been issued to you.
9. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
10. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitutes damage to the device.
11. Do not leave the laptop/device in a vehicle.
12. Do not leave the laptop/device unattended at school or away from school.
13. Do not allow pets near the laptop/device.
14. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
15. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.
16. Do not place the laptop/device on the floor or on a sitting area such as a chair or couch.
17. Do not leave the laptop/device near table or desk edges.
18. Do not stack objects on top of the laptop/device.
19. Do not use the laptop/device near water such as a pool.
20. Do not check the laptop/device as luggage at the airport.
21. Move your device with two hands with the lid closed. Never throw, drop, or slide your device. Never lift it by the screen.
22. Keep your device in new condition. Do not mark on, write on, or otherwise alter the device, or district tags.
23. Store your device in a safe place at school when eating in the cafeteria, during PE, during after school activities, and outdoor learning times. Devices are not allowed in the cafeteria, gym, or outside spaces except with teacher permission. Teachers will work with students to identify/provide safe spaces.
24. Carefully connect and disconnect cords, cables, etc. Place cords and cables out of walkways. People can be injured by tripping. Devices, cables, and cords can be damaged.
25. Do not plug in your device during a lightning storm and always use a power strip with surge protection.

26. Students may not install applications, add-ons, or extensions without specific permission to do so from the technology department.
27. All files, including music and video, used on Chromebooks should comply with all TCS policies including being appropriate for students to use at school.
28. Ask a media specialist or teacher if there is a problem with your device. Do not attempt to access the internal electronics of the device. Do not seek assistance with a problem from anyone other than a teacher or the technical support system.
29. Use of extensions on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience.
30. Use of social media and instant messaging on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience. Special attention should be paid by students, parents, and educators to help students make good digital citizenship decisions. Students safety is a top priority.
31. Without specific permission from teachers and/or school administrators, students should not use streaming media services. These services require significant network and Internet bandwidth. Use of these services should be connected with a specific learning goal. All use of such services should follow all legal and policy requirements including copyright.
32. Many peripheral devices can be connected to the Chromebook devices including mice, secondary monitors/TV's, USB flash drives, etc. The Technology Department will not provide support for devices not distributed with the Chromebook devices or provided by the Technology Department.
33. Abide by the TCS Responsible Use Policy and TCS Code of Conduct at all times. This includes but is not limited to using school-appropriate images and text on personalized screensavers and background pictures; interacting with classmates, staff, and others as you would in a classroom; and maintaining the privacy of your login information.

- Using Your Device at School

The Chromebook that is issued to you is configured to access the Wi-Fi at the school using the Tallapoosa County School network. It is likely that you will use your device every day at school in some way. Part of being prepared for school each day is having your device fully charged when you arrive at school. Students should follow their teacher's' instruction regarding when to bring the device to class. If a student repeatedly fails to bring their device to school or fails to charge it adequately, technology privileges may be suspended or revoked.

Tallapoosa County Schools employs a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Tallapoosa County Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

- Using a Device Outside of School

Your device is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. The internet filter for that specific network dictates content available on the device. When the device is connected to the internet outside of school, we will be utilizing GoGuardian or its equivalent to filter and monitor the device. GoGuardian or its equivalent education-focused software-as-a-service provider that offers Chromebook management and web filtering in and out of schools.

- Repairing or Replacing a Device
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Normal Wear and Tear

Normal wear and tear is expected for Chromebooks and charging cables. The Tallapoosa County Schools Technology Department will determine if normal wear and tear has occurred and will process all repairs.

Damage

When damage to a Chromebook or charging cable issued to a student results from lack of care or intentional damage, the full cost of the repair must be paid for by the student's parent/guardian.

The full cost of any repair will be determined by market value at the time of repair. Once one-half of the damage cost has been paid, the student is eligible for a loaner device. The TCS Technology Department will determine if damage due to lack of care or intentional damage has occurred and will process all repairs. Each student will be held accountable for damage to the device issued to him/her unless there is clear evidence and documentation that the damage was caused by someone else. This includes marking on it, intentionally scratching it, or adding stickers to it.

Loss or Theft

If a Chromebook or charging cable issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department or school resource officer and provide a copy of the police report to the school media specialist. The student's family must pay the full cost of replacing the Chromebook or charging cable. Once one-half of the replacement cost has been paid, a replacement device will be ordered and a loaner device will be issued to the student. The full cost of any replacement will be determined by market value at the time of replacement.

Current Costs - At this time, the cost of a replacement Chromebook is \$225. The cost of a replacement charging cable is \$51, an LCD is \$58 and a keyboard is \$14. These costs are subject to change depending on what it costs TCS to purchase replacements.

All repairs and replacements must be arranged through Tallapoosa County Schools. If your device is lost, damaged, or having technical issues, please report this to your teacher, media specialist or an administrator immediately. We cannot guarantee the device to be repaired will be the device you

receive back. We also cannot guarantee the type of device you will receive after repair to be the same type of device due to inventory numbers.

SECTION 3 - Acceptable Use Information

- **District Acceptable Use of Technology Student Agreement** Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District's Acceptable Use Agreement and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

Network Safety and Acceptable Use Guidelines

1. Tallapoosa County Schools-owned devices using district's network falls under the Tallapoosa County Schools Acceptable Use Agreement (AUA).
2. Failure to follow the Tallapoosa County Schools Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
3. Free wireless access at school will be provided by Tallapoosa County Schools. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the Tallapoosa County Schools will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

- What is Acceptable Use?

Any use described below is deemed "acceptable" and consistent with the Tallapoosa County Schools Acceptable Use Agreement for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of devices mainly for educational purposes.
2. Use furthers the educational and administrative purposes, goals, and objectives of the Tallapoosa County Schools.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the Tallapoosa County Schools Acceptable Use Agreement.

- What is Unacceptable Use?

Any of the following uses is deemed "unacceptable" and a violation of the TCS Acceptable Use Agreement for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the Tallapoosa County Schools-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: Snapchat, ICQ, etc.
7. Spamming-Sending mass or inappropriate emails.
8. Gaining access to other student's accounts, files, and/or data.
9. Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
12. Bypassing the Tallapoosa County Schools web filter through a web proxy.

Notes to Parents/Guardians Regarding Use of Personal Devices

Tallapoosa County Schools provides a guest wireless network for devices that do not belong to the Tallapoosa County Schools. This network is subject to be disabled from time to time if it places a burden on the school networks. Any attempt to connect a device to any other network will be considered a violation of the Acceptable Use agreement and the device may be blocked from accessing any network provided by the Tallapoosa County Schools. The school's network filters will be applied to personal devices connected to the Tallapoosa County Schools network and any attempt to bypass the network filter is prohibited.

Technicians will be available during the school day for minimal technical assistance. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse of technology or violation of acceptable use agreement.

- Consequences for Improper Use

If a student violates any part of the above policy, board policy, or TCS Student Handbook he/she may be subject to disciplinary consequences. May include but not limited to:

- Check-in/check-out his/her Chromebook from the office or classroom daily
- Attend an Chromebook policy refresher class
- Loss of app privileges or internet access
- Loss of individual Chromebook and be issued a generic loaner Chromebook
- Loss of all Chromebook privileges
- Disciplinary/legal action as deemed appropriate
- Other disciplinary action that the principal or designee deems appropriate

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

- Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the device, Google Suite, and other technology resources. Tallapoosa County Schools retains the right to monitor, access, and review all student messages or information accessed or created using Tallapoosa County Schools-owned devices, Tallapoosa County Schools-sponsored Google Suite accounts, and/or other Tallapoosa County Schools-related network files.

SECTION 4 - Parent/Guardian Information

- Protecting My Student's Device

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.

Any malfunction or damage that is determined by Tallapoosa County Schools technology staff to be a manufacturer's defect **will not be charged** to the student and will be replaced. However, if the damage is determined to be intentional or malicious, the protection plan policy will not cover the cost of repair and the full amount of repair/replace will be due. Disciplinary action may follow.

*** The \$40.00 usage fee is non-refundable. In the event the device is taken because of disciplinary measures or otherwise, the fee for the policy or any other fees will not be refunded.

Frequently Asked Questions

Q:How does a new student obtain a device?

A: All students must be enrolled in PowerSchool before requesting a Chromebook. Additionally a parent or legal guardian and the student must participate in the Chromebook orientation which will be provided by either the school media specialist or the district technology coordinator and purchase the device protection plan..

Q: How do I get my Chromebook repaired?

A: If your Chromebook needs repair, you will need to turn the Chromebook in to the designated person at your school, usually the media specialist. They will send it to the technology department to be repaired. The device will be returned to the school for the student to pick up.

Q: What is the fee to get my Chromebook repaired?

A: Please refer to the Chromebook Use Agreement. The Chromebook will be repaired and returned as soon as possible to the student. If any repair cost is due the Chromebook will be returned once the charge is paid.

Q: What are the steps to take if a Chromebook is stolen or lost?

A: A police report **MUST** be filed for any lost or stolen Chromebooks. After you file a police report, the school media specialist fill out a service request. The fee for a stolen Chromebook is \$100 for the first event. Any additional events will cost the full replacement value of the Chromebook (currently \$225.00). Once the fee has been paid, we can issue the student a new device.

Q: If I have forgotten my password, how do I get it?

A: Contact the library media specialist and a ticket will be entered to reset the student password.

Tallapoosa County Schools
Student/Parent Chromebook Use Agreement

NOTE: This form only applies to the student to whom the Chromebook was issued.

StudentName :

First

Last

Student ID#

ParentName :

First

Last

Driver's License #

Homeroom:Grade: Parent Email Address:

PhysicalAddress :

Home Phone:Work Phone:Cell Phone:

Terms and Conditions

1. I agree to pay a non-refundable annual use/maintenance fee of \$40 per year before taking possession of the Chromebook and its accessories (i.e., charger).
2. I agree to practice digital citizenship and responsible social networking.
3. I agree to comply at all times with the Tallapoosa County School District's Acceptable Use Policy and Chromebook Procedures Manual incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession immediately, and the school system may repossess the Chromebook and its accessories.
4. I agree that I will not deface the Chromebook or its accessories in any way, including the addition of decals, markings, etc.
5. I understand that I will be assigned the same Chromebook each year.
6. I agree that I will not alter (i.e., install VPNs) the Chromebook, nor software configuration or functionality installed by Google or the Tallapoosa County School District.

Title

Legal title to the Chromebook and its accessories is in the name of Tallapoosa County Schools and shall at all times remain so. My possession and use is limited to and conditioned upon my full and complete compliance with this Agreement, the Acceptable Use Policy, and the Chromebook Procedures Manual.

Loss or Damage

If the Chromebook is damaged beyond repair, or is lost or stolen, I am responsible for a \$100 fee for a 1 time replacement. If the Chromebook is reported stolen, a police report must accompany the \$100 fee. Additional replacements, even if in a different school year, will cost me or my parent/guardian the full value of a Chromebook.

If the Chromebook is damaged but repairable, I am not responsible for a repair fee for the first occurrence. I am responsible for the actual repair cost for each additional occurrence of the Chromebook being damaged during a current school year.

Note: Seniors must clear all records and pay fees before participating in graduation ceremonies. Any senior not returning their assigned Chromebook, whether due to loss or theft, will be responsible for the full replacement cost.

Repossession

If I do not timely and fully comply with all terms of this Agreement, including the timely return of the Chromebook and its accessories, the school system shall be entitled to declare me in default and local law enforcement will be contacted to come to my place of residence, or other location of the Chromebook and its accessories, to take possession of the Chromebook and its accessories.

Term of Agreement

My right to the use and possession of the Chromebook and its accessories terminates no later than the last day of the school year unless earlier terminated by the Tallapoosa County School System or upon my withdrawal from the Tallapoosa County School System. Appropriation: My failure to timely return the Chromebook and its accessories and my continued use of it without the school system's consent may be considered unlawful appropriation of property that legally belongs to the Tallapoosa County School System.

Signatures:

Student

Date

Signature :

Parent/Guardian

Date

MUST BE SIGNED AND RETURNED FOR GRADES WHO RECEIVE CHROMEBOOKS