

1:1 Handbook

Spencer-Owen Community Schools

Receiving Your Device

Parents & Students must sign and return the following documents before the Device can be issued:

- Insurance Coverage Acceptance/Waiver
- 1:1 Handbook Policy & Responsible Use Policy

These documents can be found near the end of this handbook and will need to be signed during student registration. Each student will receive the following, when the Device is issued:

- Chromebook
- Carrying case: Each case will have an ID card attached with the serial number of the device that has been assigned to the student.
- Charger

Insurance

Spencer-Owen Community Schools provides an option for parents/students to purchase insurance to cover unforeseen damage to the Device. The form to purchase this insurance coverage, or to decline coverage, must be completed prior to the issuance of a device to your child. Should you choose to purchase insurance through the Worth Avenue Group, the annual fee will be \$29 per device and must be paid prior to a student receiving a device. The Insurance is for the **Device** only and does not include the power cord, adaptor and case.

Training

Students will be trained on how to use the device using online training tools and their classroom teachers.

Returning the Device

Student Devices and accessories (charger and carrying case) will be collected at the end of each school year for maintenance over summer vacation. Any device or accessory item found to be defective, or no longer viable to be redistributed the next school year, will need to be replaced at the expense of the student and parent.

Any student who transfers out of the Spencer-Owen Community Schools (or is expelled from SOCS) will be required to return their device and accessories prior to leaving. If the device and accessories are not returned, the parent/guardian will be held responsible for payment in full of the property not returned and 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 or the Library. 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 and removed before returning the device back to the case.
- 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 carrying case for 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. Carrying cases are provided with each device but only 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.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the main area of the carrying case that will press against the cover.
- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. 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:

Devices must be brought to school each day in a fully charged condition. Students need to charge their Devices each evening. Students are expected to have their Device at school each day, fully charged. Repeat occurrence of being unprepared due to not having the Device (or not having it charged) will result in a 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. There will be, however, a few power adapters in each classroom for the purpose of charging devices in cases of emergency.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

Printing from your Device, at school, will be limited and therefore addressed on a case by case basis. Teaching strategies will facilitate digital copies of homework and etc. All printing will be monitored for abuse.

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 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. It is recommended that students utilize Google Drive to save documents. Doing otherwise, is at the student's own risk.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Spencer-Owen Community Schools. Spot checks for compliance will be done by administration or SOCS Technicians at any time. **Please remember that a Device is similar to a textbook, you are renting its use and will need to return it at the end of the school year in the same condition that it was received.**

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Spencer-Owen Community Schools responsible use policy. Should you choose to add appropriate music, photos, and videos, please remember you must always have enough storage space for school work. "Appropriateness" shall be determined at the sole discretion of SOCS administration.

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 shut down 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 Spencer-Owen Community Schools. Students should not install software and/or apps without prior approval from SOCS administration.

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. Please remember that SOCS owns the device and therefore students have no expectation of privacy

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 mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will likely not be restored. It is recommended that you store no information/documents/files on the internal memory that has not been backed up.

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 SOCS asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. If said identification becomes damaged the student must contact the library or Tech office for a replacement ID.

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. It is recommended that students take their Device home with them every night. Storing the Device in a locker or anywhere else at school outside of school hours is not recommended and if done so, will be at the student’s own risk. The device should be charged fully each night at the student’s home. Devices should never be stored in a vehicle.

Storing Device at Extracurricular 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. Students choosing to store the Device during extra-curricular events do so at their own risk.

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 school office. Disciplinary action may be taken for leaving a device in an unsupervised location. Regardless of where you leave the Device, the security of it rests with the student assigned the Device.

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 for students to 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) SOCS will replace the device at no charge with a new or refurbished device.

Accidental Damage Protection:

As part of the 1:1 initiative, the Spencer-Owen Community Schools is making available an option to purchase accidental damage insurance policy prior to the distribution of the device to your child. Spencer-Owen Community Schools will contract with an independent insurance company for this insurance. Under this insurance policy the Devices are protected against accidental damage or damage due to an act of nature. Please see the details listed in the policy for exact coverage. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

All students/parents will be required to either purchase insurance OR decline coverage. Any claims submitted to the insurance for processing, will be processed and finalized at the discretion of the insurance company. SOCS cannot change any coverage decision issued by the insurance company.

Parents/Students will be charged appropriately for parts or full replacement cost of a device in the event insurance was not purchased or the insurance company determines damage is not covered by the policy.

Information on Device Insurance

Spencer-Owen Community Schools requires the completion of the insurance agreement or waiver prior to the distribution of the device to your child. The insurance cost is \$29.00 annually for each device. With each policy purchased, student/parent will receive a “standards claims process” information sheet. Upon request, and via our school website, a student/parent may receive a copy of the Electronic Device Protection Plan.

Cost 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 - \$30 (Included in device \$243 replacement cost)
- Replacement of the device - \$243 (Includes required Google licensing, console management & AC Adapter/power cord; Does not include carrying case)
- Padded carrying case - \$20(Not included in \$243 device replacement cost)

All items listed immediately above will be expected to be returned at the end of the school in a condition in which they were received. Any condition otherwise, may result in student/parent being responsible for replacement.

Total cost of lost or misused/abused device & carrying case; \$263

Technical Support

The Tech Office will be the first point of contact for repair of devices. Students/Parents shall not take the device to a third-party or outside vendor for repairs. Services provided by the Tech Office included:

- Password Identification or reset
- 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

Students have no expectation of confidentiality or privacy with respect to any usage of a school issued electronic device, regardless of whether that use is for school or personal purposes. SOCS may, without notice or consent, supervise access, view, monitor, and record use of these devices at any time for any reason related to the operating of the school. By use of these devices, students agree and consent to such access, monitoring, and recording of their use.

Responsible Use Policy

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 Spencer-Owen Community School Corporation.
- Students are responsible for their ethical and educational use of the technology resources of Spencer-Owen Community School Corporation.
- Access to Spencer-Owen 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 the network administrator and/or school administration, in their sole discretion, which shall make determinations as to what is responsible in any undefined situation 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 Spencer-Owen Community 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: While students will not be assigned an email account at the start of the school year, there is potential for email accounts to be assigned during the school year. Should students be assigned a school email account, the following will apply.

- 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 Google Gmail system managed by the Spencer-Owen 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 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.
- Every email is stored permanently.
- NEVER give your login credentials away.

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.

SOCS 1:1 Handbook Student Pledge

- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.

- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the device.
- I understand that the device I am issued is subject to inspection at any time without notice and remains the property of Spencer-Owen Community Schools.
- 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.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- 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. In the event I have declined Accidental Damage Protection, I also agree to pay 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 accidental damage or damage due to an act of nature.
- I agree to return the device, power cord/charger and carrying case in good working condition at the end of each school year, prior to leaving if I transfer out of the Spencer-Owen Community Schools, or if I am expelled for any reason.

Use of the Internet and Digital Devices

Internet and digital device use is intended to further student learning for SOCS 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, and 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.
- NEVER give your login or password credentials to another person.

Be Respectful

- Respect and protect your privacy and the privacy of others.
 - Use only your assigned accounts.
 - Keep personal information such as: full name, address, phone number, etc., off of public websites.
 - Keep passwords secret.
 - Represent yourself truthfully.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Treat technology equipment with care and report any damages, security risks or violations to a teacher or administrator.
- Respect and protect the copyright/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful, safe and lawful.
 - Obtain permission before taking/using/sharing photos, videos or images of other people.
 - Observe all network security practices.
 - 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.

Insurance Coverage Acceptance/Waiver

Spencer-Owen 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. With each policy purchased, student/parent will receive a “standards claims process” information sheet. Upon request, and via our school website, a student/parent may receive a copy of the Electronic Device Protection Plan.

Cost 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 - \$30 (Included in device \$243 replacement cost)
- Replacement of the device - \$243 (Includes required Google licensing, console management & AC Adapter/power cord; Does not include carrying case)
- Padded carrying case - \$20 (Not included in \$243 device replacement cost)

All items listed immediately above will be expected to be returned at the end of the school year or at the time of withdrawing from OVHS, in the condition in which they were received. Any condition otherwise, will result in student/parent being responsible for replacement.

Total cost of lost or misused/abused device & carrying case; \$263* (This price may change to reflect the most current device purchasing amount.)

I understand the device insurance coverage. I understand that if I **accept insurance** any damage to the device prior to payment of the insurance is my responsibility.

I understand if I **Decline** insurance coverage I must pay for the device in full for any damage, destruction or other accident involving the device. This will either be a repair charge or replacement of the device this will be determined upon evaluation of the device.

Parents and Students: Your signatures below indicate you’ve received, and will be accountable for understanding, the Spencer-Owen Community School Corporation 1:1 Handbook Policies, the Responsible Use Policy (RUP), and Standard Claims Process.

Students Grade Level_____

Student Printed Name_____

Student Signature_____

Date_____

Parent Printed Name_____

Parent Signature_____

Parent Phone Number_____

Parent Email_____

Accept Insurance _____(Initial) **(or)** **Decline Insurance** _____(Initial)

***Payment is due 2 weeks from the last day of registration for current enrolled students and 2 weeks from the date of enrollment for new students. If payment is not received by the designated deadline your acceptance of insurance is no longer valid. Therefore you are declining insurance. No EXCEPTION.**