

# STUDENT TECHNOLOGY HANDBOOK

2020-2021



verizon  
innovative  
learning

Digital Promise



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### REQUEST FORMS

**CHROMEBOOK TECH SUPPORT** If your teacher has already tried to help and your issue is not resolved, visit <https://bit.ly/phcsservice> or scan this code on any device to fill out a request.



## **Section 1: Receiving and Returning Devices**

<b>RECEIVING A DEVICE</b>	<p>Before students receive their Chromebooks, they and a parent <b>MUST</b> participate in orientation on care and use of technology devices and internet safety, including digital citizenship and co-sign and return the appropriate paperwork, including <a href="#">Section 7: Student Technology Device Agreement</a>.</p> <p>Students will be held responsible for completing all digital citizenship lessons through the school year and achieving a passing grade to keep a VILS Chromebook.</p>
<b>RETURNING A DEVICE</b>	<p>Students who graduate early, withdraw, or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.</p> <p>The individual's school technology device and accessories (technology device and charger, as well as any additional protective covering provided by the school) must be returned to the school at the end of each year, unless granted permission by the school to keep the device over the summer.</p> <p>If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to a <b>student fine</b> for the replacement cost of the device.</p> <p>The student will be responsible for any damage to the technology device, charger, or protective covering. The student will be charged for any needed repairs, not to exceed the replacement cost of the technology device.</p>

## **Section 2: Distance Learning Expectations**

In order for us to do our best learning and teaching while we are working together from afar, we must adhere to a few guidelines. **Your teacher may give you directions in addition to these, but what we have listed is basic expectations to help students be successful in Distance Learning.**

### **Zoom/Live Video Sessions**

- **Attendance and Timeliness:** Be on time for all scheduled sessions. Attendance is important! Attendance for the entirety of class is mandatory.
- **Name and Login:** Sign in only from your VILS device. When prompted to enter your name, be sure to use the first and last name we call you at school - not a username or nickname.
- **Setting and On-Task Behavior:** Ensure you have a quiet space - no TV or music on while participating. You should not be doing something else while lessons are taking place. Cell phones or other devices should be put away. You should be focused on the lesson and using the device solely for that purpose at that time - no other tabs, games, or activities.
- **Camera:** Your camera should be on with your face in view so your teacher can see you.
- **Audio:** Keep your microphone muted unless called upon by your teacher, but paying close attention and following all directions. Headphones are helpful but not necessary.
- **Attire:** You should be dressed appropriately - this means outfits that would be acceptable on a regular attire dress-down day at school, not pajamas.
- **Zoom Tools:** Chat boxes are to be used only as directed by your teacher. It is not a place to have conversations unrelated to the lesson. Your teacher will give you directions when it is time to use chat features. Use the Raise Your Hand function to speak. Use Reactions when appropriate and given permission.

### **Section 3: Device Care and User Safety**

The following section is to help us protect both the devices and our scholars as they navigate their new devices. These clear expectations set us up for success so these devices can follow students for their entire time at school. We must stress that they will be using the same VILS device for a few years, so they must take this responsibility seriously, what they can do when they need help, and understand what consequences they may face for non-compliance.

#### **STUDENT GUIDE: THE DO'S AND DON'T OF YOUR DEVICE**

As a student, you are required to know, understand, and follow each of the do's and don'ts of Chromebook care that we have listed below:

- |              |  |
|--------------|--|
| <b>DO</b>    | bring the device to school <b>every day</b> .  |
| <b>DO</b>    | take responsibility for the care of your device.   |
| <b>DO</b>    | fully charge your device each night at home to prepare for school.   |
| <b>DO</b>    | report it immediately to teacher if device is not working or is damaged.   |
| <b>DO</b>    | place your device in its case, then in a backpack or bag when not in use.  |
| <b>DO</b>    | keep your device away from food and liquids.   |
| <b>DO</b>    | clean the device regularly with an alcohol wipe or a paper towel that is damp with water or rubbing alcohol. Screens may be cleaned with lens cloths used for glasses.                   |
| <b>DO</b>    | remember that your device is property of the school. It can be inspected at any time.  |
| <b>DO</b>    | remember that you have no right to nor expectation of privacy on a district device.  |
| <b>DO</b>    | close device with touchscreen and keyboard facing inward and place your device in its case when not in use   |
| <b>DO</b>    | use the technology device according to school and district policies and procedures, including rules of digital citizenship and device care.  |
| <b>DON'T</b> | leave the technology device unattended.  |
| <b>DON'T</b> | lend the device to another person.   |
| <b>DON'T</b> | carry your device by the lid. Always close it and carry by the base, like a tray.  |
| <b>DON'T</b> | leave the device in a car or outside where temperature is extreme or that your bag or device is visible from outside the car. Never leave your device in a vehicle overnight or outside. |
| <b>DON'T</b> | use Clorox or Lysol-type wipe, cleaner, sprays, ammonia, or abrasives on the device.   |
| <b>DON'T</b> | place device in a location where a person could sit or step on it  |
| <b>DON'T</b> | write on, draw on, nor add stickers nor labels to the device.  |
| <b>DON'T</b> | modify nor remove the serial number or asset tags. This voids any warranty and you will be solely liable for any damage if the device is missing these tags.                             |

<b>DATA USAGE</b>	<p><b>WiFi should be used whenever possible to avoid using data.</b>  <b>Data usage is for school-related internet use only.</b>  Each Chromebook has 10GB of monthly data, which resets on the 28th of each month. Parents should actively monitor student internet use at home.</p>
<b>CHARGER NORMS</b>	<p>Chargers given to students at the beginning of the year should stay home.  <b>Chromebooks should arrive to school with at least 75% charge. Charging stations will be available in homerooms, but should be only used if necessary.</b>  <b>CHARGING AT HOME:</b> Home charging should not be in the student’s bedroom. Parents should help ensure devices are placed on chargers at night to secure overnight charging.  <b>LOST CHARGER:</b> Students will be responsible for the purchase price of a replacement charger (\$20).</p>
<b>STYLUS NORMS</b>	<p>Every Chromebook comes with a stylus that fits in the device. Students should ensure they are always returned to their slot. Styluses should only be used on the screen of the Chromebook to ensure their sensitive tips don’t break.  <b>LOST STYLUS:</b> Students will be responsible for the purchase price of a lost stylus.</p>
<b>APP and FILE NORMS</b>	<p><b>Students are not permitted to download apps or files without district authorization.</b>  Apps/extensions will be pushed to students’ devices upon teacher request and DCI/Principal approval.  Students may not read, alter, change, block, open or delete files or communications belonging to another user without the owner’s express prior permission.  Students may not download or transfer any content through an external drive.</p>
<b>INTERNET SAFETY NORMS</b>	<p><b>Teachers will continuously monitor student internet use in class.</b>  <b>Parents should monitor internet use at home.</b>  Students may not use another student’s login (username and password), name, or persona/likeness, regardless of permission.  Students are prohibited from engaging in unauthorized or unlawful activities, such as “hacking,” introducing viruses or malware, violating copyright or other intellectual property laws, or using the network to gain or attempt to gain unauthorized or unlawful access to other computers or devices, computer systems or accounts.  It is prohibited for students to access, transmit, nor generate content that is unacceptable in a school setting, including but not limited to images/video/audio/communication/language that is pornographic (or anything that could be considered “sexting”), illegal, obscene, violent, vulgar, an ethnic or racial slur, or is insensitive or intolerant of others. This includes actions taken on or off campus and on personal devices or school devices. <b>This includes any behavior that can be interpreted as threatening or cyberbullying (see Student Handbook for specifics).</b>  Students may not use any non-school-approved chat rooms, messaging, social networking, public forums, or websites. Students may not reveal to others outside the school any personal information about themselves or other students.  Students should not communicate with strangers nor agree to meet with anyone they meet online. Any student who receives a message that is inappropriate or makes them uncomfortable should report to a teacher or administrator and their parents.</p>

	<p>Any digital communication between students must be respectful, kind, and aligned with the same expectations as in-class discussions.</p> <p>Students may not use a VILS device to buy or sell products and services, nor for any financial gain, nor for commercial activity. This includes but is not limited to any illegal purposes or activity prohibited by school policy.</p>
<b>SCHOOL INTERNET NETWORK FILTERING</b>	<p>Crescent City Schools utilizes a server-based filtering software with these abilities:</p> <ul style="list-style-type: none"> <li>• To block inappropriate sites, and filter websites based on keywords.</li> <li>• Students who use social media platforms should not friend, add, follow, or interact with the personal accounts of teachers or other school staff members. They may follow public-facing, official social media accounts of the school.</li> <li>• <b>This filtering feature functions both on and off of campus. This same software immediately alerts staff to content that is inappropriate, prohibited, or dangerous to students.</b></li> <li>• <b>Students may not attempt to circumvent this filtering, including Incognito Mode, private browsers, VPNs, or other means to attempt to conceal activity.</b></li> <li>• It is an expectation that the user report any instances of unblocked material within our filtering software to a teacher, administrator, or the District's Help Desk, as applicable.</li> </ul>
<b>COPYRIGHT or PLAGIARISM</b>	<p>Students may not knowingly violate copyright law by stealing licensed images or content from websites or apps in part or whole. Any information borrowed in order to complete assignments should be properly quoted and sourced.</p> <p>Students may not copy other students' assignments, responses, nor original content to pass off as their own. Students may not complete another student's digital assignments in any part. Clear expectations for group assignments will be communicated by individual teachers.</p>

## REPAIR AND REPLACEMENT GUIDELINES

The following is a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. *During the time of a review, the student will become a "day user" where they will check out a machine from the help desk each morning and return it before they leave school each day.*

<b>FEE SCHEDULE</b>	<p><b>Chromebook Replacement: \$100.00</b></p> <p><b>Chromebook Repair: \$50.00</b></p> <p><b>Lost Charger: \$20.00</b></p>
<b>LOST OR STOLEN DEVICES</b>	<p><b>Report the loss <u>immediately</u> to administration by calling the office.</b></p> <ul style="list-style-type: none"> <li>• Administrator will meet with the student and parent/guardian to investigate the theft.</li> <li>• The student will be a day user or have a loaner device during the time of the investigation. Upon finalizing the report, a student should be issued a new device.</li> </ul>
<b>DAMAGED DEVICES</b>	<p><b><i>Non-preventable Damage</i></b> (examples include, but are not limited to: auto accident, house fire)</p> <ul style="list-style-type: none"> <li>• Administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary.</li> <li>• Upon determination of a verifiable accident, the student will be issued another device.</li> </ul> <p><b><i>Preventable Damage/Negligence or Willful Damage/Recklessness</i></b></p>

	<ul style="list-style-type: none"> <li>• The parent/guardian and student have accepted responsibility for the technology device and therefore are liable for the cost of the repair or device</li> <li>• Administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary.</li> <li>• Student will become a “day user” until the cost of the repair is received.</li> <li>• The cost of repair will be to the student who caused harm.</li> <li>• The cost of repairs will be assessed for each reported incident.</li> </ul>
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**Section 4: Technology Norms and Consequences**

<b>DEVICE VIOLATIONS</b>	<p><b>Each of the following violations will receive an immediate consequence:</b></p> <ol style="list-style-type: none"> <li>1. Chromebook repeatedly brought to school will less than a 75% charge</li> <li>2. Chromebook not brought with student to school</li> <li>3. Off-task behavior. Ex.: Visiting other websites while a lesson is happening</li> <li>4. Unauthorized use or apps, including going around filters or harassing others</li> <li>5. Unprotected Chromebook</li> </ol> <p>Chromebook violations will result in the mentioned consequences per teacher’s discretion. Some Chromebook violations could result in Chromebook restrictions (e.g. no camera use). <b>Parents will be fined to replace Chromebooks that are <u>intentionally damaged or lost.</u></b></p>
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<b>DAILY CHECK-IN</b>	<p>To make sure we are ready for school, every morning students will be required to present their Chromebook to their homeroom teacher upon arrival.</p> <ol style="list-style-type: none"> <li>1. Chromebook out and turned on</li> <li>2. Chromebook charge at 75% or higher</li> </ol>
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If a student neglects to bring their Chromebook to school, the student will be required to fill out a Chromebook **Rental Request Form**. If this becomes a repeated problem, parents and the administration are contacted and discuss plans to help the student bring their Chromebook each day. Chromebooks are fundamental to learning in each class and not bringing the device is unacceptable. A student will be permitted to borrow a Chromebook for the day to continue their learning, but it will be with restricted use capabilities.

**CONSEQUENCE LADDER AND INCENTIVES**

As in any activity, student misbehavior with computers should be met with predictable and logical consequences. It is important to know what to expect if a Chromebook norm is violated, such as off-task behavior, unauthorized use or apps, or having the device unprotected at any moment. Each time the student will receive a consequence, increasing in severity with each offense.

<b>VIOLATION COUNT</b>	<b>CONSEQUENCE</b>
First Violation	Verbal Warning by teacher, in the moment
Second Violation	Student Teacher Conference and -\$4
Third Violation	Call Home and -\$8
Fourth Violation	Lose Take-Home Chromebook Privilege (1 Day). 2nd Call Home. Homework duty during enrichment block.
Fifth Violation	Parent Conference

## POSITIVE REINFORCEMENT

Arrives with Chromebook charged

100% of class has Chromebooks charged for 2 weeks

Free time on choice games

Raffle Entries for excellent care of tech

## INCENTIVE

+\$2 per day

Special Prize (bookmarks, cool toys, etc.)

Weekly, TBD by teacher

Weekly, via deposits by any staff

## **Section 5: Parent/Guardian Guide: What You Should Know**

**Review the following information to help your student with their device use responsibility:**

- Monitor your student's home use of the internet with the device.
  - Set and enforce rules for internet and phone use. Place a time limit on the internet, texting, social networking sites, etc.
  - Routinely check the history of Google Chrome: Show All History. If the history on your student's Chromebook is empty, ask why.
  - Ask and know your student's personal usernames and passwords for school accounts. This allows parents to view their student's assignments and progress.
- Provide a place in an open area of your home, such as the kitchen or living room, where the device will be used.
- Use the internet with your student to help develop safe internet habits.
- Frequently ask to see your student's technology device and ask how it is being used.
- Do not hesitate to contact your school if you have questions or concerns about the device.
- **Social Media** is blocked by network filters while on school property, but parents should be aware of which social media sites your students use (TikTok, Instagram, Facebook, SnapChat, etc.) and monitor their postings. Ensure your students are presenting themselves in a safe and responsible manner. Parents should talk with their students about their permanent digital footprint. Be alert to any cyberbullying and notify the school immediately if it involves another student.

## **Section 6: Common Language and In-Class Expectations**

### **IN-CLASS EXPECTATIONS**

To guide the students with their transition to using Chromebooks daily in classes, as a school we have set some ground rules and norms for proper use. Students and staff will be applying the following terms to guide daily Chromebook use in the classroom. The classroom poster is below:

#### **“Chromebooks are on green”**

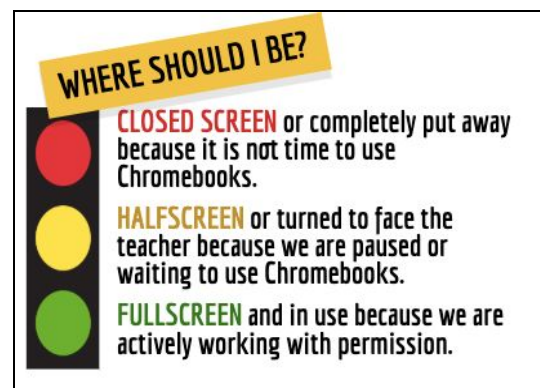
GO! Computers are open completely and students are actively working.

#### **“Chromebooks are on yellow”**

SLOW DOWN! Chromebooks can be out on students' desks but must be face down, half-open, or facing the teacher.

#### **“Chromebooks are on red”**

STOP! Chromebooks are closed or out of sight: in their desk, or in another place completely away.





## STUDENT AGREEMENT FOR TECHNOLOGY USE

<b>RECEIVING AND RETURNING DEVICES</b>	<ul style="list-style-type: none"> <li>• I understand that in order to <b>receive</b> and keep a device, I must complete all Digital Citizenship lessons and achieve a passing grade.</li> <li>• I understand that I must <b>return</b> a device on the <b>SAME DAY</b> if I graduate early, withdraw, am expelled, or terminate enrollment for any other reason.</li> </ul>
<b>CLASSROOM PROCEDURES</b>	<ul style="list-style-type: none"> <li>• I understand that I must follow classroom procedures, both in this guide and as explained by my teachers, both for in-person learning and Distance Learning.</li> </ul>
<b>DISTANCE LEARNING</b>	<ul style="list-style-type: none"> <li>• I understand that it is my responsibility to actively participate in all lessons for Distance Learning and that I must complete all assignments. Attendance and assignment completion are mandatory.</li> </ul>
<b>DEVICE CARE AND USER SAFETY</b>	<ul style="list-style-type: none"> <li>• I will ensure my device is charged and ready for class, both in person and for Distance Learning.</li> <li>• I will adhere to all guidelines in this handbook, including but not limited to Do's and Don'ts and Norms.</li> <li>• I understand it is my responsibility to care for this device to the best of my ability and that this device is going to be for my use while I attend this school.</li> </ul>
<b>DATA USAGE</b>	<ul style="list-style-type: none"> <li>• I will use WiFi when possible and understand that my data is only for use when WiFi is unavailable.</li> <li>• I understand I am responsible for limiting my data usage and there may be a consequence for repeatedly using excess data.</li> </ul>
<b>INTERNET SAFETY</b>	<ul style="list-style-type: none"> <li>• I will immediately report to my parent/guardian AND teacher if             <ul style="list-style-type: none"> <li>○ I feel unsafe or threatened online, or see others being unsafe or threatened online.</li> <li>○ I see any activity that can be perceived as cyberbullying or harassment.</li> <li>○ I come across websites that are inappropriate for school.</li> <li>○ I see or receive anything that makes me feel uncomfortable or asks me for private information.</li> </ul> </li> <li>• I will adhere to our Internet Safety Norms in this handbook and follow all guidance on Digital Citizenship presented thereafter.</li> <li>• I will not participate in any activity that can be perceived as cyberbullying or harassment.</li> <li>• I will not use this device to transmit or receive any content that is not school appropriate as outlined in this handbook.</li> <li>• I will not share passwords for this device with anyone else except for a guardian or teacher.</li> <li>• I will not sign into another student's account nor use this device to pose as someone else.</li> <li>• I will not use my device to violate copyright nor plagiarize anyone else's work or participate in any academic dishonesty (copying or cheating).</li> <li>• I will not use my device to circumvent filtering as outlined in this handbook.</li> </ul>
<b>REPAIR AND REPLACEMENT</b>	<ul style="list-style-type: none"> <li>• I will immediately report any damage or loss to my device, charger, stylus, or any other school-issued equipment to my parent/guardian and my teacher.</li> <li>• I will fill in any appropriate Forms needed to expedite repairs or replacements.</li> </ul>
<b>BEHAVIOR AND CONSEQUENCES</b>	<ul style="list-style-type: none"> <li>• I understand that any communication on this device should be respectful and responsible.</li> <li>• I have no expectation of privacy on this school-owned device and understand that activity is logged.</li> <li>• I understand that this device can be collected for screening at any time.</li> <li>• I understand that I can receive consequences for violating any of what is outlined in this handbook, which can result in me losing access to my device.</li> </ul>

**I have read this agreement carefully, understand the guidelines in this handbook, and agree to them fully. I understand that any breach of these conditions may result in my removal from this project entirely.**

Date \_\_\_\_\_

Student name \_\_\_\_\_ Student signature \_\_\_\_\_

Parent name \_\_\_\_\_ Parent signature \_\_\_\_\_