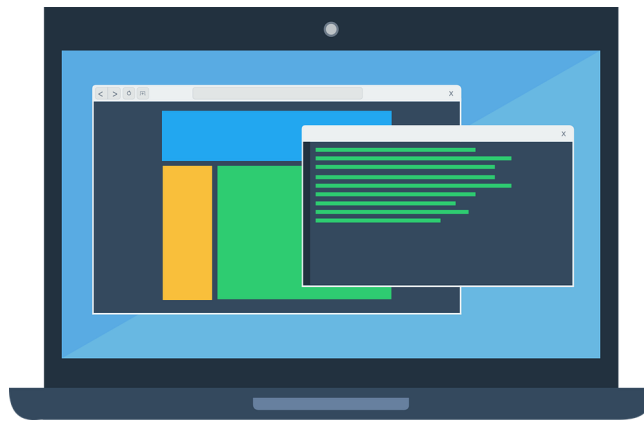


Shelton Public Schools

Student 1:1 Handbook



2018-2019

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“Becoming the Best Version of Ourselves Together”

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The Vision for 1:1 in Shelton Public Schools

The 1:1 initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal is to provide each 7th-12th grade student in Shelton Public Schools with 24/7 computer access. Each 7th-12th grade student will be provided with an Lenovo Chromebook to be in their possession, provided all policies are adhered to. All students in the school will be provided with progressively more technology opportunities as well.

The 1:1 initiative allows several things to occur for the benefit of student learning. Some of these include the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment

Ownership

- Shelton Public Schools retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the Student to use the Device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to SPS technology, as well as any other disciplinary action deemed appropriate by SPS policy. SPS reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, SPS administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using SPS computers, networks, or technology.

Equipment Provided

- Each 7th-12th grade student will be issued a Lenovo Chromebook
- All Devices include a protective bag or case, AC charger, software, and other miscellaneous items (hereinafter collectively referred to as the "Device"). SPS will retain records of the serial numbers of all provided equipment.

Responsibility for Electronic Data

- It is the sole responsibility of the Student to backup such data as necessary. SPS provides a means for backup via Google Drive but does not accept responsibility for any such backup of student material.

Acceptable Use Guidelines

Laptop Computer Security Policy During the School Day

- Students must have laptops with them, in their school lockers or in a designated area.
- Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
- Laptops must be kept in the Protective Sleeve issued with the laptop at all times when not in use. Laptops must be in their protective sleeve when passing between periods in the hallways.
- Students are not to get out their laptops in the classrooms **until instructed by their teachers** to do so.
- Students are not to deface their laptops or carrying sleeves in any way, e.g., with stickers, tape, and white - out, marking pens, etc. If there are any questions, **check with an administrators**.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should **immediately notify a teacher**.
- Chatting platforms, such as iChat, Google Chat and etc. are not to be used in school unless expressly for educational purposes under the direct guidance of a faculty member; other forms of E-mail and all other forms of electronic communication are to be used through the guidance of the teachers.
- Use of the computer (including "e-mailing") for anything other than a teacher-directed or approved activity is prohibited during the school day.
- Internet computer games or any computer games are prohibited in classes, lobbies, hallways, etc. during the regular school day **unless direct teacher approval has been obtained**.
- Computers may not be used to make sound or video recordings without the consent of all parties being recorded and under the direct supervision of a teacher.
- Installation of peer-to-peer file-sharing programs and audio/video extraction programs as well as the use of audio/video extraction websites are strictly forbidden. Using iTunes or

similar programs to share music is also forbidden. Copyright laws must be respected. If the student has any questions about what constitutes a copyright violation, he/she should contact an administrator, media specialist or teacher.

- If the student has specific class needs for additional software or wants to add personal software, the student must request approval prior to the installation. The amount of storage used in the laptop will be determined by the school administration.
- Students are allowed to listen to music during the regular school day **only when permission is given by their teacher or supervising adult.**
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action. The student's airport shall always remain open.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Sound must be turned off at all times, except when being used as a part of the class, **and permission is given by their teacher or supervising adult.**
- Students that are obtaining low grades or are on the down list may have their laptop use limited to strictly assignments and academic purposes.

Inappropriate Use

Shelton Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to, the following:

1. The user shall not erase, change, rename, or make unusable anyone's computer, files, programs, or disks.
2. The user shall not use or try to discover another's password(s) or another person's Email or other files.
3. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
4. The user shall not let anyone else use his/her name, login/password information, or files.
5. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendos, or and/or threats.
6. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
7. Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.

General Care

- The laptop is not to be left in a vehicle during extreme hot or cold temperatures.

- Students should bring their issued device with them fully charged at the beginning of each school day.
- Students are responsible to have their computer and charger at school each day.
- Cleaning the screen is to be done with a soft, clean cloth (if there is a question, ask the technology director).
- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. If these actions are taken, damages will be assessed based on the damage reimbursement ratio.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device.
- Do not do anything to the Device that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the Device.
- Computer skins/keyboard covers may only be used if they do not damage the computer in any way.
- DO NOT charge your Device while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Fees/Damage Repair Ratio

The following items are being loaned to me and are in good working order unless otherwise indicated:

Lenovo Chromebook, Charger, & Carrying Case

It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$10.00 fee is assessed each year for each student who takes a school-issued computer home. This fee is to cover the school's cost if any damage should occur. Each computer is insured by the school's insurance policy.

Laptop Damage Reimbursement by Student/Parents-School District.

***Damage to the computer for any reason is the responsibility of the student/parent ratio and school district as follows:**

1st - 40% student, 60% school	2nd - 60% student, 40% school
3rd - 80% student, 20% school	4th or more - 100% student

There is one exception; if the student intentionally damages the laptop, the student/parent will be responsible for 100% of the damage.

****Damage offenses are cumulative throughout each student's tenure at Shelton Public Schools***

****Damage to charger and/or case will be full replacement cost.***

Shelton Public Schools reserves the right to change this usage policy if needed. The equipment is the property of Shelton Public Schools of Shelton, NE, and is being loaned to the student/parent for educational purposes only for the Academic School Year.

The equipment will be returned to the school on a date to be determined or sooner if the student is discharged from the school prior to the end of the school year.

If the laptop is lost, stolen, or intentionally damaged while in the student's possession, the student/parent is responsible for the replacement or repair based on the same procedures as listed above. The student/parent agrees to indemnify the District against any loss occurring during or resulting from student's possession or use of laptop, including, but not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of District Property.

The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

The student/parent may not install or utilize any software in connection with the use of the laptop other than the software owned by the District and made available to the student/parent in accordance with this computer loan agreement. The student/parent also agrees not to make any unauthorized use of or modifications of such software. The student/parent acknowledges and agrees that his/her use of the laptop is a privilege, and that by this agreement; the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and to return the same in good condition and repair.

Laptop Violations

- 1st Offense - The Device will be confiscated and **returned to the student** at the end of the school day.
- 2nd Offense - The Device will be confiscated and **returned to the parent/guardian** at the end of the school day.
- 3rd Offense - Loss of "take home" privileges for 1 week. Machine is to be turned into the library at the end of the day and checked out at the beginning of the day.

- 4th Offense - Loss of "take home" privileges for 2 weeks. Machine is to be turned into the library at the end of the day and checked out at the beginning of the day.
- 5 or more Offenses - 5 or more violations (or profound violations of school policy) may be handled on a "per incident" basis - punishments may be anything up to and including total revocation of all computer privileges in addition to any general disciplinary measures deemed necessary by the administration

Shelton Public Schools Specific Access Restrictions

Social Media Sites will be accessible from only 4:00pm - 11:00pm

As technology is ever-changing, such is the necessity for the ability to adapt policies and procedures concerning that technology. Shelton Public Schools reserves the right to amend this handbook on an as-needed basis as deemed appropriate by the administration.

What Every Parent Needs To Know About Internet Safety

Shelton Public Schools takes seriously its responsibility to empower all students for tomorrow's challenges. Like any educational endeavor, parents and schools must work in partnership to assure students understand responsible and safe use of these tools. Student Internet use should be monitored at home as well as at school.

INTERNET SAFETY

1) Discuss Internet use with your children and clarify what they should and should not do online.

a. Make your expectations about Internet use clear to your children.

b. Advise your children never to reveal their name, address, phone number, or school name online without your permission, including chat rooms and in postings to discussion boards, bulletin boards, or other online forums. The Internet is a public place and protecting personal privacy is essential.

c. Advise your children never to upload a picture of themselves to the Internet or send it as an e-mail attachment to anyone they do not know.

d. Advise your children not to respond to "get rich quick" schemes and other e-mails or web site offers that appear "too good to be true."

e. Periodically monitor your children's use of the computer - what they are doing at a particular moment as well as their Internet history. (Training on how to spot check and read the history of your child's computer will be offered at a parent training session at Hays High if requested.)

f. Use a filtered Internet Service Provider (ISP) such as Access Technology. Other filtered ISPs can be located by typing "filtered ISP" into a search engine such as Google. School-issued computers will be routed through the school district filter, but private devices only used in the home would not be.

2) Encourage your children to share their knowledge of the Internet and online learning experiences with you and to come to you with any concerns.

a. Ask your children to show you their favorite websites.

b. Ask your children to tell you about the exciting learning they have experienced online as part of their classroom or library activities.

c. Encourage your children to come to you if they feel uncomfortable about information they see online or receive via e-mail.

d. If someone sends a message or image to your child that is inappropriate or indecent, report it to your Internet Service Provider. You may also report the incident to the local police department as well as the school (if it is on a school-owned device.)

3) If your children use email at home, review e-mail safety tips with them.

a. Advise your children only to send email to people they know. Every email has a return address and header that provides information about the sender. In particular, they should never begin emailing someone they meet in a chat room.

b. Encourage children to protect their email identity by exercising caution about completing online forms that require an e-mail address.

c. Advise children never to respond to email, chat comments, or other online messages that are hostile, belligerent, inappropriate, or make them feel uncomfortable.

d. Advise children not to respond to junk email (known as SPAM). If they do, they are likely to receive even more SPAM. Clicking the "unsubscribe" link on SPAM messages often causes more SPAM instead of less.

e. The Federal Trade Commission monitors SPAM. To report SPAM that you receive, simply forward the messages to **uce@ftc.gov**. If you receive SPAM with an "unsubscribe" link that does not work or results in more junk e-mail, you can fill out a complaint form at **www.ftc.gov/spam**.

As in any environment, remind your children that when they are in "cyberspace," their personal safety is of utmost importance. Just as they would not get into a car with a stranger, warn children never to agree to "get together" with someone they meet online.

BOTTOM LINE TIPS

- Set reasonable rules and guidelines for your children's computer use.
- Communicate your Internet use expectations with your child.
- Monitor your children's use of the Internet and periodically check their Internet history.
- Use a filtered Internet Service Provider (ISP) such as Access Technology.
- Remind your children not to loan their laptops to others.

(This form has been adapted from a form used by Cambridge Public Schools in Cambridge, NE.)

Returning District-Owned Technology

It is an expectation for each person who is issued district-owned technology to return each item issued to him/her prior to leaving the district as an SPS student. In the event the technology is not returned within 1 week of withdrawal, a police report will be filed with the Shelton Police Department and the district-owned technology will be regarded as stolen property.

Shelton Public Schools
Laptop Check Out/Check In Form
(example)

Student Name: _____

Grade: _____

Computer Serial No: _____

Case No: _____

Library Barcode for laptop and charger: _____

Additional Items: charger and case

Date: _____

Condition of Laptop at Check Out:

Student Signature: _____

Date: _____

Date: _____

Condition of Laptop at Check In:

Student Signature: _____

Date: _____

Receipt of 1:1 Handbook

I understand that my signature below is an affirmation that I have received instructions on how to access the 1:1 handbook from Shelton Public Schools via the school website. I also understand that the policies in this handbook are intended to promote a safe and educational atmosphere not only for my student, but for all students enrolled in Shelton Public Schools.

**a paper copy of the 1:1 handbook will be provided upon request in the school office*

Student Name (Please Print)

Student Signature

Date

Parent Name (Please Print)

Parent Signature

Date

Laptop Take Home Section

SPS believes that allowing students to take home laptops will provide additional learning opportunities that go beyond the classroom.

Check One and Initial Below

- I want my son/daughter to take his/her laptop home to be able to access school work digitally
 - I have included the \$10 take home fee with this form

Parent Initial

- I **do not** want my son/daughter to take his/her laptop home

Parent Initial