East Troy School District
1:1 Technology Handbook

The mission of the 1-to-1 program in the East Troy School District is to create a collaborative and personalized learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Staff will use the professional learning community model to enhance classroom environments with high-quality instruction, assessments and learning through the prudent integration of technology. Technology does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The East Troy School District is supplying students with an electronic device.
- Grades 4K - 2: Tablets in the classroom; 2:1
- Grades 3-5: Chromebooks in the classroom; 1:1
- Grades 6-12: Chromebooks allowed to go home; 1:1

These devices are property of the East Troy School District. The supplied instructional devices will provide each student access to required educational materials and tools needed for academic success. The Chromebook allows student access to Skyward, Google Apps for Education, educational web-based tools, and many other useful sites. The supplied device is to be used for educational purposes, not gaming, social networking or high-end computing functions outside the parameters of educational use. This Policy Handbook outlines the procedures and policies for families to protect the technology investment for the East Troy School District.

While handbook language is targeted for grades 6-12 (because devices go home), if your child is in grades 4K - 5, please also read and sign the document for general technology information and care that will be required while using the devices in the classroom at all grade levels.

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1. SCHOOL BOARD POLICIES - please reference the additional school board policies:
    a. 363.1 Website and Social Media Publishing
    b. 363.2 Student Use of Information Technology and Communication Resources

2. RECEIVING DISTRICT-OWNED CHROMEBOOKS:
   - Parents/Guardians and students MUST sign and return the Agreement document before a Chromebook can be issued to their child.
   - Chromebooks will be distributed within the first two weeks of each school year.
   - Each Chromebook will have a serial number connected to the student user.

3. BRING YOUR OWN DEVICE:
   - Bringing your own device is highly discouraged in order to maintain consistency in applications within the classrooms.
   - Student owned/home-owned Chromebooks or Laptops will be allowed in grades 6-12 (instead of the district supplied device) but must meet the following criteria:
     - Must be capable of accessing the Internet
     - Must be capable of running the Chrome Browser
     - Must have multimedia capabilities including a webcam
     - Must have adequate battery life for the school day
     - Must have the same applications and extensions on Chrome as those on district Chromebooks.
     - *Note per policy 363.2 the District can assume no responsibility for this device and will be held blameless in the event of damage or loss. Responsibility for the care of the device and behavior while using the device belongs solely to the owner. The technology department will not repair any student owned device.*

4. RETURNING DISTRICT CHROMEBOOKS:
   - All District Issued/Owned Chromebooks will be collected at the end of each school year and redistributed at the beginning of the next school year.
   - Students leaving the District must return district-owned Chromebooks to the school library media center.
   - Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

5. TAKING CARE OF YOUR CHROMEBOOK:
Students are responsible for the general care of the Chromebook they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the library as soon as possible so that they can be processed accordingly, or sent to the parent's 3rd party insurance company immediately. ***Do not take district owned devices to an outside computer service for any type of repairs or maintenance.***

5a: General Precautions/Information
- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and storage devices must be inserted carefully into the devices.
- Never lean or put pressure on a device or a device screen. If you are placing your Chromebook in a locker, the device must be on top of the other items in the locker, preferably on the upper shelf.
- Never poke the screen with anything that will mark or scratch the screen surface.
- Devices must have a East Troy School District AV tag on them at all times and this tag must not be removed or altered in any way.
- Always disconnect plug/cord from device before transporting.
- The purchase and use of a protective case for the device is encouraged.
- Devices must remain free of any writing, drawing, or stickers unless the device is protected with a removable cover/skin.
- Clean device screens with a soft, dry microfiber cloth, an anti-static cloth, or a water-dampened towel. Do not use cleaning solvents on the devices.

5b: Transport Precautions
- Always transport devices using both hands.
- Never carry your Chromebook by the screen (most common breakage).
- Never carry your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- Never place your Chromebook in a bag under books and heavy items. Chromebooks should be transported like eggs from the grocery store - on the top of your bag.
- Never transport your device with the power cord plugged in.
- Never leave your device in a car or any unsupervised area.
- Lock your lockers containing the devices. If you participate in sports, be sure to lock your Chromebook when in a locker room.

6. USING YOUR CHROMEBOOK AT SCHOOL:

6a. Chromebook Daily Expectations
- Devices are intended for use at school each day.
- Students are responsible for bringing fully charged Chromebooks for use each school day. Repeated failure to charge devices at home could result in disciplinary measures. Limited charging stations will be available at school for emergency uses.
- Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students finding an unsupervised Chromebook at school should notify a staff member immediately.

6b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when their Chromebook is in the library for repair or being sent to a third party insurance company.
- Students using loaner Chromebooks are responsible for any damages incurred while in his/her possession. Student will pay full replacement cost if the loaner Chromebook is lost or stolen.
- Loaners must be returned to the library at the end of each school day and may not be taken home.

6c: Passwords / Personal Information
- Every student will be issued an East Troy Google Domain account; account passwords must never be shared.
- Change your password if you believe that it has been compromised.
- Forgotten passwords can be recovered and reset by contacting school staff.
- In their online activity, students should not reveal their full name, phone number, home address, social security number, credit card numbers, or passwords.

6d: Sound / Audio
- Sound on devices must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have headphones in order to hear educational-related audio on the devices.
- Headphone usage is at the discretion of the teacher.

6e: Printing
At the middle school and high school levels, most student work and class handouts will be electronically shared; therefore, devices will not be equipped to print. If printing must occur, students should contact their teacher for printing in the libraries.

7. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- Google Apps for Education is a suite of products which includes mail, calendar, sites, documents, presentations, drawings, spreadsheets, etc. that lets you create various products, collaborate in real time, and store files in the cloud.
- All items will be stored online in the Google Cloud environment.
- Cloud storage means that with a wireless Internet connection, you can access your files from any device, anywhere, at any time, no matter where you are.
- Prior to leaving the district or graduating, students should examine their school Google account and download or transfer any work which they want to keep.

8. OPERATING SYSTEM ON YOUR CHROMEBOOK
- When a Chromebook starts up, it updates automatically, so it will always have the most recent version of the Chrome operating system.

- Chromebooks are built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

9. AT HOME USE OF CHROMEBOOKS
- Students in grade 6 and above will take their devices home.
- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school (refer to the care section).
- Transport your Chromebook from school to home in a case or protected backpack.
- Chromebooks will work with your existing wireless internet or in any public Wi-Fi setting. If no internet is available, the device will also work in offline mode. While some apps are not available in offline mode, common apps such as word processing will still work.
- School district filtering will not be available for use with devices outside of school district buildings.

10. REPAIRING / REPLACING YOUR CHROMEBOOK
- If your Chromebook becomes damaged, and you have insurance, contact the insurance agency, and go to your school library to check out a loaner Chromebook. Loaned Chromebooks will have a special case and will need to be returned to the library by the end of the day.
- If your Chromebook becomes damaged, and you don't carry the insurance, bring the device to the school library to check out a loaner Chromebook. Loaned Chromebooks will have a special case and will need to be returned to the library by the end of the day, if the Chromebook is not repaired sooner.
  - The technology department will assess damage and repairs needed on Chromebooks without insurance. Repairs and costs will be as follows:
    - Broken screens and other repairs (keys, hinges, etc.) will be replaced/fixed by the tech department with charges going to the student/family. Any warranties offered by the manufacturer will be applied by the tech department. Repair costs must be paid in full in order to receive the fixed chromebook.
    - When damage/theft results in the need for Chromebook replacement, student/family will be assessed the full replacement cost. A new device will not be assigned until payment can be made.
  - Chronic repair/replacement issues will be addressed through the building discipline processes.

11. CASE AND INSURANCE OPTION
- Parents may consider a Chromebook case to allow students to personalize and protect devices.

- Optional Insurance Coverage is available with an outside Third Party Provider; information is available on our website: easttroy.k12.wi.us/District/Technology and informational flyers will be sent periodically.

12. CHROMEBOOK FAQ's

Q. What is a Chromebook, how is it different from a laptop?
While a Chromebook may look very similar to a laptop, it runs different software. A traditional laptop usually runs some version of Microsoft Windows while Chromebooks run Google's Chrome Operating System. Chromebooks heavily rely on the internet for functionality as data is stored on the internet and accessed through any device. All software/apps for Chrome OS are downloaded free of charge through the Chrome web store. Due to the simple design of Chrome OS, no antivirus programs are needed. Chromebooks also have excellent battery life (8+ hours).

Q. What accessories are provided with the device? (i.e. charger, protective case etc.)
Devices will come with a power adaptor. Students in grades 6-12 may purchase covers to customize and protect their Chromebook, although covers are not required.

Q. What should students do who don't have WiFi access at home?
Students should plan their their study time to utilize public WiFi locations when needed and use Chromebooks for offline work when WiFi is not available. Families should note that they may qualify for low-cost broadband internet from Comcast. See www.internetessentials.com for more information, or call 888.267.6695 for East Troy's Comcast Retailer.

Q. Will students have the same device the entire time they are an East Troy student?
Students will use the same device for the anticipated four year cycle after which a replacement device will be issued.

Q. Will there be a fee? The annual registration fee is being increased by $30 for all students grades K - 12 and $15 for grade 4K in order to partially offset many new technology related implementation costs district-wide. These costs include but are not limited to individual use items for tablets and chromebooks, license fees, monitoring applications for filtering and theft recovery, student usage reports, emergency charging stations, online apps and online textbooks. Fees are not directly associated to having a device - therefore fees are still charged even if the student brings his/her own device.

Q. What happens if the devices are lost?
If uninsured, a lost device is the responsibility and cost of the student/family to replace.

Q. What are the consequences of student misuse of the devices?

Students are financially responsible for misuse that results in device damage. Students who misuse the Internet or violate the technology use agreement while using the devices will face consequences as outlined in the Student Handbook and District Technology Policies ranging from classroom disciplinary measures to suspensions and/or expulsion.

Q. How are web-based applications managed?
Each Chromebook we provide to students will be a managed device. Members of East Troy School District's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications from a centralized management console.

Students have flexibility to install apps, extensions, and add-ons for academic uses.

Q. What devices can I connect to a Chromebook?
Chromebooks can connect to:
- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earphones, microphones

Q. Will our Chromebook have 3G?
No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?
No. Chromebooks do not come with internet filtering software. However, while in-district, Chromebooks will use the School's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

SIGNATURES:

By signing this form, you and your child understand and agree to abide by all of the information contained on this form and within the links provided. You further certify that if you do not understand any information contained in this document, it is your responsibility to seek out and receive an explanation of the information.

I have read and understand the above technology handbook. The technology handbook is designed as a guide to the day-to-day operations with technology in our schools and also contains school policies and other general information about our schools. I am aware that I can find the Technology Handbook at www.easttroy.k12.wi.us / District / Technology or I can request a printed copy from the school office. I understand that my child has a responsibility to help establish an appropriate climate for learning within the school and proper use of technology.

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PARENT SIGNATURE   DATE