

# WLCSD STUDENT 1:1 HANDBOOK



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## **Vision of Teaching and Learning in West Liberty Schools**

West Liberty School District is a place where digital literacy skills are embedded into our classes and where innovation, creativity and collaboration are a priority.

### **Part One: Device Use and Policies for Students**

#### **Ownership and Equipment Provided**

- One Chromebook and secure carrying case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- Students in grades K-5 will have access to a Chromebook while at school and students in grades 6-12 will be allowed to take their assigned Chromebook home.
- This equipment is, and at all times remains, the property of West Liberty Schools and is lent to the student for educational purposes only for the Academic School year. The equipment will be returned to the school if the student moves from West Liberty Schools or prior to the end of the school year.
- The Student acknowledges and agrees that use of the District Property is a privilege and acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by West Liberty Schools.

#### **Education of Students in Safe and Appropriate Use of Technology**

- Students will receive instruction in safe, ethical use of technology prior to issuance of a device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.
- Topics covered in these learning sessions will include information on cyberbullying, online safety including use of social networking platforms, plagiarism and misuse of equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise.

#### **Device Damages**

- If a Device and/or charger is damaged or lost, the school must be notified immediately. Fines are based on the "Cooperative Loss Program" scale below.
- WLCSD reserves the right to charge the Student and Parent/Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by WLCSD administration. Examples of gross negligence include, but are not limited to:
  - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended or unlocked Device while at school.

- Lending equipment to someone other than one's parent(s)/legal guardians.
- Using equipment in an unsafe manner.
- A student whose device is being repaired will have access to a loaner Device in most cases. These devices will be used during the time of repair.
- If the student leaves the school district and does not turn in the device and bag, WLCSD will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, WLCSD will treat it like a stolen device and will notify the appropriate authorities.

**Cooperative Loss/Damage Charges**

First Incident	Up to \$100
Second Incident	Up to \$150
Third and beyond incident(s)	Up to *\$250

\* Cost of replacement will be charged after the third incident.

**NOTE:**

- Lost or stolen devices will be assessed the full price of the device, regardless of the incident number
- Administration reserves the right to waive or adjust a charge if the cause of damage is judged to be beyond the student's control

**Using the Device at School**

- Students will have access to a Device for each class each day. The district utilizes charging carts in the building to store and charge devices each night. Students are to bring a Device to class each day, unless told differently by the teacher for that day.
- When the Device is not being used in class, it is to be closed or partially closed or in the carrying case (as determined by the teacher) so as not be distracting during instruction.

**Student Access to the Internet**

- At school, students will have access to the internet through the school network.
- There is no reasonable expectation of privacy while using WLCSD computers, networks or technology. Ultimately, the Device is the property of WLCSD and WLCSD has the right to determine what is appropriate and to search the Device if necessary at any time.
- WLCSD's filtering software allows WLCSD to block websites that are inappropriate for students whether they are accessing the web via the WLCSD wireless network, home network, or are connected to the internet at other locations.

- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- **NOTE:** The West Liberty Community School District continues to develop and deliver “digital citizenship” curriculum where students are educated on acceptable online behavior.

### **Charging Device**

- It is the student’s responsibility to have their Device charged each day when they come to school.
- Students should establish a routine at the end of the school day to ensure the device is charging in one of the districts provided charging carts at school.
- Students in grades K-5, are not to take the device home unless prior arrangements for device check-out have been made. It is the student’s responsibility to ensure any devices taken home are returned, fully charged, the next school day.

### **Bringing Devices from Home**

- Students are not allowed to bring their own computer or tablet from home. Devices issued by WLCSD are all provisioned with the same basic programs and structures.

### **Earbuds/Headphones**

- The uses of earbuds or headphones with their Device in class and/or study times are at the teacher’s/supervisor's discretion.
- Earbuds/headphones will not be provided by WLCSD.

### **Legal Issues and Jurisdiction**

- The WLCSD issued Chromebook remains the property of WLCSD at all times. Because WLCSD owns the device and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent or downloaded using any part of WLCSD network resources is subject to rules within this policy. WLCSD monitors its network and may investigate the electronic incidents even if they happen after school hours or outside of school. WLCSD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

### **Parent’s/Legal Guardians Right To Waive 24/7 Access**

- Parents/Legal Guardians have the right to waive their child’s 24/7 access to the Device by filing a written waiver with the school’s main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A

location will be provided to store and charge the Device at school. The decision to waive the right to 24/7 access to the Device can be made at any time during the year.

## **Part Two: Device Care Reminders**

### **General Care**

- Do not have any food or drink near the Device.
- Do not pick up or hold Device by the screen. The screen may become cracked if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Device on uneven surfaces where it might be subject to an accidental fall.
- While the Device case is sturdy, drops from heights can damage the Device. Avoid placing or dropping heavy objects on the top of the Device or even placing these objects on the Device's keyboard .
- Do not expose your Device to excessive heat or cold. Damage, loss, or theft must be reported immediately to the school.

### **Keeping Your Device Clean**

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Device.
- Do not spray or wipe your Device with any Windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Device keys and screen with a lightly moistened soft cloth. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

### **Keeping Devices Safe**

- The bag, along with the Device and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets. The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated a second time, the student may be required to have a parent/or legal guardian come to school for a meeting to review the responsibility required to keep the device.
- If on an athletic team, the Device should never be left in the gym, in a locker room, on the playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

## **Personalizing the Device**

- Chromebooks, cases, and charge cords remain property of the District. As such, it is required to keep all free of decoration, graffiti, stickers, or any other permanent markings. If students wish to add something to distinguish their assigned devices from others', students may wish to include identification information written on a card inside the case.

## **Device Bags and Cases**

- Each student will be issued a protective case for his/her Device that should be used whenever the Device is being transported or not in use.
- Although the cases are reinforced to help protect the Device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Always transport Chromebooks with care and in WLCSD-issued protective cases. Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open.

## **Device Problems**

- If you are having issues with your Device, please take the Device to your teacher to see if they can assist you. If your teacher is not able to assist you, they will notify the Technology Department. The Technology Department will determine if the issue is easily resolved or, if repairs are needed, take the device for repair and issue a loaner for temporary use.
  - To report issues with your device, please email [helpdesk@wl.k12.ia.us](mailto:helpdesk@wl.k12.ia.us). Please include the four digit Chromebook number on the case and details of the issue as well as student name and grade

## **Shutting Down Device**

- Shutting down the Device is important to maintain battery life throughout the school day. Simply closing the lid of the Device does not shut it down properly.
- To shut down, students will need to sign out of their Chromebook first and then the Shutdown icon will appear in the lower left hand side of the screen. Students should click on this icon and wait until the screen goes black before closing the device.

## **Closing Device**

- Closing the Device should be done with great care. After the device has been shut down properly, slowly and gently close the lid using both hands. Do not slam the lid shut. When closing the device, make sure there are no objects that are in the way.

## **Acceptable Use of Technology Resources and Internet Safety**

Access to WLCSD technology resources is a privilege, not a right. School staff will monitor the online activities of students and will educate students about appropriate online behavior. The use of District computers shall be for educational purposes only; all use shall be appropriate, ethical, legal, and in compliance with all District policies and regulations. See policy 400.6 for full details.

### **Students shall not:**

- Access social networking sites or chat/instant messaging (Facebook, Twitter, IM, etc.).
- Access non-educational games
- Download and install non-approved software/media
- Stream media (Hulu, YouTube, Music Streaming)for non-educational use
- Use proxy sites (to the bypass District content filter)
- Change computer settings on any District computer (i.e. desktop background, etc.)
- Access documents other than their own
- Violate copyright laws
- Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities
- Harass, insult, or attack others via social networking sites or any other medium
- Intentionally waste limited resources and supplies (i.e. paper, copier toner, etc.)
- Use the internet for commercial or political purposes
- Knowingly spread computer viruses or hack into any computer system
- Join distribution lists, unless for education benefits.

### **Violation of Policy**

- Any student who violates WLCSD Acceptable Use Policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District computers and suspension or expulsion from school.
- Any student who intentionally damages or destroys District hardware and/or software, either directly or indirectly, shall be responsible for all costs associated with repair and/or replacement of parts and services.

I give permission for the West Liberty Community School District to create/maintain a G Suite for Education account for my child. This account is required to log into district Chromebooks. G Suite for Education is used by all grades.

I give consent for my child to use Seesaw for class activities. Seesaw is used by students in grades PS-2.

I accept the terms listed in the West Liberty CSD 1:1 Technology Handbook including the Acceptable Use of Technology Resources and Internet Safety.