

Seminole County School District
1:1 Digital Initiative Handbook
Procedures, Expectations, & Agreements

About the SCSD 1:1 Digital Initiative

OVERVIEW

The SCSD 1:1 Digital Initiative aims to create a modern learning environment that effectively prepares our students for successful lives and careers in an ever-evolving 21st-century society. We believe the best way to accomplish this is to ensure that every student in our district has reliable access to technology for instructional use throughout the day.

By providing our students with Chromebooks to use both in class and at home, we are also providing access to an incredible supply of instructional resources that can amplify the instructional experiences our students and teachers can share together and cultivate a deeper understanding of the skills and content covered on a daily basis while also providing for opportunities to teach our students based on their specific, personal needs.

This initiative will bridge the gap of the "Digital Divide" by providing equitable access to secure modern technology that will prepare all students for the rigors of the workplace, post-secondary education, and adulthood.

This handbook outlines the procedures, responsibilities, and agreements for students and parents to protect our district's Chromebook investment and to maximize the learning opportunities for all of our students.

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1. Receiving Chromebooks

1.1 Chromebook Distribution & Pick Up

Chromebooks will be distributed to students during predetermined periods:

1. Open house at the start of the school year.
2. Throughout the first two weeks of the school year.
3. Upon a student's enrollment who is transferring into the school system.

Parents/Guardians and students MUST (1) complete the required technology forms and (2) pay the required fee(s) before a Chromebook can be issued.

1.2 Required Forms and Fees

Before receiving a Chromebook, students and parents must complete and return the signature page at the end of this document that acknowledges your agreement to the terms laid out in the following:

- SCSD 1:1 Chromebook Responsible Use Agreement
- SCSD Acceptable Technology Use Policy

1.3 Device Registration

After the appropriate forms and fees have been submitted, students will receive a Chromebook. The Chromebook will be registered to the student using our technology inventory management software. Your school's media specialist or a member of the district technology department will be available to register devices during predetermined rollout periods.

1.3.1 Chromebook Identification

All Chromebooks in the Seminole County School District have been assigned an asset ID, serial number, and corresponding barcode. Devices will also be marked with student names after the registration process is complete. Any attempt to remove, hide, and/or modify these identification markers may result in disciplinary action or repossession of the device.

2. Returning Chromebooks

2.1 During the School Year

All student-assigned Chromebooks may be recalled to the media center at any time throughout the school year for mandatory security updates, to assist with delivering state-mandated standardized assessments, or as requested by school administration.

2.2 Summer Collection of Devices

All student-assigned Chromebooks and charging cables will be housed at the school for inventory, repairs, updates, etc during the summer months. Students will bring their devices to their school's media center at designated times to check-in their devices before the end of school. Students will receive the same device upon their return at the beginning of the next school year.

2.3 Early Withdrawal / Transfer

Any student who leaves the school system during the school year MUST return the device and all accessories to the schools media center by the end of the day of exit. Failure to return a device will result in a fee equivalent to the replacement cost of the device and the withholding of student records until all fees assigned have been paid or voided.

2.4 Extended / Consecutive Absence

Any student absent from school for more than 15 consecutive school days without valid and prior notification will be required to return their Chromebook device. After 15 days, the student's Chromebook device and Google for Education account will be deactivated.

2.5 Failure to Return Chromebook

In the event that a student fails to return the issued Chromebook at the end of the school year or upon termination of enrollment, the following will take place:

- The student's Chromebook will be disabled and marked as stolen and a theft report will be filed with the local police department/sheriff's department.
- The student and his or her parents/guardians will be billed for the full replacement cost of the Chromebook.

2.6 Returning Damaged Chromebooks

Students are responsible for any damages to their individually-assigned Chromebook and charge cable and must return his or her device and charge cable in satisfactory condition.

The SCSD Student Technology Fee has been established as a safeguard to protect families from minor and accidental device damages. The SCSD Student Technology Fee does not cover total destruction of any Chromebook device or accessory.

3. Caring for Chromebooks

3.1 General Precautions

Each student is responsible for the general care of their school-issued Chromebook.

3.1.1 External / Environmental Issues

To protect Chromebooks, students should refrain from keeping food or drink near their devices. Students should also be cautious not to cover device vents or leave the device in locations of extreme temperature such as hot vehicles.

3.1.2 l Personalizing / Altering the Device

Students are encouraged, but not required, to purchase shells or cases for their device to assist in protection from accidents. Students may personalize their device with vinyl stickers if they choose, but any stickers that leave residue or cause damage to the device may result in repair fees. Stickers and covers should be placed carefully so as to not cover the device's vents in any way.

3.2 Reporting Breakages or Issues

If a student's device is broken or not functioning properly, the Chromebook MUST be taken to the media center as soon as possible so that evaluation and repairs may begin. Students may be issued a "loaner" device that must be returned once the student's device is repaired. Loaner devices must not be personalized.

3.3 Use and Transportation of Chromebooks

3.3.1 Screen Care

Chromebook screens are delicate and can easily be damaged if handled improperly. Students should avoid excessive pressure or bending of the screen. Heavy objects should not be placed on top of the device at any time.

3.3.2 Using or Carrying Chromebooks

Excessive pressure to the keyboard can also cause damage to the device. Students should avoid resting heavy objects on the keyboard. Picked off keys are considered to be intentional damage and are not covered in the SCSD Student Technology Fee.
Students should close the device when it is no longer in use to secure the device from intrusion and protect it from accidental damage. Closing the device with place

it in “sleep mode”. Student’s work will not be deleted in this mode and progress can be quickly resumed when reopened.

Students should always close the device before moving it. **Students should never move between classes with an open device.**

3.4 Hardware and External Devices

Any cables or auxiliary devices must be inserted and removed carefully to protect the ports on the device. Students should not carry or transport the device with any of these objects plugged in to avoid damage to the ports.

4. Securing Chromebooks and User Accounts

4.1 Account Security

Each SCSD device can only be accessed using a district-provided username and password. Accounts are only created for district staff and students.

Students should never share their login credentials and passwords to any district software or devices.

4.2 Sharing Chromebooks

The SCSD has made great effort to ensure that each student can be assigned their own device. To help our students be responsible for keeping up with and charging their devices, and to help maintain device security, students should never share their devices with another individual.

5. Student Device Responsibilities

5.1 Charging Your Chromebook

Students are responsible for bringing their device to school each day fully charged as they may not have an opportunity to recharge the device during school hours. The Chromebooks we are providing have batteries that have been designed to hold a charge for the duration of the school day if used appropriately.

5.2 Chromebooks in Class / Storing Chromebooks

Students should bring their devices to each class unless instructed otherwise be a teacher or administrator.

Students should take their devices home at the end of the day or place them in their designated locker if one has been made available to them by the school. Students are required to bring their devices with them to school each day.

Chromebook devices should never be left unsupervised or in unsecured locations.

5.3 Chromebooks under repair

While a device is being repaired, students will be issued a “loaner” device so they can continue with regular classwork.

5.4 Personal Devices

Student-owned or “bring-your-own” devices are not allowed or supported in Seminole County School District schools.

6. Damaged, Lost, & Stolen Chromebooks

6.1 Reporting Damage

Students are required to report all device damages or the theft/loss of the device to school administration, a teacher, or the school's media specialist within one (1) school day.
Failure to report damages in a timely manner may report in disciplinary action, additional damage fees, and a device downgrade.

6.2 Student Technology Fee

The Seminole County School System will charge each student who is eligible for the device take-home plan a fee of $25 per year. This fee will enable the student to be issued a new Chromebook and will enroll them in the Accidental Damage Protection Plan (see section 6.3)

6.3 Accidental Damage Protection Plan

Paying the student technology fee each semester enrolls students in accidental damage protection. This plan includes drops, cracks, normal wear and tear, and. hardware failure.

Students will be held responsible for any damages not covered in the accidental damage protection plan including lost/stolen devices, intentional damage, picked off keys, damage to ports, broken screens and charging cables.

The deductible for repairing a broken or damaged screen will be $50.00. Lost or damaged chargers will be $25.00.

6.4 Lost and Stolen Chromebooks

All student-issued devices are the property of the Seminole County School District. If a device is stolen while assigned to a student, the student and student's parent/guardian will be responsible for filing a police report to be submitted to the school administration and media specialist.

6.5 Intentional Destruction of Chromebooks

Any student who intentionally damages their chromebook or any other student's chromebook will be subject to discipline according to the SCMHS Behavior Matrix.

Seminole County School District
Technology Acceptable Use

All SCSD students are expected to maintain responsible use of the internet, district-provided software, the district's network, and any district-provided devices during their enrollment with the school district. Students are also expected to protect their personal information and login credentials at all times. Please read this form carefully.

The SCSD technology department maintains the responsibility to block or filter, to the best of our ability, any content that is obscene, pornographic, and/or harmful to minors or any persons in our district. The SCSD reserves the right to monitor activity in its technology environment and to access review, copy, and store or delete, any electronic communication or file and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of technology within the district.

Examples of Acceptable Use

I will:

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully, and alert staff if there is any problem with their operation.
5. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
7. Use school technologies at appropriate times and in approved places, for educational pursuits.
   Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
   Be cautious to protect the safety of others and myself.
9. Help to protect the security of school resources.

Examples of Unacceptable Use

I will not:

1. Use school technologies in a way that could be personally or physically harmful
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal mobile "hot-spot" or utilize a "proxy site" for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the MPS network.
5. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
6. Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Technology Acceptable Use Policy.

Penalties for Unacceptable Use

Parent(s) and/or guardian(s) shall be responsible for damages, losses, or costs incurred by the school system relating to or arising from any violation of the rules by their child. Physical damage/loss will be calculated using replacement costs. Damages/losses requiring service personnel will be based on the servicing entities' costs to the school district.

The use of SCSD technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the BCSD and other applicable code of conduct discipline measures.

If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud.

Seminole County School District
Technology Acceptable Use Agreements

Please review this link before signing off on this document. If you have any questions, please see the front office staff.

https://docs.google.com/document/d/1CuHENd4IEzIV8Kp4Z1zLMXIt6QKdUlyz28K3rXfwclg/edit?usp=sharing

STUDENT AGREEMENT

Every SCSD student must read and sign below:

I have read, and understand and agree to abide by the terms of the SCSD Acceptable Use Policy and the 1:1 Technology Responsible Use Agreement. Should I violate these agreements by misusing the district's network, internet access, or provided devices, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

Student Name: _____ Graduation Year:_____

Student Signature: _____ Date: _____

Student SCSD Email: _____

Insured
Students/parents will be able to pay a $25 annual technology fee that protects students from normal wear and tear damage. A $50.00 charge will be assessed for a broken screen. A $25.00 charge will be assessed for any lost or damaged charger.

PARENT/GUARDIAN AGREEMENT

To be read and signed by parent or guardian of SCSD students:

As the parent or guardian of this student, I have read, understand, and agree that my child shall comply with the terms of the school district's acceptable use policy and the 1:1 Technology Responsible Use Agreement.

Parent/Guardian Name:_____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email Address:_____

Seminole County School District
1:1 Responsible Use Agreement

I understand that I am financially responsible for any negligent loss to any item I check out and all items are to be returned in the condition in which they were checked out. In the event of negligent loss, the technology department reserves the right to require reimbursement and reserves the right not to issue a replacement.

I understand that my student's final transcript may be withheld until all of the items checked out have been returned to the correct department.

I understand that all items checked out are the property of the Seminole County School District and are to be returned promptly upon the completion of the school year, my exit from the Seminole County School District, or by request from an authorized school system official.

I understand that this is a student tool and that it is not to be used by non-students or individuals not employed by the SCSD.

By filling out the information below, I am indicating that I understand and agree to abide by the statements above and that I have read and agreed to the SCSD 1:1 Digital Initiative Handbook.

PowerSchool Information Page:

Student Name:	
Student Signature/Date:	
Parent Name Print	
Parent's Signature/Date:	
Parent Phone Number:	
Parent Email Address:	



Seminole County School District
Photo/Video Release

I give permission for photos, videos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with the Seminole County Board of Education School System activities. I understand that all photos and videos will become property of the Seminole County School System and will not be used for commercial gain.

These recordings will be used in educational and promotional videos, presentations, CD-ROMS's, digital uploads, newsletters, websites, etc. I further agree that any additional reproductions may be published and distributed to the general public.

I understand and agree to the above stated conditions.

Student's Printed Name:_____

Parent / Guardian's Signature:_____ Date: _____

School Name: _____