



1:1 HANDBOOK

2018/2019 EDITION

WILMINGTON AREA SCHOOL DISTRICT

WILMINGTON AREA ELEMENTARY SCHOOL

WILMINGTON AREA MIDDLE SCHOOL

WILMINGTON AREA HIGH SCHOOL

WILMINGTON AREA SCHOOL DISTRICT

Student & Parent/Guardian 1:1 Handbook & Expectations

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Overview

The vision and ultimate goal of Wilmington Area School District's use of technology is to create an environment where students and faculty use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration in all classrooms for every student. As part of this vision, the District is creating a 1:1 program.

The 1:1 program will give students access to personalized learning that supports the District-Wide technology plan. The goal of this plan is to have one mobile device for every one student in grades K-12. Students will have a device assigned to them for the school year and the ability to take the device home. This will enable teachers and students to continue to work towards creating student-centered personalized learning environments. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their own learning and teachers will mentor them through this process.

Costs associated with the 1:1 program are offset with the reduction in printing, curtailment of traditional textbook purchases, and purchasing less expensive mobile devices instead of more expensive lab computers during the regularly scheduled technology replacement cycles.

Parents/Guardians are responsible for an insurance fee to cover any accidental damage. Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your School Principal at **724.656.8866**.

Device Distribution

Distribution will occur prior the start of each school year. Exact dates will be posted on the District website and social media. During distribution, students, along with a parent/guardian, will be required to sign a usage agreement and pay the annual insurance fee.

- Students in grades K – 2 will be assigned an Apple iPad device for in-school use only
- Students in grades 3 – 4 will be assigned a Google Chromebook for in-school use only
- Students in grades 5 – 12 will be assigned a Google Chromebook to be used in school and at home.

Home Use and Classroom Routines

General Usage Guidelines

- While on school property, your device should be kept with you at all times
- If provided a case, keep the case on at all times. Students are not permitted to remove the case for any reason.
- If provided a protective sleeve/bag, keep the device inside it when not in use.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers to your device or case. This will be considered vandalism
- Do not draw on or mark your device or case in any way. This will be considered vandalism

Classroom Habits

- It is at the teacher's discretion if he/she wants the students to use the device during that period
- Keep the device flat on the center of the desk
- Close the device lid (if applicable) before you stand up
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device

Care of the Device While at Home

- Charge the device every night. Students are provided a charger with their device, which must be taken home. Their device should be plugged in to charge every night.
- Use the device in a common room of the home
- Keep the device on a desk or table. Never place the device on the floor
- Protect the device from:
 - Extreme heat or cold
 - Food and Liquids
 - Small Children
 - Pets
 - Smoking Environments
 - Other potential hazards

Traveling to/from School

- Do not leave the device in a vehicle
- Devices that are lost or stolen while on school property should be reported to a Teacher or Principal immediately.
- Devices stolen while off of school grounds should be reported to the police. A copy of the report should be provided to the school Principal as soon as possible.

Damage Insurance

Parents/Guardians are required to pay a non-refundable insurance fee to cover any accidental first and second occasion damage to their child’s device. The insurance does not cover any damage deemed by Administration to be intentional, negligent, malicious, or vandalistic as defined in 'Board Policy #815 – Acceptable Use of Technology'. Insurance fees are due in full before receiving the device. Additionally, the insurance does NOT cover any damage or loss of school provided accessories such as cases or chargers.

Required Insurance Amount: \$25.00 per device per year*

* Exceptions:

- Students who qualify for free or reduced lunch may have a reduced fee
- Students receiving a device halfway through a school year may have a reduced fee

Cost for damages may be as follows:

	Accidental	Not Accidental*
First occasion	No cost / Covered by Insurance	Full repair or replacement** of device determined by extent of damage.
Second occasion	No cost / Covered by Insurance	Full repair or replacement** of device determined by extent of damage.
Third and all future occasions	Full repair or replacement** of device determined by extent of damage.	Full repair or replacement** of device determined by extent of damage.

*Not Accidental includes, but not limited to, intentional, reckless, negligent, malicious, or vandalistic damage, loss or theft.

**Full replacement cost of the device is determined by the type of device and the cost to the District to purchase its replacement. Average cost (as example only): \$230.00

Replacement of lost accessories/peripherals

The insurance fee does NOT cover the loss of accessories or peripherals. Accessories and peripherals include Charger, Case/Sleeve, Charger Pouch, Shoulder Strap, etc. Fees to replace an accessory or peripheral are dependent on the make/model of the specific item. Average costs (as example only): Charger: \$35.00, Case/Sleeve: \$35, Charger Pouch: \$10.00, Shoulder Strap: \$10.00

It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss. Failure to pay for damages 30 days after receipt of an invoice may result in charges filed with the District Magistrate.

Acceptable Use Policy

All students are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources may result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the Acceptable Use Policy (Board Policy 815), this Handbook, and any that would disrupt the educational environment or hamper the integrity or security of the school network. Some unacceptable practices include:

- The use of Instant Messaging or screen-sharing programs with other students during school hours.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret
- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other Chromebook messages that are sexually explicit constitute harassment, which is prohibited by the district
- The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited
- The creation, propagation, and/or use of viruses or other malicious software is prohibited
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited
- Unauthorized copying/installation of software programs is prohibited
- Intentional destruction, deletion, or disablement of installed software is prohibited
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security policies, codes, and/or passwords are considered a form of vandalism
- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited

Access to school e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential District files and folders.

Attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail, or device to send e-mail or similar electronic communications are prohibited and may be subject to disciplinary action. Anonymous or forged messages may be

treated as violations of this policy. Nothing in this policy shall prohibit the district from intercepting and stopping e-mail messages that have the capacity to overload the district resources. All users must understand that the district cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.

The district reserves the right to access e-mail to retrieve information and records, to engage in routine device maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities.

Any information contained on any Chromebook, iPad, Laptop, cloud service, or internet data that is transmitted through or purchased by the Wilmington Area School District are considered the property of the district. Files stored or transmitted on district equipment, cloud services, or the network are property of the district and are subject to review and monitoring. The district reserves the right to confiscate the property at any time.

This agreement applies to all devices connected to the district network or Internet. Any attempt to violate the provisions of this agreement could result in revocation of the user's privileges or other disciplinary action, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs or replacement. **Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.**

Case

Each student will be given a protective case for their device. The device must be transported in the provided case at all times, especially when carrying it between classes and to and from school. **Students may not personalize the district provided carrying case** nor are students permitted to purchase their own case. Lost or damaged cases are not covered under the insurance and may be the parent/guardian's responsibility to pay for its repair or replacement. **Students are not permitted to remove always-on Chromebook cases. Doing so may damage the device which will be deemed as negligence.**

Daily Use

Students are expected to arrive at school every day with their device in its case and fully charged.

Network Access

Use of the District network is governed by the District Acceptable Use Policy (Board Policy 815)

Email Access

Students may utilize their school issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with district employees.

Athletics / Extra Curricular

Under no circumstances should devices be left on the practice/game field before, during, or after practice or games. Students are responsible for damage or theft if left unsecured. Students should exercise extreme caution when taking the device to away games or other events.

Care

Devices should not be left in temperatures below 35 degrees or above 90 degrees. To avoid damage, food, liquids, or pets are not permitted near the device. Rain, wet hands, and high humidity may damage the device and should be avoided. **Students are discouraged from leaving the device in a vehicle** as this may expose the device to extreme temperatures and make it vulnerable to theft. This is considered negligence. Students may not personalize the device, district provided case, or peripherals in any way. This constitutes vandalism and may be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

Loaned Devices

Should the device require repair, the student may be issued a loaner on a case-by-case basis while their device is being repaired. The loaner device assumes all aspects and policies of the student's originally issued device.

Troubleshooting

Students are encouraged to follow the "Ask 1-2-3" rule. Students should ask 2 other students for help. If the issue is still not resolved, students should then report any problems (i.e. software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. **Under no circumstances shall the District owned device be taken to a third party for repair or troubleshooting.** All issues relating to the functionality of the device shall be reported to the Technology Department. Failure to abide by this policy, regardless of the resolution, may be considered vandalism and/or negligence.

Damage or Theft

All physical damage to the 1:1 device must be reported immediately to a school official. The Technology Department may arrange for repair and a loaner as needed. **The parent/student is responsible for all damages to district issued device and may be subject to a cost of repair or replacement not exceeding \$300 depending on the type of device and extent of damage. Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.**

Headphones

The District will not be providing headphones to students for hygienic reasons. Instead, **we ask that parents/guardians purchase a pair of headphones for their child.** Any headphones that use the standard 3.5mm plug will work. We encourage you to choose unique headphones or

customize them so that your child's is easily identifiable. Sharing of headphones is highly discouraged to help prevent the spread of germs.

Opt Out

Participation in the 1:1 program is mandatory for all students in grades 5 – 12. A parent/guardian may choose to decline a school owned 1:1 device for their child only if they provide a personally purchased/owned device in its place. **All students in 5 – 12 must have a 1:1 device, either school owned or personally owned.**

To opt out, the 1:1 Handbook Agreement must be completed during scheduled deployment.

An important consideration: Should your child opt-out and choose to use a personally owned device instead, please understand that software (apps) purchased by the District may not be available or distributed to personally owned devices.

Why opting out is discouraged:

- **Students who opt-out will not receive technical support** for any personally owned devices. It will be the responsibility of the student & parent to ensure the device is working properly and effectively every day.
- **Students who opt-out will be prohibited from using any District owned Chromebook.** Normally, those enrolled in the 1:1 program have the benefit of having access to loaner devices should they encounter issues. This will not be the case for those who opt-out.
- **Students using personally owned devices are responsible to purchase any software/apps required for a class.** The District will purchase software/apps for District owned devices only.

Suggestions for personally owned devices:

- Chromebooks are preferred. They can be from any major computer manufacturer such as Dell, HP, Lenovo, Samsung, etc.
- Windows laptops and Apple Laptops are discouraged due to their battery life. A student's device must have a battery life extending beyond 8 hours of continuous usage.
- Tablets, such as iPads, are not recommended. Students in grades 5 – 12 routinely use keyboards. As students progress into higher grades, they will type more and more. Although you can get keyboards for tablets, they are small, non-standard, and not suited for extensive typing.

Frequently Asked Questions

Q: What are the goals of the program?

- To assist in meeting the technology goals and vision of Wilmington Area School District
- To promote an environment where students have access to anytime-anywhere learning
- To equip teachers with tools necessary to differentiate instruction for personalized learning
- To prepare students with essential digital literacy skills needed to compete in a global workforce
- To provide for learning opportunities that reach beyond a traditional classroom setting
- To encourage & motivate students to think critically and apply skills needed for real-world innovation
- To cultivate self-directed life-long learning, responsibility, & collaboration using digital communication and productivity tools

Q: What is the 1:1 initiative? *(Pronounced "One to One")*

A: It is a program to provide every student with a mobile device. The type may differ by grade level. The device is a tool to enhance education and to help integrate new instructional strategies in order to integrate real world learning skills in the classroom.

Q: How may this program help students academically?

A: This program will enhance student education with modern learning experiences tied directly to real world skills. To help ensure that our students may graduate and be fully prepared for a post-secondary education and ready to compete in our global economy, the District's goal is to provide a learning environment that integrates today's digital tools, fosters critical thinking and problem solving, and encourages students to work collaboratively in team environments. This program is designed to enhance current teaching/instructional strategies through the effective use of technology.

Q: When may I receive the district-issued 1:1 device?

A: Distribution, also referred to as 'roll-out', will occur near the beginning of the school year on dates TBD by Administration. Dates will be posted on the District website and social media. For more information, see page 2.

Q: What happens if my parents refuse to sign the 1:1 Handbook?

A: Students will not be permitted to use any school owned electronic device including Chromebooks, tablets, and computers. Additionally, access to the school's wireless internet and email will be prohibited.

Q: Who owns the 1:1 device?

A: The School District owns device. It is therefore very important that students take good care of it, leave the tags in place, don't damage it or write on it, as it doesn't actually belong to them. Students & Parents/Guardians may be responsible for accidental or intentional damage. Participation in the District provided insurance program will be required.

Q: Must I use the district provided case?

A: Yes. Students must use the District provided case. It must not be removed for any reason.

Q: May I decorate the District provided case or device?

A: No, you may not decorate the case or the device itself. Devices or cases that have pencil/pen/magic marker writing, stickers, or any other marks on them may be viewed as vandalism. There may be an associated cost to restore the device to the original condition if damage is deemed intentional.

Q: May I take the District device home?

A: Depending on grade level and type of device. Students in grades 5-12 may take the device home as long as the 1:1 Handbook has been signed and the non-refundable insurance fee has been paid.

Q: May I access the Internet from home with the district device?

A: Yes. The devices will be connected to the internet when at school. You may use the device at home and access your home internet. The device is filtered through the school web filter even at home. For home and other off-campus use, students may need to use public wireless such as those found in many restaurants or use their personal home wireless network. Given the variety of public and private connections, the district may not be able to provide support for connectivity issues outside of the school buildings.

Q: May I have an email account?

A: Yes, students may have a "@wasd.school" account. These email accounts are filtered in the same manner as our internet access. They are restricted for educational purposes only.

Q: Does the district have the right to access and view my electronic history?

A: Yes, all communications and information transmitted by, received from, stored within, or that passes through Wilmington Area School District resources may be archived, deleted, monitored, and reviewed for content or usage at any time by the administration. Wilmington Area School District reserves the right to investigate suspected inappropriate use of the device using all available resources.

Q: What do I do if my device doesn't work or is damaged?

A: Students are encouraged to follow the "Ask 1-2-3" rule. Students should ask 2 other students for help before asking the teacher for support. If the issue is still not resolved, the teacher may create a help desk ticket and the WASD technology department may respond. Under no circumstances should students or anyone else take the device to a third party for repair or support. District provided devices are the property of the school district and district personnel may resolve the issues. Any damage must be reported ASAP.

Q: Is there anything special I should do with my device at home?

A: Be sure to plug it in overnight so that you come to school with a fully charged battery. The power adapter for your device should remain at home. The District may have adapters available while in school. You may be responsible if your device is not ready for classwork every day. It may be viewed as if you have left your textbook at home if your device is not charged and ready to go every morning.

Q: May I loan or swap my 1:1 device with another student?

A: No! Each device is assigned to an individual student. Swapping or trading devices is NOT permitted.

Q: How long may I have the 1:1 device?

A: The device is yours to use during the school year. All devices and power adapters will be collected prior to the beginning of summer break. Once school starts up again, you may receive either the same or a different device. Devices may be replaced by the District per an approved replacement schedule.

Q: Am I required to have internet service at home to use the device?

A: No. Our 1:1 device can be used without an internet connection, referred to as “offline mode”. While in offline mode, the device will save work or emails until the next time it connects. We do, recommend that you connect the device to your home wireless internet to take full advantage of the device. If you do not have internet service at home and your child is enrolled in the National School Lunch Program, you may qualify for a significantly reduced rate for home internet. For more information, see page 15 of this handbooks.

Q: Is there anything I need to provide for my child’s use of the 1:1 device?

A: Yes. We ask that parents/guardians purchase their own pair of headphones with a standard 3.5mm plug.

Guidelines for Online Safety

Wilmington Area School District intends to provide a learning environment that integrates today’s digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we may meet these demands which may allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

- Spend time with your child on-line by having them show you his/her favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the device screen is actively being watched by responsible adults.
- Always maintain access to your child’s social networking and other on-line accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent. Teach your child the responsible use of the resources on-line.
Instruct your child:
 - To never arrange a face-to-face meeting with someone they met online;
 - To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know;
 - To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information;
 - That what they see and read online may or may not be true.

- Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
- Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school may increase the chances that you'll hear about what's happening online.
- Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child may stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should let you know.
- Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it. Remember that anything that is put on the internet is permanent.
- Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

Cyber-Bullying

The Wilmington Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School District may not tolerate any form or level of bullying by students. For more information, see WASD Policy # 249

- **What Is a Cyber-bully?**

- A cyber-bully is someone who uses Internet technology to repeatedly act cruelly towards another person over a period of time. Online attacks often hurt more than face-to-face bullying because children can be anonymous over the Internet and behave in ways they never would in person with a much larger audience observing. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in cyberspace. A fresh new attack threatens wherever there's an Internet connection, including the one place where they should feel safe: home.
- **A Cyber-bully might:**

- Use a phone to make repeated prank calls or send unwanted text messages to the victim
 - Post inappropriate or offensive comments to the victim's social network site, send unkind emails or IMs to the victim
 - Create a fake social networking profile to embarrass the victim
 - Use a victim's password to break into his/her account, change settings, lock the victim out, or impersonate the victim
 - Forward the victim's private messages or photos to others. The bully may trick the victim into revealing personal information
 - Forward or post embarrassing or unflattering photos or videos of the victim
 - Spread rumors through IM, text messages, social network sites, or other public forums
 - Gang up on or humiliate the victim in online virtual worlds or online games
- **Five suggestions to protect your child from Cyber-bullying:**
 - Remind your child never to share his/her passwords, even with good friends
 - If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action
 - Don't respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Ignore the harassment if possible, if not, block the bully from contacting your child by using privacy settings and preferences
 - Remind your child to treat others as he/she wants to be treated. This means not striking back when someone is mean and to support friends and others who are being cyber-bullied
 - Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being bullied—the more time they spend online. If you need to, limit the online time to strictly academics.
- **Is your child a victim of Cyber-bullying?**
 - Most children won't tell their parents that they're being bullied because they're afraid their parents may take away the Internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they've been bullied themselves. Let your child know that it's important for you to know what's going on so you can help.
- **If you suspect your child is involved in cyber-bullying, you might:**
 - **Contact the bully's or victim's parents.** Be careful if you decide to do this because it can backfire and make the bullying worse. It's best if you already know the other child's parents and get along with them.
 - **Contact your school officials.** Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied or may be bullying at school. The school counselor or principal may have strategies and/or programs in place.
 - **Look into filing a complaint against the bully if the behavior persists.** Most internet service providers, websites (Ex: Facebook), and cell phone companies have strict policies against harassment. You may be able to have the bully's account

- revoked. For more information about cyber-bullying on Facebook, see: <https://www.facebook.com/safety/bullying/>
- o **Contact the police if you fear for your child's safety.** Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.

Reduced Cost Internet Service

The following is provided by a third party which is not affiliated with
Wilmington Area School District.

Comcast Cable offers a significantly reduced rate for internet service for those financially disadvantaged. The service provides 10Mps speeds with a wireless router included for \$9.95/month.

To qualify, you must meet all of the following:

- Have at least one child enrolled in the National School Lunch Program
- You must live within the Comcast service area and have not subscribed to it within the last 90 days.
- Do not have any outstanding debt to Comcast that is less than a year old. Families with outstanding debt more than one year may still be eligible.

For more information, visit www.internetessentials.com

If you have any questions about the program, please contact Comcast directly.

Unfortunately, Armstrong Cable does not offer a similar program at this time.

Elastic Clause

This handbook may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community may be taken into consideration. All terms, conditions, and definitions in this handbook is subject to change at any time for any reason when deemed necessary by District Administration.



1:1 Handbook Agreement

Wilmington Area School District

300 Wood Street, New Wilmington, PA 16142 (724) 656-8866

I wish to enroll my child in the 1:1 Program and I accept and understand the following:

- 1) I have read and understand the 1:1 Handbook and agree to follow all rules and expectations regarding the use and care of 1:1 devices.
- 2) I am fully responsible for my child's device including, but not limited to, ensuring the device is fully charged each school day.
- 3) My child's school will provide technical support for 1:1 devices and I will not take the device to a third party for repair or service.
- 4) Chromebook or iPad apps purchased by the school will be automatically installed and configured on 1:1 devices.
- 5) Should my child's device be inoperable, a spare or loaned device will be provided for use until the original device is repaired.

I decline to enroll my child in the 1:1 Program because I am providing my child a personally owned device and I accept and understand the following:

- 1) I am fully responsible for my child's device including, but not limited to, ensuring the device is fully charged and in working condition each school day.
- 2) My child's school will not provide technical support for personally owned devices.
- 3) Chromebook or iPad apps purchased by the school will not be installed on personal devices.
- 4) Should my child's device be inoperable, a spare or loaned device will not be provided.
- 5) **I will provide my child with a personally owned device before the end of the first week of school and/or within two weeks of enrollment.**

Parent/Guardian Name
(Printed)

Parent/Guardian Signature

Student Name
(Printed)

Date of Signature

This agreement is in effect during the 2018/2019 School Year.

Internal Use Only

To be completed at time of device pickup by District Staff

Student's Grade Level

Deductible: PAID / NOT PAID

Payment Form: Check / Cash

Payment Amount: \$ _____

Receipt Requested? YES / NO

Receipt # _____

Cashier Initials: _____

Device Make / Model

Device Asset Tag Number

Chromebook, Case, and Charger Provided? YES / NO (explain below)

Technician Initials: _____

Notes: _____
