Parent and Student One-to-One Device Handbook

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Purpose of the District's One-to-One Plan

The focus of the one-to-one plan at Colville School District is to 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 lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. This plan enhances classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum.

Technology immersion 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 School Board, district staff and community members will all play a key role in the development of effective and high-quality educational experiences. The district's goal is to provide a student-centered learning environment where technology supports curriculum. Student technology use is needed to empower students to maximize their full potential and to prepare them for college and the workplace. The one-to-one plan offers many benefits to our modern-day classroom and learners. One of these tools is the use of a district issued device. The purpose of the device is to increase student engagement, provide access to learning materials and engage in real-time inquiry as their questions arise. The devices allow the students to research, collaborate, and produce content that can be shared with peers, teachers, and parents.

Why does the District provide students with a laptop?

The Colville School District recognizes that technology can transform learning when implemented thoughtfully. By issuing each student a device, we hope to make technology access and learning opportunities equitable. All students have the same tools aligned with teaching and designed to best support their learning. Students are expected to utilize the district issued devices to ensure their safety, efficient classroom instruction, and technology support.

What are the components of the District's One-to-One program?

Google Apps for Education User Account

Internet based Google Workspace with email (grades 6-12) and file storage. This safe and secure environment allows students and teachers to collaborate on files anywhere, anytime when using their district provided user accounts.

Managing Files and Saving Student Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Antivirus & Web Filtering

To keep students safe, the district deploys multiple scanning and filtering solutions. These solutions are designed to prevent students from going to inappropriate or harmful sites. The solutions are designed to prevent viruses and malware on the computers and reduce the risk of losing personal identifiable information.

District Issued Devices

Elementary Students: The district issues all K-5 students a Chromebook. Currently, the district utilizes Acer Chromebooks and HP Chromebooks.

Secondary Students: The district issues all 6-12 students a laptop. Currently, the district utilizes Acer TravelMate B3 and Dell Latitude 3190.

Device Damages Guidelines: Optional Insurance plan vs. Damage Fees

Whenever a student encounters an issue with their district issued device, they are required to report the damage to their school technology specialist and/or administration. The student may be issued a loaner device while their assigned device is being repaired. Starting September 2021, the district will implement revised procedures for optional self-insurance, assessing fines, deductibles, repair cost and full replacement cost of technology devices used by students in the 1:1 program. This guideline applies to all students participating in the district's 1:1 student device program. The district currently has a variety of devices that are used throughout the district. The replacement and repair cost of these devices varies based on the device, vendor and when they were purchased.

There are two different options for families/students to choose from when participating in the district's 1:1 device program: Device Insurance Checkout Plan or Device Damage Fee Checkout Plan.

Device Checkout Plan Overview

		Option 1 Device Insurance Checkout Plan	Option 2 Device Damage Fee Checkout Plan
Device Checkout Fee		Full Cost = $20 Free/Reduced Lunch = $10	$0
Damage Type	**Description of Damage**		
Accidental	Is an unfortunate happening that occurs unintentionally and results in damage	Keyboard = $0 Screen = $0 Touch Pad= $0 Ports= $0 Device Exterior= $0	Keyboard = $20 Screen = $50 Touch Pad = $50 Ports = $50-100 Device Exterior = $50-100

Gross Negligence	To consciously or voluntary disregard the need to use reasonable care of property	Families/students will be responsible for the current value to replace the student's device or the full cost of repairs.	Families/students will be responsible for the current value to replace the student's device or the full cost of repairs.
Loss	To lose a device and/or accessory due to gross negligence	If a device or accessory is lost, the family/student must report it to the school immediately. The family/student will be billed at the current value of the lost device. The district may provide a replacement device to the student.	If a device or accessory is lost, the family/student must report it to the school immediately. The family/student will be billed at the current value of the lost device. The district may provide a replacement device to the student.

Option 1: Device Insurance Checkout Plan

The Colville School District provides an optional and inexpensive solution for families/students to lessen the financial burden if accidental damage to the device occurs. This insurance plan will cover the current school year for a single device and on accidental damages only. If chosen to participate in the Device Insurance Checkout Plan, the fee is non-refundable and must be paid prior to checking out the device. If damage appears to be due to gross negligence or loss, the technology department will inform the school administration. After the school administration has completed their investigation, a fine or replacement cost may be incurred by the student based on the results.

The following section describes the optional Device Insurance Checkout fee.

Full Cost	$20
Free/Reduced Lunch	$10

Option 2: Device Damage Fee Checkout Plan

Families/students can choose to not participate in the School District Insurance Plan. In which case, families/students will be fully responsible for any associated cost for damages and/or loss to the device. The following section describes replacement cost for student damages, parts, and replacements.

Keyboard	$20
Screen	$50
Touchpad	$50
Device Exterior	$50-100
Replacement (lost device)	$215

Technology Accessories

All accessories that are issued to students are the responsibility of the student to maintain and return at the end of the school year. If a device accessory is lost or damaged, it is the student's/family's responsibility to cover the cost to replace. The chart below shows the current cost to replace the accessories (subject to change based on the cost of the accessories).

Accessory	Replacement Cost
Chromebook (K-5)	$215
Laptop (6-12)	$215

Charging Cord	$20

Loaner Devices

When a student's district issued device has been turned in for repair, the school technology team will issue the student with a loaner device. The loaner device is provided so that learning is not disrupted. Students are responsible for the care of the loaner device, which means students can still be fined for damages or loss of loaner devices. All loaner devices will be returned when the student has their issued device available.

District Device Warranty Coverage

Most district devices are purchased with a limited time warranty to cover simple manufacture related issues. These repairs typically are for the failure of internal and external parts due to normal usage or manufacture defects. Whenever there is a repair covered under warranty there is no charge to the student/guardian.

Annual Check-out and Check-in of devices

Device Check-Out

Student devices will be distributed at the beginning of the school year. To receive a device, parents and students must read and sign the District Acceptable Use Policy and the District Student Device Checkout Agreement.

Device Check-In

Student device returns will begin the last month of school so they can be examined for serviceability. During check-in, students are required to return all components they were issued. This includes the device, power charger, and any accessories that were included with the checkout. Any missing or grossly damaged items may result in a fee for student.

Return Policy

Student and accessories must be returned to the designated school location. Students who withdraw, complete graduation coursework early or terminate enrollment at Colville School District for any other reason must return their student device and accessories on the date of withdrawal. If a student fails to return the device including accessories at the end of the school year or upon termination of enrollment, a fine for the full replacement cost will be placed on the student record and standard rules for the restriction of records and transcripts will apply.

Inspections:

Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance of the device as well as ensure that their device is being updated as managed by district technology staff.

Taking Care of Your District Device

Food and Drinks

At no time should students have any type of beverage or food within two feet of the laptop.

Carrying Your Device

Never carry the device while the lid is open; be sure to properly close the device lid before transport. The device should always be carried with two hands while being carried. When possible, place the device in a backpack while in transport. Always store the district issued device in a secure area.

Personalizing Devices

Devices must remain free of any writing, drawing, or stickers. An identification label with the Colville School District name and asset information will be placed on each device. This identification label must always stay on the device. Under no circumstances are students to modify, remove, or destroy identification labels. Spot checks for compliance will be done by teachers, administration, and staff at any time.

Screen Care

The device screens can be damaged if subjected to rough treatment. They are particularly sensitive to damage from excessive pressure on the screen.
Students should not do any of the following:
- lean on top of the device when it is opened or closed.
- place objects on the keyboard.
- place anything near the device that could apply to the screen.
- place anything in the case that could apply pressure to the screen.
- bump or drop the device against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

Cleaning of the screen should only be done with a soft, dry cloth or anti-static cloth. Do not use window cleaner, water, or any type of liquid on screens.

Storing Your Device

When students are not using their device, they should be stored in their locker/desk (if available) or kept with the student. Nothing should be stacked on the laptop if placed in a locker/desk. Depending on the school, students may be required to take their device home every day, regardless of whether or not they are needed. Devices should never be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause issues with the device and result in unrepairable damages.

Traveling with the Device

Students should completely shut down the device before traveling anywhere, including between home and school. The device should never be left unattended in a vehicle. If unavoidable, it should be locked in the trunk before reaching your destination.

Using District Devices at Home

The way in which students use technology at home will likely vary from how it is used at school. Technology use at home is typically more passive and takes parent involvement in order to decide the best use of the device based on the age of the child. The American Academy of Pediatrics has created a variety of resources for families to utilize when integrating digital media into a child's daily life (18 months to 18 years old). Families can create a Family Media Use Plan to help guide

how much time should be spent on screen time once time in school, physical activity, after school activities, and family time are factored in. Asking your child's teacher how they use technology in the classroom can help you to develop your Family Media Use Plan. Find the Family Media Use Plan at: https://www.healthychildren.org/English/media/Pages/default.aspx

Commonsense Media is a non-profit organization dedicated to helping kids succeed in a world of media and technology. They provide information, tools, and other resources to parents, teachers, and policymakers. Please take time to browse the family resources found in their Digital Citizenship toolkit.

- https://www.commonsense.org/education/toolkit/family-engagement-resources
- https://www.nytimes.com/guides/smarterliving/family-technology

What to do Before Contacting Technology Support

There are many things that could cause a problem with your device. No matter the cause, troubleshooting is often a process of trial and error. Prior to contacting your school teacher/administrator for technology support, we suggest following these steps first:

- **Restart your Device:** Restarting your device can solve a lot of basic issues. It will force programs to close and may trigger software updates.
- **Write Down your Troubleshooting Steps:** While troubleshooting, it's often helpful to write down each step you take. When technical support is contacted, it will be much easier if you can let them know exactly what you've already tried.
- **Take Notes or Pictures of Error Messages:** If your device gives you an error message, write down as much information as possible. The exact wording and/or image of the error message can be helpful for technical support to troubleshoot more effectively.

Parent/Guardian Responsibility

For students to take a Colville School District laptop home, the student and parent/guardian must sign the Student Acceptable Use Agreement and agree to follow all applicable policies and procedures.

The parent/guardian can choose to participate in the school district's Device Insurance Checkout Plan and/or be held responsible for the cost of repair or replacement of their student's district issued device and accessories. The cost includes but is not limited to:

- Not returned at the student's termination or completion of school
- Student damaged device intentionally
- Damaged or lost due to negligence
- Damaged or lost device accessories

Monitoring Student Use

The parent/guardian will monitor student use of the computer while their student is away from school. The best way to keep students safe and on-task is to participate in what they are doing.

The following are some suggestions:

- The device should be used in a common space in the home and not isolated behind closed doors.
- Ask your student to show you what they are doing and start a conversation around their work.

Support Online Safety

Internet filtering is required by The Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA) and by district policy for E-Rate funding. Student devices and accounts will have software/extensions installed that monitors and filters internet access. These filters limit the student's browsing while on the internet. In general, the following categories are blocked:

- Sites that include material deemed obscene, promote violence, gambling, pornography and harmful to minors.
- Sites that promote hacking or contain security risks (malware, ransomware, viruses, etc.).
- If a parent/guardian identifies any activity on their student devices that is inappropriate, dangerous, or threatening, they should contact the school administration.