

# Keith Valley Middle School 2019-2020

## 1:1 (One-to-One) Handbook for Parents & Students

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*\* Must be returned to homeroom or house principals' office.*

## **What is 1:1 (One-to-One)?**

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are:

- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators
- connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies. The goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated.

The 1:1 initiative at Keith Valley will:

- increase interactivity in the classroom with the use of technology
- increase student engagement with active learning and authentic tasks
- extend learning beyond the immediate classroom through collaboration and communication
- provide digital learning content and resources which offer optimal challenge through adaptation to individual learning needs
- create a learning environment that promotes individualization, differentiation, and personalization

## **Training**

Students will be trained on how to use the devices using online training tools as well as by their teachers.

## **Return**

Student devices and accessories:(charger, laptop sleeve, stylus) will be collected at the end of the school year.

## **Transfer Withdrawal**

Any student who transfers out of Keith Valley Middle School will be required to return the Lenovo yoga 11e laptop and accessories. If the laptop and accessories are not returned, the parent/guardian will be held responsible for payment in full or the property not returned.

## **Taking Care of Your Device**

Students are responsible for the general care of the Lenovo yoga 11e laptops issued by the school. Devices that are broken or fail to work properly must be taken to the technology office. If a loaner is needed, one will be issued to the student via the library until their device can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully.

- Students should never carry their laptop while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your laptop to room temperature prior to turning it on.

### **Carrying the Device:**

Carrying the device in the distributed sleeve, padded backpack or padded bookbag is acceptable provided the sleeve, backpack or bookbag is handled with care. Do not toss or drop container when laptop is inside.

### **Screen Care:**

The Device screen can be damaged if subjected to rough treatment.

- Do not lean on top of the device.
  - Do not place anything near the device that could put pressure on the screen.
  - Do not poke the screen.
  - Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. **Do not use window cleaner or any type of liquid or water on the device.**

## **Using Your Device**

### **At School:**

The Lenovo yoga 11e is intended for use at school each and every day. In addition to teacher expectations, course work on Canvas, announcements, calendars, programs, and schedules will be accessed using their device. Students must be responsible and bring their device to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

All students are required to take their Lenovo yoga 11e home each night throughout the school year for charging. Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. If students leave their device at home, they must either sign out a loaner in the office for the day, or have a parent bring in their device. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the charger to school. If fully charged at home, the battery will last throughout the day.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should use their own earbuds or headphones (single round port) to listen to instructional related sound recordings/videos. Students are encouraged to purchase headphones for their devices and may wish to have a mouse as an accessory.

## **Printing:**

*At school:* Printing functionality will be available to the Ricoh printers.

## **Managing Your Device**

Students may save documents to their OneDrive accounts or z: drives, or they may save to an external storage device. Saving to One Drive will make the file accessible from any computer with internet access.

## **Personalizing the Device**

***Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Hatboro-Horsham School District.***

## **Software on Device**

The software originally installed on the device must remain on the device in usable condition and easily accessible at all times. The device will automatically install updates when the computer is shutdown and restarted.

## **Virus Protection**

Additional virus protection is unnecessary due to the unique nature of the laptop design.

## **Additional Software**

Students are able to install software and apps which have been approved and enabled by Hatboro-Horsham School District.

## **Who May Access Computer**

In some instances it may be necessary for the Computer Technician to access the laptop computer remotely to resolve a technical problem. If this is necessary, the Student will be asked for oral permission before the remote access is performed. If oral permission for remote access is granted, a permanent record of the approval will be logged by the Computer Technician, along with the time, date and duration of the access. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all laptop computers. The Student will not permit individuals other than District personnel to access the laptop computer. The student must follow all copyright laws. The Student shall not use or allow the laptop computer to be used for any illegal reasons prohibited by School Board Policy No. 815: Acceptable Use of the Internet, Computers and Network Resources.

## **Protecting and Storing Your Device**

### **Laptop Identification**

All devices will be labeled in the manner specified by the school. They will be identified in the following ways:

(1) Record or Serial Number, (2) Hatboro-Horsham Asset Tag, (3) Student's Name

**Under no circumstances are students to modify, remove, or destroy identification labels.**

### **Storing Your Device**

When students are not monitoring their device, they should be stored in their classrooms as instructed by their teachers or in lockers with the lock securely fastened (As the device is the sole responsibility of each student, locker combinations should **NEVER** be shared). Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device should be charged fully each night at the student's home. Devices should **never** be stored in a vehicle.

### **Storing Device at Extra-Curricular Events**

Students are responsible for securely storing their device during extra-curricular events and should communicate with their coach or sponsor if there are questions about safe storage areas.

## Devices Left in Unsupervised/Unsecured Areas

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location

## Repairing or Replacing Your Device

### Devices Undergoing Repair

- Loaner Devices may be issued to students when they leave their device for repair at the tech office.
- Repaired devices will likely be restored to its original state as it was when deployed. It is important students keep their school data synched to OneDrive or the network drive (z:drive) so documents and class projects will not be lost.
- Students and parents will be charged for any damage to the Lenovo yoga 11e that is a result of misuse or abusive handling.

### Warranty

The manufacturer warrants the devices from defects in materials and workmanship for a set time period, and the school will take responsibility for issues related to defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device. The manufacturer warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all device problems to the tech office.

If a device becomes defective (at no fault of the student), Keith Valley Middle School will replace the device at no charge with one that is new or refurbished.

Accidental Damage to devices will be repaired at no cost to the student; however, a student must report the damage and the incident that caused the damage. Devices **CAN NOT** be repaired without an explanation of the cause of the damage.

A device or any of its accessories that are lost (whereabouts unknown) or damaged as a result of not following the guidelines described here within are the responsibility of the student and parents, and the replacement cost must be paid to the school.

## Device Technical Support

The Tech Office will be the first point of contact for repair of devices. Services provided by the tech office include:

- password identification
- user account support
- coordination of warranty repair
- distribution of loaner device (during repair)
- hardware maintenance and repair
- operating system or software configuration support
- restoring device
- system software updates

## **Hatboro-Horsham School District Acceptable Use Policy**

### **Acknowledgment Expectations for Grades 6-8 Students**

Digital citizenship is the term we use to describe the right ways to behave and act when using technology. When I use technology (computers, network resources, etc.) provided to me by my school, I understand I am expected to demonstrate digital citizenship. This includes understanding and acknowledging the following:

1. Technology use for school is a privilege. Not everyone has access to the same technology or uses technology the same way. I will respect our technology resources including hardware, applications, and network settings. I will not make changes or modifications that would impact my own or others' ability to use them. I understand that in our local and global community not everyone can access the same resources that I have.
2. When I use technology, it is possible to access things on the Internet or receive messages from others that make me feel uncomfortable. I understand what bullying is and the serious consequences for bullying others. I will not use technology in a way that causes embarrassment or discomfort for others. The school district may choose to monitor my communications and use of the network to make sure I am using it responsibly.
3. The technology provided by Hatboro-Horsham School District is for my learning and schoolwork. It is not for non-educational use. Access to the Internet is a shared resource, and when I use it for things that are not essential to my schoolwork, it can limit Internet access for others who need it for learning. Also, I understand that my technology use must be balanced with other activities both in and out of school as part of a healthy lifestyle.
4. I will not respond to communications that are inappropriate and intended to make me or others feel uncomfortable. If I get a message that is inappropriate, I will talk to a teacher or staff member. I will not interact online with people I do not know unless it is part of a school activity.
5. I understand that the Internet is a valuable resource for finding goods and services. I will not use district resources for personal business activities.
6. When I use technology, I will use only the account assigned to me, identify myself for other users on our network when I interact with them, and will not share my passwords. I have the responsibility to respect and protect the rights of every other technology user at my school and on the Internet, including respect for others' privacy. Respecting others' privacy includes not accessing digital content that does not belong to me, not accessing accounts or resources that are not mine or shared with me, and not using the audio/visual recording features of my school-issued or personal devices to record someone who has not consented to it.
7. I will check with my teacher or my parents before downloading or installing software or other applications. Many harmful things can be downloaded from the Internet, and these could put my technology and my safety at risk. Hatboro-Horsham uses software to prevent users from accessing inappropriate content on the Internet. Bypassing or disabling this software is not allowed, and using a personal non-network device to access restricted content while at school or at school functions is not allowed. Personal Electronic Devices: Our schools have a "guest network" that allows people from outside the school district to access the Internet when they visit. This network is not for student use. At school, district devices are provided and should be utilized. Your personal electronic devices are your responsibility. HHSD has no responsibility for the physical device, its operation, and any damage/corruption of data. Expectations for acceptable use still apply.

Policy 815: <http://www.hatboro-horsham.org/Page/287>

## **Legal Propriety:**

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher, librarian or network administrator if you are in compliance with this law.
- Plagiarism is a violation of the Keith Valley Middle School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The student or staff member non-compliant with the policies of the 1:1 Handbook or the Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof another user is responsible.
- Email, network usage, and all stored files may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan my device to other individuals.
- I will know where my device is at all times.
- I will charge my laptop's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the device.
- I understand that the laptop I am issued is subject to inspection at any time without notice and remains the property of Keith Valley Middle School.
- I will follow the policies outlined in the 1:1 Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire within 48 hours and notify the school district the following day of the incident.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device, power cord/charger, or protective sleeve in the event any of these items are lost or damaged due to misuse or abuse.
- I agree to return the laptop, power cord/charger and protective sleeve in good working condition at the end of this school year.

### **Laptop reminders:**

#### **Laptop is to remain in its case.**

1. Only things to be stored in the laptop case are the laptop, headphones and charger.
2. Device is to come to school fully charged each day.
3. When turning laptop in for repair make certain to hand to an individual—do not leave unattended.
4. Do not close your laptop without checking to make sure there is nothing in it (earbuds, pencils, etc.)
5. Store or back up all items to your OneDrive, z:drive or flash drive in case your device needs to be wiped for repair.
6. If my Lenovo yoga 11e is lost, I am responsible for replacement costs: laptop--\$250, charger-\$40, sleeve-\$15, stylus--\$32.
7. All items must be turned in at the conclusion of the school year.

# Keith Valley Middle School

## 1:1 Handbook and Responsible Use Policy Agreement

In return for the District requiring the student to take the laptop computer off-campus, the Parent/Guardian agrees to pay the District technology fee prior to laptop pick-up.

- The technology fee is \$30 per student with a \$250 deductible for theft, loss or intentional damage.
- The technology fee, but not the deductible, will be adjusted for any family that participates in the Free and Reduced Lunch Program. Families in the Free and Reduced lunch program will be required to pay the deductible, \$250 for theft, loss or intentional damage.
- The technology fee will provide accidental damage protection for damage to the laptop.
- The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the laptop computer while it is in the possession, custody or control of the student.
- The District reserves the right for final determination of claims.
- Students that do not pay the technology fee are not permitted to remove the laptop computer from the school building.

### SIGN-OFF PAGE

Parents and students should carefully read the 1:1 Handbook, including the Responsible Use Policy prior to completing the portion below.

Please return to **child's homeroom teacher or house principal's office.**

----- RETURN PORTION BELOW -----

#### 2019-2020 Parents and Students:

Your signatures below indicate your understanding of the Keith Valley Middle School 1:1 Handbook Policies as well as the Acceptable Use Policy. Your signature further indicates you will follow the policies contained in both documents and understand the replacement/repair fees involved.

Student name (printed): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Parent name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosed is a ( ) check or ( ) cash for \$30 to cover the insurance.

*Please check which method of payment.*