

Longwood Central School District

Community Unity... Be a Part of the Pride

1:1

Computing Handbook

for

Parents and Students



Pilot Program 2019-2020

1:1 Chromebook Initiative

The Longwood Central School District will incorporate a 1:1 learning environment into the educational program in order to transform teaching and learning in all classrooms. This program will provide digital devices (Chromebooks) to students in order to:

- personalize instruction to each student's unique needs, abilities and interests
- provide consistent, student-centered curriculum with real-world connections
- develop competencies in using technology as a learning tool.
- assist faculty, staff, and students in understanding and manipulating information
- emphasize the importance of digital citizenship
- ensure equity of digital resources
- create collaborative learning environments
- prepare students with the skills needed to succeed in college and careers

Applicable School Board Policies

- **BOE Policy 4526** - [Acceptable Use of School District Computers And computer Networks](#)
- **BOE Policy 4526.1** - [Internet Safety](#)

Acceptable Use Policy (AUP)

All users of the District's technology network are required to review and acknowledge the [Districts' AUP](#). Parents of new students do this upon registration in the Longwood Central School District, and staff upon hire. Beginning August 2018, parents registering their children for kindergarten will acknowledge the District's AUP simultaneously. When signing the [Acceptable Use Policy \(AUP\) Acknowledgement](#), you are acknowledging that you understand and accept the information in that document and agree to Longwood School District's Procedures and Terms and Conditions for network usage and Internet access.

Parent/Guardian Responsibilities

There are several responsibilities assumed by the parent/guardian and the student. These are outlined below:

- *All Parents/Guardians and students must have a signed [1:1 Computing Program Acknowledgement & Agreement Form](#) on file in order to*

participate in the 'take home' option for students.

- *Students and their parents/guardians are expected to read, understand, follow the instructions for proper use and care of devices, as included in this handbook.*

Digital Citizenship

Students must follow the conditions of being a good digital citizen:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will get permission to download or share other people's information, photos or work. I will avoid spreading misinformation. I will check the facts before posting.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information and I will abide by the acceptable use agreement of Longwood Schools.

Device Rules and Guidelines

The rules and regulations noted on the next few pages provide an overview of student responsibilities associated with our 1:1 Computing program. Students must follow these rules and regulations closely to ensure the security and proper functioning of their assigned device.

- **All use of District-owned technology equipment and resources must:**
 - Support learning and be school-appropriate
 - Follow local, state, and federal laws
- **Security Reminders**
 - Passwords should never be shared.
 - Follow Internet safety guidelines, as explained in the District's

AUP and shared through instruction at school.

Caring For the Device

The device is District property and all users must follow these processes and guidelines, as well as those outlined in the Longwood Central School District AUP:

❑ General Rules

- Students should use the device assigned to them and not lend their device to others. Students are responsible for all activity occurring on their District-assigned network account, as well as their assigned devices.
- Damaged devices or devices failing to operate properly must be reported to the **Chrome Depot or designated space** for an evaluation and/or repair.
- Defacing Longwood-issued equipment in any way is prohibited. This includes, but is not limited to, marking or drawing on any surface of the device or case.
- Devices must never be left unattended in vulnerable locations, such as an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- Students are permitted (and encouraged!) to acquire protective covers or skins for the device, which, in turn, may be decorated.
 - Protective covers must be able to be removed without damage to or disassembly of the device.
 - Labels/stickers applied to the protective cover must not cover or interfere with asset tags, air vents, ports, hubs, or hinges.
 - Labels/stickers must be in good taste and in accordance with appropriate material as noted in the [District's Code of Conduct and Dress Code](#).
- Students will be assigned the same device for **multiple years**, provided they maintain enrollment in the Longwood Central School District (LCSD).
- Students maintaining enrollment in LCSD schools maintain possession of their assigned device over the **summer months**.
 - Students transferring out of District, graduating from the District, or enrolling in an out of district placement must return their assigned device.

❑ Carrying the Device/Carrying Cases

- Students will be assigned a **device carrying case at the time a**

device is assigned to them.

- Use only the carrying case supplied by the District for transporting/storing your assigned device.
- Carrying cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately.

❑ Care of Device Outside of School

- The power cord/charger remains at home.
- Students are responsible for ensuring the device's battery is fully charged for school each day.
- Students must protect the device from extreme heat or cold, food and drinks, small children, pets, and any other environmental conditions that may damage the device.
- Students must refrain from placing the device on top of blankets and other soft materials such as bedding. Doing so may block air vents and cause it to overheat.

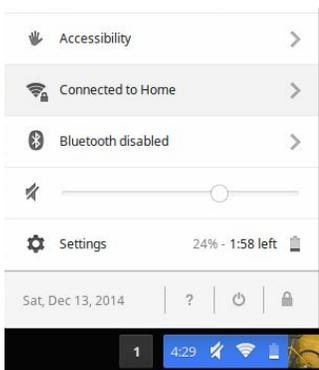
❑ Webcams

Devices equipped with a webcam offer students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

- Webcams are to be used for educational purposes only. Examples include:
 - Recording videos or taking pictures to include in a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.
- Outside of school, use of webcams is allowed with permission from parents/guardians.

Connecting to a Wireless Network

- **District devices will automatically connect to the appropriate wireless network when within any Longwood school building.**
- When outside of school buildings, users may connect to other wireless networks. Please connect only to secure and trusted wireless networks, and be aware that any fees associated with wireless connections are the responsibility of the user.
 - To find and connect to available wireless networks, click on the system tray on the bottom-right of the screen and then on “wireless networks”. The device will list available networks to connect to. Choose the one you prefer by clicking on it. Enter passwords if necessary, and choose if you want the device to remember this network. “Remembering” a network will allow the device to automatically connect to it when available.



Basic Troubleshooting

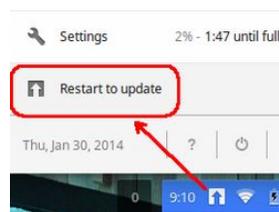
Before notifying the **Chrome Depot** or **designated space** of any trouble with their assigned device, users should review and attempt the following troubleshooting steps:

- Many basic system issues can be addressed by simply restarting the device. To restart, sign out and then click, “Shut down”, or hold down the power key for three seconds to shut the device off. Once powered off, press the power key to start up. Log in to the device as normal.
 - Restart the device if you experience one of the following:
 - Device is having difficulty finding or maintaining a wireless connection
 - Device freezes or is unresponsive
 - Device seems to be running slowly
- Headphones or peripherals plugged into the device are not working
 - Make sure there is no dust or foreign debris inside the port by blowing into it. If that doesn't work, restart the device. If these steps don't work, report the issue to the Chrome Depot.
- Is the Chromebook ready for an update?

When updates are available for the Chromebook, they will automatically download and install the next time the Chromebook powers on. Keep in mind that when the user simply logs off or closes the screen, the Chromebook does not shut off - it goes into 'sleep' mode. Sometimes the Chromebook will not perform as users would expect if it needs to be updated.

If an update is available, an upward-pointing arrow will appear in the system tray on the bottom right of the screen. This signifies that the user should restart the Chromebook at the next opportunity so the update can be installed. In most cases, the user can continue to work as normal while the device is updating.

UPDATE



*If none of these basic troubleshooting steps fix the issue, report it to the Chrome Depot for an evaluation.

Accountability

☐ Legal Title

Legal title to the device is with the District and shall at all times remain with the District. Similar to any District-owned materials assigned to students, the student and his/her parent(s)/ guardian((s) are responsible at all times for the device's appropriate care and use, pursuant to this Handbook and the District AUP.

☐ Liability

The device is to be returned upon the student's disenrollment from the District, the student's transfer out of District schools participating in the "1:1" program, the student's graduation from the District or at any other time requested by the District. The Longwood Central School District reserves the right at any time to require return of the device, either temporarily or permanently. Reasons for this include, but are not limited to, periodic evaluation of devices, inventory checks, long-term storage when school is not in session, revision of District academic programs, audits, disciplinary issues, or discontinuance of the program. Upon return of an assigned device, the assigned student remains responsible for the device until it has been verified to be in good working order. In case of theft or loss, an official police report will be required.

Device Management Options

Similar to textbooks, calculators, and other equipment, the issuance of a District-owned computing device carries with it certain responsibilities for students and their parents/guardians.

Take-Home Model

- Student is issued a device, **carrying case**, and charger.
- The device and case are taken home by the student each day.
- The student and parent/guardian must read and acknowledge the District's terms and conditions for permission to bring devices off school premises.

☐ Terms & Conditions of the Take-Home Model

In accordance with the [Children's Internet Protection Act \(CIPA\)](#) and [the Acceptable Use of School District Computers And Computer Networks 4526](#), the District implements precautions to provide a restricted Internet environment within its school buildings. These include, for example, content filtering, usage logging, user monitoring, and instruction on Internet safety.

District filters and resources also provide students a restricted environment outside of school facilities, albeit to a lesser degree than within our buildings. Once a student is outside the school buildings, the District relies on its partnership with parents/guardians to monitor and supervise their children's use of the Internet and device, as noted in the District's *Acceptable Use Policy* (AUP) for Independent Internet Access (the District's AUP is available at <http://www.longwood.k12.ny.us/>)

❑ Accidental Damage & Theft

While there is no up-front cost associated, it is imperative that the device & its peripheral equipment be maintained and handled in a responsible manner. Theft, loss, or damage to the device and/or peripheral equipment issued to the student must be reported immediately following your school procedures.

Please note the protocols the District will follow in addressing the following issues:

- Accidental Damage -
 - In most cases, the District's warranty will cover the entire cost of one instance of accidental damage per school year. "School year" is defined as July 1 to June 30.
- Theft/Loss -
 - An official police report must be filed by the student/parent in any instance of theft or loss.
 - Upon notification from parents/students of a lost/stolen device, the District will make every effort to assist police in their investigation. This includes providing to the police geolocation, keystroke, device history, and other available data that may be valuable in determining the device's whereabouts.
 - If, after the completion of a police investigation, it is determined that the device is not recoverable, the student will be re-issued a device for take-home. Until that time, the student may be issued a loaner device (if available).

If damage is deemed to be intentional or the result of another student's actions, the school's code of conduct will apply.

Chromebook FAQs

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life. They are lightweight and built-in ability to connect to

Wi-Fi and mobile broadband networks. The Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.” (Google)

Q. What kind of software does a Chromebook run?

A. Chromebooks run millions of web-based applications, or web apps, that open right in the browser.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to the student will be a managed device. Members of Longwood CSD's Information & Instructional Technology Dept. will maintain devices through our G Suite for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SD cards
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G, 4G or the soon to come 5G?

A. No. The district Chromebooks will not have 3G, 4G or 5 G broadband. A WiFi connection will be required.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software that will work at school and at home.

Q. Battery life?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students will charge them each evening to ensure maximum performance during the school day.

[* Adapted from the Raymond J. Fisher Middle School website, Los Gatos, CA](#)

[* Adapted from Cold Spring School District.](#)

1:1 Computing Program Acknowledgement & Agreement Form

Please bring this signed agreement with you when you pick up your Chromebook

The Longwood Central School District encourages students to use a variety of technologies to enhance their learning. We ask parents and students to carefully read and understand the contents of the **1:1 Computing Program Acknowledgement & Agreement Form** and together with the **Code of Conduct**, these documents provide expectations and conditions to ensure the effective and efficient use of our technology services, guard the privacy and safety of our students, and to protect our data and our resources.

We acknowledge that we have received the following documents and have read and understood them.

[1:1 Computing Handbook](#)

1:1 Computing Program Acknowledgement & Agreement Form (this form)

[BOE Policy 4526 - Acceptable Use of School District Computers And computer](#)

[BOE Policy 4526.1 - Internet Safety](#)

[BOE Policy 5300 - Code of Conduct](#)

Student Agreement

As a learner, I agree that I will:

- *follow the procedures and policies outlined in the 1:1 Computing Handbook and 1:1 Computing Program Acknowledgement & Agreement Form (this form) both in and out of school.*
- *protect my Chromebook by carrying it securely in my district-issued carrying case and take all responsible precautions to prevent careless or intentional damage.*
- *never leave my Chromebook unattended in an unsecure or unsupervised location.*
- *charge my Chromebook's battery to full capacity each night and bring it to class every day.*
- *immediately report all damage to my Chromebook following the school's procedures.*
- *neither alter or attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my Chromebook, not install or download software that is not approved by administration or teachers.*

Parent/Guardian Agreement:

I acknowledge that I have received access to the 1:1 Computing Handbook and have read, understand and, with my child, accept responsibility to abide by its contents.

I accept responsibility to supervise and monitor my child's use of the device outside of school hours. I further understand that my child and

I accept responsibility to ensure that my child immediately reports damage based on guidelines of the school.

Student Name (please print) _____ ID # _____

Student Signature: _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature: _____ Date _____