1:1 Home to School Connection

future ready   motivate
21st century skills
boundless   anywhere
potential   digital citizenship   problem solving

anytime learning

technical skills
collaborate   empower   leadership
dynamic   mobility   possiblities   information literacy   ability
student centered   teamwork

Lodi Unified School District

Superintendent's Technology Advisory Committee

1:1 Home to School Connection

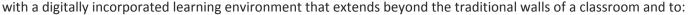**visit**

www.lodiusd.net/1to1

Parent/Student Handbook

What is the 1:1 Home to School Connection Initiative?

The 1:1 (One to One) Home to School Connection initiative supports student access to digital resources both at school and home via a device checkout program. Select grade levels at participating schools sites will be checking out Chromebooks to students, just as textbooks are checked out or issued to students.

Why a Device Checkout Initiative?

The Superintendent's Technology Advisory Committee recognizes that the world around our students is ever-changing and understands the increasing importance of preparing our students to succeed in a technologically advancing society. Our goal is to provide our students with a digitally incorporated learning environment that extends beyond the traditional walls of a classroom and to:

- Provide students with opportunities to access digital resources at any time;
- Allow students to communicate with peers, teachers, and appropriate resources beyond the classroom in support of learning;
- Encourage and empower students to share, collaborate and create, to think and solve problems, and become self-directed;
- Promote proficient and safe use of digital information, media, and technology;
- Provide access to the most recent and relevant information.

What are the benefits for this initiative?

- Students gain interest and motivation to participate and build a sense of responsibility, organization and ownership in their learning.
- Students learn concepts to interact collaboratively with their fellow students.
- Schools are a part of a paperless environment that saves on copious quantities of paper.
- Students can easily access digital documents and resources.
- Teachers can organize documents and assignments to one location.
- Both students and teachers acquire considerable access to the most recent and relevant information.
- Students interact in an environment that empowers them in a way that cannot be done with a book, a pencil and paper.
- Students are exposed to a wide-range of technological skills that will be needed in their educational career and their future successes.

1:1 Home to School Connection
Initiative Handbook

The District is confident that students can meet expectations and demonstrate effort to keep their Chromebook devices safe, secure, and in good working condition. This handbook provides students, parents/guardians, and teachers with resources to successfully participate in the 1:1 Home to School Connection initiative.

Student Responsibilities

It is the student's responsibility to care for their device, keep it clean, in working order, and bring it to school daily.

General Care

- ❖ Charge device nightly to ensure good battery life.
- ❖ Leave asset tags displayed; do not tamper with or remove.
- ❖ Leave vents uncovered.
- ❖ Clean the screen with a soft, dry microfiber cloth if needed.
- ❖ Report any damage to the device as soon as possible. (This means no later than the next school day.)
- ❖ Restart devices daily to ensure they receive important updates from Google.
- ❖ Check the device in with the designated school staff member prior to transferring sites, or leaving the district.
- ❖ Do not eat or drink near the device.

Classroom Habits

- ❖ Center the device on the desk.
- ❖ Use two hands to open the lid and carry the device.
- ❖ Close the lid before standing up.
- ❖ Follow all directions given by the teacher.
- ❖ Follow all district appropriate use policies.
- ❖ Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Traveling to, from, and around school

- ❖ Never leave the device unattended for any reason. Use lockers/PE lockers to lock up at school.
- ❖ Completely shut down the device before traveling.
- ❖ Do not leave the device in a vehicle.
- ❖ If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

Student Responsibilities

At home

❖ Take your device home every day.
❖ Charge the device fully each night.
❖ Use the device in a common room of the home.
❖ Store the device on a desk or table - never on the floor or top of cloth items, such as pillows, couch or bedspread!
❖ Leave the power cord/charger at home.
❖ Protect the device from:
  ▪ Extreme heat or cold
  ▪ Food and drinks
  ▪ Other liquid or cleaning substances, like Windex
  ▪ Small children or pets

Student Best Practices

✓ Develop a routine when charging the Chromebook, such as placing the student's backpack near the Chromebook to prevent forgetting the device at home.
✓ Store documents/files in Google Drive.
✓ Notify the teacher as soon as possible if you accidently delete files from Google Drive. Only files deleted from Google Drive within the past 25 days can be recovered. Files stored on the Chromebook cannot be recovered.
✓ Shutdown the Chromebook when not in use. Closing the lid does not turn off the Chromebook and will cause the battery to drain faster.
✓ Keep the District Google Account password private, do not write down the password.
✓ Be careful when downloading apps, themes and extensions and should be approved by your teachers. Some apps, themes and extensions may seem harmless, but can create problems with other district websites and apps.
✓ Do not place heavy objects, elbows or lean on the lid of the Chromebook – the screen will crack.

FAQs - Students

1. **Do I have to pay to participate in the 1:1 Home to School initiative at my school?** No, you do not have to pay to participate.
2. **What comes along with the device?** Power adapters are included with all Chromebooks.
3. **When will I receive the device?** You will receive your device by the end of the 2nd week of school.
4. **Do I have to bring the device to school every day?** Yes, you will use the device throughout the day to access digital content for your classes.
5. **What happens if I leave the device at home?** Sites are allocated a limited number of devices. If there are no loaner devices available, you will need to complete your work as assigned with a hard copy (pen and paper).
6. **Can I print from my Chromebook?** School site printing will maintain the same. If your home printer is compatible with Chromebook printing specifications, you should be able to print.

7. **What if I break my device?** Take your broken device to the designated school staff member. The designated school staff member will give you a loaner device while your broken device is sent to the district's Technology Department to determine the extent of the damage and repair/replace the device as necessary.
8. **What do I do if my device shows the 'Enterprise Enrollment' screen?** Log in using your Google account and accept the Terms of Agreement. The device will automatically re-enroll itself and you will be able to use your device once the enrollment process is completed.
9. **What if my device is not functioning properly?**
   a. If you are at home, you can try wiping your device by following the instructions listed on: https://support.google.com/chrome/a/answer/1360642
10. **What do I do with device at the end of the school year?** Your school will give you instructions for checking in devices at the end of the school year.
11. **Will I receive the same device each year?** Each participating school will determine how best to issue devices to students.
12. **What if I'm transferring schools?** Return your device and all the accessories to the site designated staff.
13. **What if the device I received is defective?** Notify your designated staff member that the device is defective. You have 5 days after you received your device for it to be qualified for exchange. You will receive a replacement device. Otherwise, it will be treated as device damage and it will go through the standard loaner/repair process.
14. **What if my device is displaying a 'device is disabled' message?** Notify your teacher and/or school site designated staff of the issue immediately. The school staff and the Technology Department will work together to resolve the issue.

Theft or Loss of Device

On School Grounds

In the case of loss or theft, the student must report the incident immediately to the school's staff, where a report will be created and a loaner device will be issued.

Off School Grounds

In the case of loss, the student must inform the school's staff on the next school day, where a report will be created and a loaner will be issued. In the case of theft, the parent/student must file a police report for the incident to be covered under the coverage plan. The incident must be reported to the designated school staff the next school day, where a report will be created and a loaner device will be issued.

safety matters   first
safety first
safety   be aware

*If ever in a situation where someone is threatening you for your device, **give it** to them and tell a staff member as soon as you arrive at school.*

Parent/Guardian Responsibilities

There are several responsibilities assumed by the parent/guardian. These are outlined below. As with textbooks and other district issued equipment the parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

Monitoring Student Use

Lodi Unified School District will make every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Website filtering services will be extended to student district Google accounts and will be enforced on any Chromebook when the student is logged in away from school. The parent/guardian is also responsible for monitoring student use outside of school. Parent involvement is key for keeping students safe online.

Suggestions

- ✓ Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- ✓ Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- ✓ Develop a set of rules/expectations for electronic device use at home. Some Websites provide parent/child agreements for you to sign.
- ✓ Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- ✓ View your child's Google Drive to check on work progress. If you have your own device like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school (including comments from teachers and peers).
- ✓ Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- ✓ Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, as well.
- ✓ Turn off your home Wi-Fi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home Wi-Fi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

1. **What grade levels are able to participate?** The grade levels currently participating range from 1st to 12th grades. Kindergarten is optional by site.
2. **How will my child transport the device around?** The device may be transported in your student's backpack.
3. **What if our family does not have internet access at home?** Students can work offline with Google applications and several other applications.
4. **Will my child's internet usage be filtered at home?** Lodi Unified is using Securly web filtering to ensure that your child is not accessing any inappropriate or malicious sites at home. We recommend that you talk with your child about appropriate Internet usage habits and etiquette as it is impossible to have a 100% secure environment all the time.
5. **Can the district access local data stored on my child's device whether he/she is at school or at home**? No, the district cannot access locally data stored on your child's device.
6. **Can district staff access the camera, microphone or control my child's device while at home?** No, the district cannot remotely access your child's device while at home.
7. **Can teachers or district staff access and control my child's device while at school?** Teachers use LANSchool to view students' screens as a class management tool. LANSchool requires student approval for the teacher to view their screen. The LANSchool application is always on the device, but only works inside the district network and it does not work when the device is away from the school site network.
8. **How do I protect my child's device?** We encourage that you discuss with your child the proper use and care for the device, however Lodi Unified School District provides an optional annual insurance program, the Chromebook Care Plan, to cover damage, loss, or theft of your child's Chromebook.
9. **What does the service fee cover?** See *Chromebook Care Plan* for details.
10. **Am I required to participate in the Chromebook Care Plan and pay the service fee for the annual coverage?** No, you are not required to participate and pay the service fee. However, please be aware that like textbooks, you are responsible for the cost of your child's device and accessories if it is lost, stolen, or damaged.
11. **What if my child's device gets damaged, misplaced, or stolen?** Your child will need to notify their site the next school day to receive a loaner device. If your child's device is stolen, please submit a police report or police report number when reporting it to the school.
12. **Can I bring my own device instead of my child obtaining one from the school?** No, the 1:1 Home to School devices are specifically configured for district instructional purposes.
13. **What if my child is leaving the school district or is transferring to another school?** See *Policy Portability* on page in the *Chromebook Care Plan* for details.
14. **What if I want my child to opt out of the 1:1 Home to School initiative?** Students are not required to participate in the 1:1 Home to School initiative and may choose, with the permission of their parent or legal guardian, to opt-out. A Parent or legal guardian must opt-out or deny their student's participation by indicating their option on the Parent Authorizations and Supplemental Information form included in the first day packet or online via the Aeries data confirmation portal. There will be additional devices at each site to ensure that your child will still be able to use the same learning material as other students.