Student/Family Handbook
McKnight Middle School
1:1 Chromebook

Contents
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Introduction to the One to One Program

We are excited to have a 1:1 program (each student will receive their own Chromebook laptop to use for the school year) in the Renton School District. Providing technology access to our students is a critical element of the Renton School District 2016-2022 Technology Plan that focuses on preparing students to graduate with options and prepared to participate fully in our democracy.

Renton School District Technology Vision
To use technology intentionally and innovatively, leading to greater equity and achievement for all students by: ● increasing rigorous learning opportunities ● enhancing authentic learning environments ● providing differentiated and personalized learning ● supporting collaboration, productivity, and creativity ● providing opportunities to develop and demonstrate critical thinking skills

Digital Learning is defined as instruction that effectively uses technology to strengthen a student's learning experience. It includes a wide range of educational tools and practices, including:

● digital and interactive learning content, software, or simulations
● access to online databases and other primary source documents
● the use of data and information to personalize learning and provide targeted supplementary instruction
● online and computer-based assessments
● learning environments that allow for flexibility, collaboration, creativity, creative thinking and communication
● hybrid or blended learning through online delivery of instruction with some element of student control over time, place, path, or pace

Technology enhances strong student learning by providing students with greater access that complements and expands their opportunities.

Technology and Resources

Laptop

Each student will be assigned a Chromebook for the entire year. This device includes a touchscreen that rotates backwards, web-camera, built-in speakers and a bag to help keep it safe. The Chromebook starts up quickly, is light-weight, and has a battery that will last the school day.

Wireless Access

The Chromebook accesses curriculum, Internet resources and tools wirelessly through 'WiFi.' To ensure robust access, all classrooms have been upgraded with new access points for WiFi and additional access points in common areas. To function completely, the Chromebook needs access to WiFi. If students/families do not have access, the student will be provided with a hotspot to ensure connectivity outside of school.

Filtering/Monitoring

In order to protect students while online, the district Chromebooks are filtered and monitored, both at school and off campus. The filtering is consistent with federal regulations (CIPA) and the monitoring, which uses the program GoGuardian, provides information regarding student activity online that may indicate unsafe behaviors.

Resources

The Renton School District provides a growing set of digital tools and applications to support a wide spectrum of learners, grade levels and subjects

Category	Example	Description
Learning Management System	Canvas	Canvas is a platform for connecting teachers and students directly with class content, including assignments, learning activities, and assessments. It is also a place for curricular resources.
Learning Management System	Google Classroom	Google Classroom is a platform for connecting teachers and students directly with class curriculum, boosting collaboration, and facilitating feedback.
Productivity Tools	Office 365	Office 365 allows for collaboration and sharing with tools such as Word, Excel, PowerPoint, and other Microsoft applications.

Productivity Tools	Google G-Suite	Google G-Suite offers a similar set of tools to Office 365 including Docs, Pages, Slides, and other applications.
Productivity Tools	OneNote	OneNote is a digital notebook for organizing, collaborating and sharing documents, notes and projects.
Productivity Tools	ClassNote and Classroom	ClassNote and Classroom are simplified versions of a learning management system that utilizes Microsoft and Google tools.
Student Information System (SIS)	Skyward	The SIS manages student records and information. It centralizes student information on courses, scheduling, grading, etc. It is used to run enrollment reports, admissions, course schedules, grades and more.
Library Resources	RSD School Library Resources	RSD School libraries provide online access to students' school library accounts, school library catalog, RSD databases & online subscriptions, e-books and audiobooks, as well as librarian-curated collections of resources to support classroom, school-wide and personal projects.
Library Resources	King County Library System (KCLS)	KCLS provides online library accounts to all students and staff in the district. Students can download e-books, conduct online research, use resources to prepare for careers and college, and much more.
Curriculum Materials	myON, Newsela, DreamBox, Code.org, Gizmos, digital textbooks, and more	The Curriculum and Instruction Department is adding digital resources, supplemental and adopted curriculum. Some of these have digital and print versions.

Responsible Use – Students and Families, please read together

Responsible Use Policy (RUP)

The Renton School District takes the safety and security of students and staff very seriously. In the fall of 2016, the District adopted a technology Responsible Use Policy (RUP). A RUP is a policy that underline treats the student as a person who is responsible for their own ethical and appropriate use of the Internet and their electronic devices. The adoption of the policy no longer required student and parent/guardian signatures as acceptance of this policy. Instead, students must follow this policy as with other policies in their Student Handbook.

Statement of Purpose

Renton School District teachers and students use technology and internet-based tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement:

1. I agree to follow teachers'/building/district instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any bullying, abuse, or harm of others.
4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to follow all filters and security measures.
6. I agree to use technology carefully and to conserve district resources.
7. I agree not to share my passwords, except with my teacher or parent/guardian ([Family Educational Rights and Privacy Act or FERPA](#)).
8. I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to follow copyright laws.
11. I agree to follow the technology check-out process.

Following Federal, State, and local laws, Renton School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology, or I may receive other appropriate consequences.

Digital Citizenship

The District teaches students Digital Citizenship beginning in Kindergarten and continuing through High School. Digital Citizenship has many similar correlations to normal classroom citizenship and behavior. The following table provides examples:

Positive Learning Behaviors	Technology Related Citizenship Violations	Equivalent 'Traditional' Classroom Violations
Using resources to be mentally and physically present in the learning	Inappropriate use of any of the following: email, chat, internet surfing, computer games	Passing notes, looking at magazines, playing games
Coming prepared to engage in learning	Missing device/case	No binder/missing supplies and textbooks
Developing original ideas and crediting sources	Cutting and pasting without citing sources	Plagiarism
Treating others with kindness and compassion	Cyberbullying is the willful and repeated harm to others using computers, cell phones or other electronic/digital means	Bullying, harassment
Respecting property and learning resources	Damaging, defacing, or endangering the laptop or accessories	Theft, vandalism, property damage, writing in textbooks
Using appropriate, respectful language (even during disagreements)	Using profanity, obscenity, racist terms in online discussions and on social media posts	Inappropriate language

Tech Violations
Behavior unique to the digital environment
Unauthorized downloading or installing software or apps
Attempts to defeat or bypass the district's internet filter
Modification to the district browser settings or any other techniques designed to avoid being blocked from inappropriate content or to conceal Internet activity
Using another person's electronic resource or account (with or without permission)
Making use of electronic resources in a manner that serves to disrupt the use of the network by others
Using electronic resources for individual profit or gain; for product advertisement; for political activities; or for excessive personal use

Device Use, Care and Routines

General Care of Device
- Keep your device in the **Renton bag** when not in use.
- Keep food and drinks away from the device, even during storage.
- Before closing the lid, check that no pen or pencil is on the device.
- Keep your device with you always unless it is secured in locker or secured in a locked classroom during lunch.

Classroom Habits
- Ensure the device is on a stable surface for use (ex. firm grip in tablet mode, clear desktop in laptop mode).
- Close the lid of the device and carry with both hands during transport.
- Ensure your device and accessories are not left unattended.
- Follow directions from your teacher regarding use of the device for learning.

Hallways
- Always carry the device in the Renton bag with the strap across your body.

Lockers
- Devices should be stored on the hook or on its side standing up.
- Store the device securely on top of other items; never place objects on top of the device.
- Always fully lock your locker.

Message from the Principal:
At McKnight students are encouraged to show the Lancer Way by demonstrating Excellence, taking Responsibility, having Integrity, and showing Respect. As a staff we are committed to culturally responsive and intellectually engaging instruction each and every day. We see the integration of technology as an extension of all of these. We are thrilled to be able to offer each and every student a personal computing device to open up opportunities for learning and teaching. Technology provides opportunity and challenge to students, parents and teachers. We encourage families to partner with us in setting boundaries and expectations for the use and care of these devices. We believe that the introduction of 1:1 personal devices at McKnight allows students to capitalize on natural strengths and empowers imagination and creativity. We are excited about the opportunities that this program creates and look forward to seeing where this new adventure allows our learning to go. Thanks for joining us in this new learning opportunity. Brian Teppner