

# 1:1 DEVICE HANDBOOK

TWIN VALLEY

Twin Valley School District

[www.tvsd.org/departments/technology](http://www.tvsd.org/departments/technology)

# TWIN VALLEY SCHOOL DISTRICT

## 1:1 DEVICE HANDBOOK



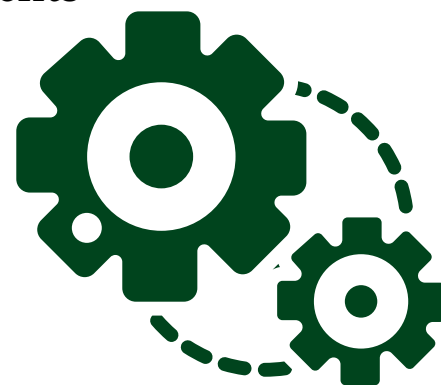
Students in Grades 1-12 will be issued a Chromebook to be used in accordance with District policies pertaining to the Acceptable Use of Internet/Electronic Resources (SB 815) and the Electronic Device Policy (SB 237). The Chromebook is the property of TWIN VALLEY SCHOOL DISTRICT and is therefore covered under all District policies regarding the Acceptable Use of Internet-Electronic Communications and the Electronic Device Policy.

Parents must sign and acknowledge they have read the 1:1 Student Handbook via the Online Registration Process. Both students and parents/guardians need to sign and return the policy and guidelines acknowledgment when the devices are issued for incoming 5th and 9th grade students.

**This handbook contains all the information regarding the care, support, safety, and damages of the Chromebook.**

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# VISION & MISSION

## Vision

The Twin Valley School District is committed to ensuring students reach their full potential for learning. Appropriate technology resources support this objective in many ways, and both teachers and school administrators endeavor to provide technology resources for students in order to accommodate meaningful and effective learning experiences. Such is the case with student use of computers in the classroom. The use of a device to research information, create products, or complete assignments are routinely accomplished throughout The Twin Valley School District in labs, libraries, and classrooms.

Widespread use of mobile technology and developments in the consumer markets have made personal, wireless technology affordable and highly effective as learning tools in education. The availability of free, open-source digital resources that provide customizable content, current information, and collaboration opportunities is leading districts across our state and the nation to employ personal computers in instruction. Providing each student with a Chromebook is commonly referred to as a one-to-one (1:1) initiative. This initiative is increasingly becoming the preferred method of computer configuration for schools.

## Mission

The Twin Valley School District's 1:1 Computer Initiative will integrate technology in the classroom to:

- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.

# STUDENT'S TECHNOLOGY

## RIGHTS AND RESPONSIBILITIES



### Technology Obligations:

Just as students are required to use classroom textbooks, print material, lab equipment, and other instructional resources, all students will need the Chromebook to be successful and prepared participants in our schools. Students, as well as parents/guardians, may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device.

As part of The Twin Valley School District's 1:1 Initiative, all students and parents must acknowledge that they read the Chromebook Use Agreement. This agreement verifies that all students have read and understood the Acceptable Use of Internet/Electronic Resources (SB 815) and the Electronic Device Policy (SB 237) in the 1:1 Handbook and understand the responsibility and liability with the new information specific to the checkout of equipment for the 1:1 Initiative. By acknowledging this Chromebook Use Agreement, students and parents agree to use all District equipment in a safe and ethical manner. The equipment subject to this agreement includes but is not limited to the following:

- All computer and electronic devices used at school (i.e. desktop machines, laptops, iPads, flash drives, headphones, printers, and other accessories).
- Chromebook.
- Power adapter.
- Any additional accessories or attachments.



# DEVICE DISTRIBUTIONS

## & RETURNS

Incoming Grade 5 students will receive their devices on the first day of school. Teachers will assign Chromebooks to each student. Each student will receive the Chromebook, charging cord, an updated sheet of changes to the Chromebook Handbook, and the 1:1 Distribution form. Students will keep this device throughout Middle School.

Incoming Grade 9 students will receive their Chromebooks at the end of their 8th Grade school year during school hours.

1. Student will receive the Chromebook, a charger if they had lost or damaged their previously issued charger, an updated sheet of changes to the Chromebook Handbook, and the 1:1 Distribution form. Students will keep this device throughout High School.
2. Students will return their MS device issued to them in full working condition, and are required to bring along their previously issued charger to their 9th Grade device distribution.
3. If there is an issue with the student's previously issued device, they must submit a HelpDesk ticket prior to picking up the 9th Grade device.
4. Incoming Grade 9 students who have outstanding technology fees will not receive their 9th Grade device until all fees are paid. The previously issued device will be returned prior to summer and be returned upon 9th Grade. If the student is in 12th Grade, the student will not be able to participate in Graduation.

Students in Grades 1-4 will receive their Chromebooks in the classroom during the first weeks of school. Teachers will assign Chromebooks to each student. Kindergarten students will receive their iPads at the beginning of school.

## EMAIL & COMMUNICATIONS

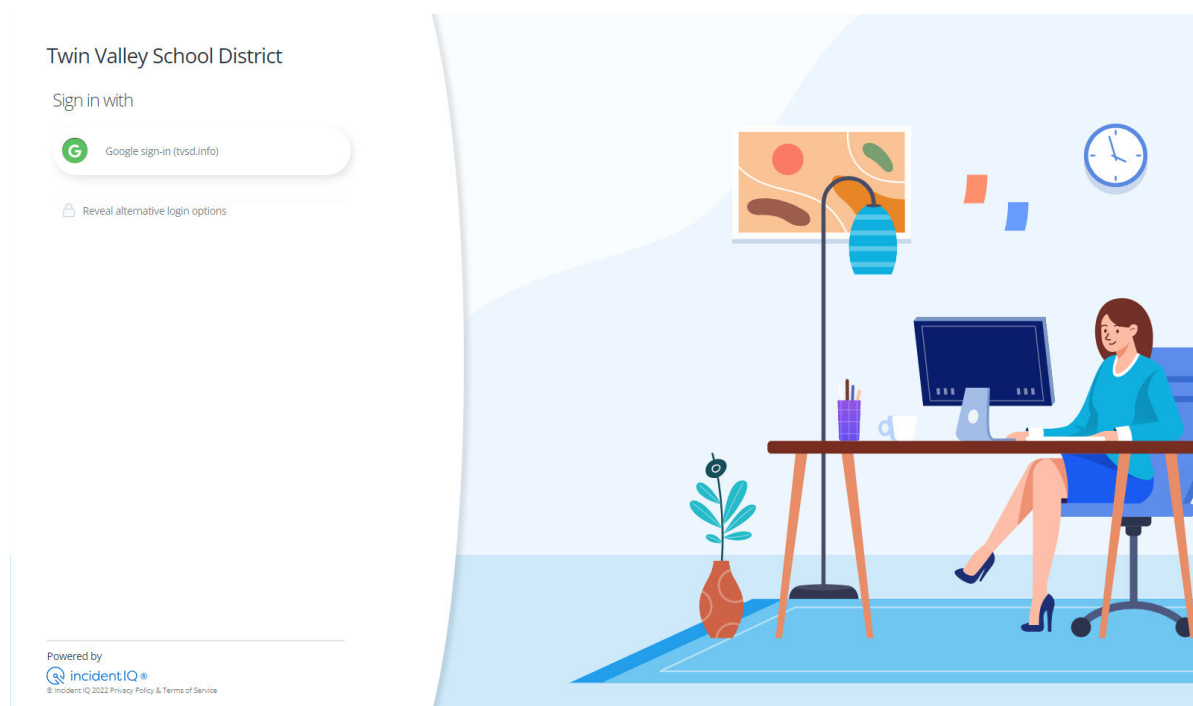
1. Students in Grades 5-12 are issued Google email accounts through the District domain (@tvsd.info). Students in Grades 5-8 may only send and receive emails from whitelisted email addresses as well as any email message from a @tvsd.org or @tvsd.info address. Students in Grades 9-12 may send/receive emails outside the District domains for educational purposes and purposes of contacting higher-education institutions.
2. K-4 students' Google accounts will also appear as email addresses; however, they will not have access to the email app to send or receive emails.
3. Students should have no expectation of privacy. All messages sent and received through the TVSD Google domain (tvsd.info) are archived and searchable.
4. Students' accounts are not used for commercial purposes. Through an agreement with Google, all tvsd.info email is the property of TVSD.
  - **Note** - Parents' emails are considered external email accounts; therefore, your Grade 5-8 student will not receive your email message.

# SUPPORT

Support for the device can be acquired by...

1. Students (or their teachers) **MUST** submit a HelpDesk ticket in Incident IQ to report any issues or damages. This can be accessed through the TVSD.INFO bookmark and by selecting Tech Support.
2. Any and all problems or damages must be reported immediately. Failure to do so may result in the cancelation of a repair claim and loss of coverage, resulting in the student being responsible for the full repair cost.
3. Once a ticket is submitted, students should bring the device to the Chromebook Service Desk (MS and HS only).
4. The support desk personnel will record the issues/damages and if necessary, send the device to the manufacturer for additional repairs.
5. The support desk personnel will issue a loaner Chromebook. This loaner Chromebook will stay with the student until the issued device is repaired. Students must follow all guidelines listed under the “Caring for Your Chromebook” in this handbook for any loaner device issued to them.
6. Students will be contacted via Google email when the repairs are completed and the Chromebook is ready to be picked up.

**\*NOTE** - Daily loaner Chromebooks may be issued at the HS Chromebook Desk, MS and HS libraries if a student forgets their device or if the support desk personnel is unavailable to take repair requests. The device must be returned by the end of the day and may not leave the buildings. Students may request up to 3 loaned Chromebooks during a quarterly marking period and those who consistently request a daily loaner or refuse to return the device at the end of the day may be referred for disciplinary actions and a possible Chromebook replacement fee.





1. **Identify the main idea or topic of the text.**  
 2. **Summarize the key points or arguments in your own words.**  
 3. **Identify any supporting evidence or examples used.**  
 4. **Consider the author's purpose and perspective.**  
 5. **Reflect on how the text relates to your own knowledge or experiences.**  
 6. **Formulate a conclusion or response based on your analysis.**



# CARING FOR YOUR CHROMEBOOK

1. Do not drop, hit, or throw the device.
2. Do not allow the device to be placed in an area where it may be stepped on.
3. Do not leave the device in a room or car when unattended.
4. Avoid excessive temperature changes. Do not leave your device in a hot car or unheated space.
5. Do not use your device in wet environments, such as kitchens or bathrooms.
6. Chromebooks should never be left in an unsupervised area. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
7. Carry your device in a secure manner. We recommend carrying the device in a school bag or case and not in an open position. If permitted, bags designed to carry laptops are preferable. Other options include laptop/neoprene sleeves, binders with laptop compartments, etc.
8. Do not place stickers or removable decorations on the device. Do not decorate, write on, or mark the device.
  - **Note** - The Chromebook is the property of Twin Valley School District. If stickers, decorations, writing, or markings are placed on a device, you may be subject to a damage fee. Students will be responsible to remove all without causing damage to the device. Any residue from stickers will also need to be removed by the student.
9. On occasion, a key may pop off of the keyboard, if that is the case, the device must be taken to the Chromebook Service Desk to have it put back in place. However, if the rubber gasket adhered to the keyboard is removed, the entire keyboard must be replaced. This will not be covered under the program as this would be intentional damage.
10. Do not place anything over the camera lens in the bezel.
11. Do not use cleaners of any type to clean the device. A dry rag, microfiber cloth, or soft cloth may be used to dust the keyboard or remove smudges from the screen.
12. Do not have food or drink near the device.
13. The charger must be carried with the device, and on occasion, may be used by the student during class if the device is not charged.
14. Do not tightly wrap the charger as that will weaken the cable and damage the charging block.
15. Do not rest or leave your device on soft surfaces such as beds, couches, or carpeted floors.
16. Do not leave the device unattended near pets.
17. Do not attempt to repair your device. Each device is covered by a warranty. Bring all damaged devices to the support area in your building (see “Support”).
18. If you suspect that your device has been stolen, report this immediately to the support desk personnel or the main office of your building.
  - **Note** - You also must file a police report to avoid any penalty.

# DAMAGES

1. The District Chromebook program will be applied to all students in Grades 5-12. The District will now provide FREE insurance coverage to all families. Under the program, students will be responsible for a deductible to be paid towards the repair cost of damages for each instance of use.
  - a. All accidental damage or replacement chargers will be charged to the student at \$25.00 per instance.
  - b. If your child receives free/reduced meals and elects for the District to use their status via the Annual Verification, the deductible will be reduced to \$15.00 per instance.
  - c. Students in Grades 1- 4 are not expected to take the device home; therefore families of students in Grades 1 - 4 do not need to be covered under the program. All damages (within reason) will be covered by the District. If intentional damage is suspected, then a repair cost may be charged to the family, to be reviewed and handled on a case-by-case basis.
2. The program is for accidental damage and covers basic wear and tear and minor damages. The coverage also applies to the replacement of a lost power cord.
3. All damages will be investigated and assessed for cause and severity. The administration will determine if the damage is intentional or the result of gross negligence. Damages will be assessed and communicated to the parent/guardian.
4. Students will be responsible for 100% of the costs if they caused intentional damage to another student's device or lost another student's charger. This will be investigated by the Principals and documented on the student's profile.
5. Gross negligence, excessive or intentional damage, and lost Chromebooks are not covered under the District program. The full cost of repairing or replacing the device will be charged to the family.
6. Building administration may become involved if this is a disciplinary issue.
7. All defective issues with Chromebook parts / Operating Systems from the factory, or defective power cords will be covered by the District for repairs or replacement. (Examples listed below)

<b>Defective Issues (Other issues may be covered)</b>
<ul style="list-style-type: none"><li>• Overheating</li><li>• Motherboard Issues</li><li>• Malfunctioning Ports</li><li>• Screen issues (Not damaged)</li><li>• Power Issues</li><li>• Chrome OS Missing or Damaged</li><li>• Keyboards (Not Damaged)</li><li>• Touchpads (Not Damaged)</li><li>• Webcam (Not including the cover in the bezel)</li><li>• WIFI turns off/disconnects repeatedly</li></ul>



## Unpaid Fees:

The student will not be able to participate in school activities such as the following: dances (i.e. Homecoming or Prom), class trips, non-educational class/grade level experiences and activities, etc. This will not affect sports or clubs. If your student is in the 8th Grade, the student will not receive their 9th Grade device until all fees are paid. The previously issued device will be disabled prior to summer and be re-enabled upon 9th Grade. If the student is in 12th Grade, the student will not be able to participate in Graduation.

# STUDENT ACCESS & MONITORING

1. District-issued devices are the property of Twin Valley School District, which allows them the right to search the device at any time.
2. Filtering of web content and Monitoring of user activity will occur while logged into District-issued devices 24/7 on and off school property.
3. Students accessing inappropriate sites or sites not related to District material may face disciplinary actions from Administration. Additionally, this applies to devices being used outside of school.
4. The District's filters are in place to ensure the safety of our students. However, please note that no filtering system is effective 100% of the time. Students are responsible to notify their teacher if they accidentally accessed an inappropriate site or if inappropriate material is found on their device.
5. While working with the District to provide a safe environment, it is the sole responsibility of the parent/guardian to properly monitor and guide their child on proper use and access to internet sites and resources while at home.
6. The webcam is not accessible by the District administration, faculty, or staff at any time, even if the device is suspected of being lost or stolen.
7. Students may **UNDER NO CIRCUMSTANCES** use the webcam or microphone of the device to video or record a teacher, staff, or another student without their permission.
8. Students may only log in to their assigned device and should not use/access another student's device.
9. Students must keep their passwords confidential. Their password should be unique and not easily identifiable.
10. There is no expectation of privacy when using District-issued devices or other technology resources. TWIN VALLEY SCHOOL DISTRICT may, without prior notice, access, monitor, and record the Chromebook and network use during the school day. The District is able to view real-time access to a student's device and the traffic they are using. This includes real-time typing, emails, and viewing traffic to social media sites such as Snap Chat, TikTok, etc. Students opening their personal accounts on a District-owned device are understanding and accepting the fact the District has the ability to view the content through the filtering system.
11. Students' personal devices are not the property of the District and are, therefore, not monitored or filtered by the District. Personal devices are **NOT** permitted to be used in the school buildings, during school hours, or for classwork. Personal devices will not be supported by the IT Department.



# USE OF SCHOOLOGY & THIRD-PARTY SITES

The District has also purchased Schoology and Clever to be used as the central virtual learning management tool for students at Twin Valley School District. Students will automatically be added to their classes in this system and will be able to complete assignments using this portal.

In completing assignments students may use third-party sites and software. By agreeing to the Student Device Acceptance Policy students/parents/guardians are giving permission for an account to be created or for students to log in to these services using their Google credentials.

## STUDENT PRINTING

### Student Printer Use

We encourage the use of collaborative sharing tools, such as Google Drive/Google Classroom/Schoology to submit assignments/schoolwork to teachers.

- Anything that is printed from the student computers will be directly related to teaching and learning.
- Students will have very limited access to printers in the school but will need to have teacher/supervisor permission before printing.
- Students are only allowed to print one copy of any document unless given permission by their teacher/supervisor.
- Students are not permitted to print personal items, images, etc.

## ONLINE ASSESSMENTS

### Procedures for Online Assessment

Students may be required to take assessments online through multiple methods. All applications have been selected to perform as optimally as possible. Students are expected to come prepared with a fully charged and functioning Chromebook on the day of the assessment. If there are issues with online assessments, the teacher will need to be notified prior to the student leaving the room.

# CYBERBULLYING

## Policy Summary

Twin Valley School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the school administration will not tolerate bullying by District students. For more information, please see Board Policy 248 Bullying, as defined in this policy, includes cyberbullying.

## Definition

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

## Reporting & Discipline

Students who have been bullied should promptly report such incidents to the building principal or his/her teacher. Complaints will be investigated promptly, and corrective action will be taken when the allegations are verified. Confidentiality of all parties will be maintained, consistent with the District's legal and investigative obligations. Reprisal or retaliation that occurs as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy will be subject to the appropriate action to resolve this matter consistent with the Code of Student Conduct, which may include, but not be limited to:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention
7. Suspension
8. Expulsion
9. Counseling/therapy outside of school.
10. Referral to law enforcement officials.

# GRADUATING FROM TVSD

All student technology fees must be paid in full prior to graduation, or the student's diploma may be withheld, cap and gown will not be distributed, and the student may not be permitted to participate in graduation ceremonies.

Seniors will be allowed to keep their Chromebook post graduation. The device will be unblocked from the TVSD domain and filtering will be removed.

1. In the event the device is still showing as “Managed by TVSD” on the login screen, please follow the steps in our Knowledge Base article in Incident IQ: KB → Chromebooks → How To Guides → Post-Graduation Chromebook Settings
2. If you have tried the steps above and the device remains as managed, please email [smills@tvsd.nfo](mailto:smills@tvsd.nfo) for more information.



# WITHDRAWING FROM TVSD

Returning a Chromebook is treated the exact same way as returning a textbook. If a student withdraws from TVSD, the student must return the Chromebook and charger on their last day of school to the student's building main office.

Failure to return the device and charger within these days of the student's last day will result in a fine, not to exceed \$300.00 for the device and charger and will be considered stolen property and appropriate legal actions will take place.

# OUR TEAM



## OUR CONTACT

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