Hyde Park Central School District

1:1 Device Student/Family Handbook

MISSION STATEMENT:

The Hyde Park Central School District empowers our community to strive for excellence and embrace the opportunities of our globally connected world.

HPCSD 1:1 Student/Family Handbook

Table of Contents

Links to:

- **1:1 Device Homepage:** Information includes:
  - Acceptable Use and 1:1 Device Student/Family Handbook Agreement form (required)
  - Frequently Asked Questions
  - Links and helpful suggestions
- Site is available from the Hyde Park Schools homepage, www.hpcsd.org> Departments> Technical Services.

Overview

The Board of Education recognizes that technology is a powerful and valuable education and research tool and as such is an important part of the instructional program. Hyde Park Central School District views the use of student devices as essential to personalization of learning and preparing students for the 21st Century. At grades 6-8, Chromebooks will provide students with access to resources, opportunities for collaboration, and limitless capacity for learning in the real world.

Personalization of learning changes the role of the teacher from expert/lecturer to guide/facilitator. Instead of defining all work parameters and choosing a tool for students to use, students participate in that process. With personalization, students:

• actively participate in designing learning

• take ownership of rigorous and meaningful learning

• connect learning with interests

• develop skills and knowledge through the learning process

• become self-directed

• collaborate with other learners, teachers, family, etc.

1:1 devices allow teachers to develop personalized, student-centered, project-based learning. This allows for instant and increased feedback in classrooms. The devices also support the "Four C's": Critical Thinking, Creativity, Collaboration, Communication. These devices do not replace quality instruction from highly-qualified teachers. Rather, they enhance instruction by providing a resource rich environment responsive to the individual student.

Agreements

When signing the Student/Family Device Agreement, you are acknowledging that you understand and accept the information in this document.

Hyde Park CSD students and families must understand that:

1. All users of the HPCSD network and equipment must comply at all times with the **Hyde Park CSD Acceptable Use Policy #4526**.
2. All users are accountable to all school, district, local, state, and federal laws.
3. The term "equipment" or "technology" refers to devices, batteries, and power cord/chargers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.
4. Devices are on loan to students and remain the property of HPCSD. Devices will be distributed to students at the start of the school year after completion of required digital citizenship curriculum modules. In addition, parents/guardians must review all handbooks and materials provided by the district related to the 1:1 Device program.
5. The district, or its agents, retain the right to collect and/or inspect devices as needed.
6. Parents may purchase optional outside insurance to cover loss or damage of student devices.
7. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.
8. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
9. Students are expected to keep the device in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. Students may only log in under their assigned usernames. Students may not share their passwords with other students.
14. Students may not loan devices or components to other students for any reason. Students who do so are responsible for any loss.
15. All students have access to a cloud drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
16. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
17. All users are expected to follow existing copyright laws and educational fair use policies.
18. HPCSD reserves the right to confiscate the device at any time.

Parent/Guardian Responsibilities

Hyde Park Public School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Review and sign the Student/Family Device Agreement

Parent/Guardian Responsibility	In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Family Device Agreement. Parents should review the Handbook with their student.
	The Student/Family Device Agreement page is included in the 1:1 Device Handbook. It is also a part of the Student Handbook provided to every student at the beginning of the school year. The Student Handbook signature page includes the Acceptable Use Policy.

Review and sign the HPCSD Acceptable Use Policy Agreement

Parent/Guardian Responsibility	In order for students to be allowed to take their devices home, the student and parent must sign the HPCSD Acceptable Use Policy Agreement, as part of the building Student Handbook.
	The HPCSD Acceptable Use Policy Agreement page is included in the building Student Handbook. A copy of this Policy is also available on the district website, at: **https://tinyurl.com/y9se572e**
	A copy of just the HPCSD Acceptable Use Policy Agreement page is available at: **http://tinyurl.com/ycbpe6vc**

Accept Liability

Parent/Guardian Responsibility	The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:
	- Not returned. - Intentionally or negligently damaged. - Lost because of negligence. - Stolen, but not reported to school and/or police in a timely manner.

Monitor Student Use

Parent/Guardian Responsibility	The parent/guardian agrees to monitor student use at home, and away from school. The following are considered best practices to insure student focus and safety.
	- Investigate and apply parental controls available through your internet service provider and/or your wireless router. - Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign. - Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. - Monitor online gaming. - Demonstrate a genuine interest in what your student is doing on the device. - Ask questions and request that they show you his or her work often.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities accepted by all users when using a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Students receive device-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Hyde Park CSD Acceptable Use Policy #4526.

Digital Citizenship Overview

General Guidelines	All use of technology must: ● Support learning ● Follow local, state, and federal laws ● Be school appropriate
Security Reminders	● Do not share logins or passwords ● Do not develop programs to harass others, hack, bring in viruses, or change others' files ● Follow internet safety guidelines
Examples of Activities Requiring Teacher Permission during class	● Sending email ● Instant-messaging ● Using headphones ● Downloading programs, music, games and videos ● Playing games

Inappropriate Content	All files must be school appropriate. Inappropriate materials include explicit or implicit references to: ● Alcohol, tobacco or drugs ● Gangs ● Obscene language or nudity ● Bullying or harassment ● Discriminatory or prejudicial behavior ● Violence
Flash Drives	● All HPCSD rules and guidelines apply to any drive plugged into an HPCSD device. ● Backing up files to the cloud drive is the preferred method for saving

Curriculum Topics	
Digital Life 101	- Strategic Searching - Scams and Schemes - Cyberbullying: Be Upstanding - A creator's rights
My Media	- Safe online talk - Which me should I be?
Digital Footprint	- Identifying high quality sites - The reality of digital drama - Cyberbullying

Device Use, Care and Classroom Routines

Lockers

- Device should be stored on its side standing up or on top of books.
- Never pile things on top of it. Never leave it on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

Hallways
- Keep your device protected at all times. **The district provides a case to protect the device - students are expected to carry the device in the case at all times.**
- Properly secure the device while you carry it. Never leave the device unattended for any reason.
- Log-off or lock the device before you change classes.

Classroom Habits

- Center the device on the desk.
- Lock the device before walking away from it.
- Close the lid of the device before standing up.

Care of Device at Home

- **The power cord/charger remains at home.**
- Charge the device fully each night so it is ready for the next school day.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
    - Extreme heat or cold.
    - Food and drinks.
    - Small children.
    - Pets.

Traveling To and From School:

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Ensure that your device is protected for safe transport. **The district provides a case to protect the device - students are expected to carry the device in the case at all times.**

Students will be held financially responsible for the cost of repair or replacement if:

- HPCSD issued equipment is defaced in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device.
- The service tag is removed or damaged.

WebCams

Purpose   Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use   Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Video-chat (Skype, Hangouts)

Safety   Please refer to the Parent Responsibility section of this document for suggestions on monitoring student use of technology in the home.

Streaming content/applications (Music, Videos, Games)

At School   These activities are allowed during school hours with permission from the teacher.

At Home   These activities are allowed at home with permission from parents/guardians.

Note: Software should not be installed on devices. Any software that is installed by the user on the device will be subject to deletion.

Printing

At School   Any documents that require printing should be printed at school with teacher permission. There should be no school-required reason for printing at home.

At Home   Printing at home can occur through Google Cloud Printing. HPCSD Technology Staff provide no support for personal/home equipment.

Desktop Backgrounds and Screensavers

Any images set as the desktop background must be in line with the **Hyde Park CSD Acceptable Use Policy #4526**.

* Inappropriate media may not be used as a desktop background. Examples include but are not limited to depictions of violence, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols. Use of these may result in disciplinary consequences.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Technology Discipline

School-Based Discipline The school's discipline policies encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

Consequence HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Unacceptable Behaviors Related to Student Device Use

There is a set of behaviors that are considered disruptive to the educational environment. This table translates those traditional behaviors to their technology-related equivalents.

"Traditional" Classroom Violations	Equivalent Technology-related Behavior Violations
Passing notes, looking at magazines, games (off-task behavior)	Email, instant messaging, internet surfing, computer games (off-task behavior)
Uncovered textbook	Failure to protect device
Plagiarism	Cutting and pasting without citing sources (Plagiarism)
Bullying, harassment	Cyber-bullying
Vandalism, property damage	Damaging, defacing, or endangering device or accessories
Inappropriate language	Using profanity, obscenity, racist terms
Bringing pornographic or other inappropriate content to school in print form	Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network
Breaking into or using some else's locker	Using an electronic resources account authorized for another person

Technology Violation Behaviors unique to the digital environment without a "traditional" behavior equivalent

- Chronic, tech-related behavior violations (see above)
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Deleting browser history without permission from a teacher
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's Internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Gaining unauthorized access anywhere on the network
2. Revealing the home address or phone number of one's self or another person
3. Invading the privacy of other individuals
4. Using another user's account or password, or allowing another user to access your account or password
5. Coaching, helping, observing or joining any unauthorized activity on the network
6. Posting anonymous messages or unlawful information on the network
7. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
8. Falsifying permission, authorization or identification documents
9. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
10. Knowingly placing a computer virus on a computer or network
11. Attempting to access or accessing sites blocked by the District filtering system.

Device Security

Balanced Approach	Two primary forms of security exist: device security and internet filtering. Each of the devices has a security program installed on it. HPCSD strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Hyde Park Central School District network.
Device Security	Security is in place on the device to prevent certain activities. Anti-virus software will be installed on the devices.
Internet filtering At School	HPCSD maintains an on-site filtering software package. This program automatically filters all student access to the internet while at school.
Internet filtering at home	Internet access while on home networks is monitored by HPCSD filters. Parents/guardians should monitor student internet activities and are encouraged to use Parental Controls provided by their home wireless networks.

Damaged Equipment

Insurance	Insurance for student devices can be purchased from outside vendors - HPCSD does not provide insurance.
Repairs	Occasionally, unexpected problems do occur that are not the fault of the user (computer crashed, software errors, etc.). The HPCSD Technology Department will assist students in addressing these. These issues will be addressed at no cost to the student.
Loaner Devices	Temporary device replacements will be available for students so that learning is not disrupted by the repair process. Students are responsible for the care of the replacement while issues are resolved.
Accidental Damage vs Negligence	Accidents do happen. There is a difference however, between an accident and negligence. After investigation by school administrators, and determination by the authorized repair company, if the device is deemed intentionally or negligently damaged by the student, the student may be subject to discipline and the full cost of the repair or replacement.

Lost or Stolen Equipment

Lost Equipment	
Reporting Process	If any equipment is lost, the student or parent/guardian must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.
Financial Responsibility	The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

Stolen Equipment	
Reporting Process	If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent/guardian will be responsible for the full cost of replacing the item (s). Failure to report to the proper staff and follow the proper filing procedures may result in a bill for full replacement cost to the student.

Frequently Asked Questions (FAQ's) for the 1:1 Device Program

[My home wireless won't work on my Chromebook](#)

- Please click on the link above for trouble-shooting tips!
- Please note that the content filtering used in-district is also applied to the Chromebooks on outside networks - students may not get everywhere they want.

What are the Dell Chromebook 11 dimensions? Are there cases?

- Height: 0.83" (21.0mm) (back); 0.79" (20.1mm) (front) x Width: 11.69" (297.0mm) x Depth: 8.57" (217.7mm) Weight: 2.74lbs (1245g); 2.91lbs (1320g)
- Hard-shell cases and chargers (to be kept at home) will be provided to all students
- Students are cautioned about "over-packing" their backpacks in general, due to spine-health and safety. Additionally, when Chromebooks are compressed into backpacks, the screens can crack. This is a good opportunity to determine what really needs to be carried in the backpack!
- The district provides a "damage resistant case" for every chromebook. There are numerous cases that can be purchased for carrying Chromebooks. While we can't recommend specific brands, shopping for a Dell Chromebook 11 case will yield a variety of options, ranging from soft-cover to hard-cover. Prices can range from $12 to over $50 per case.

What is the replacement cost of a Chromebook?

- The replacement cost of a Dell 11 Touch-Screen Chromebook is $325.

What are typical repair costs for a Chromebook?

- The LCD panel (screen) is approximately $160
- A replacement keyboard is approximately $40
- A replacement charger is $50
- Due to the relative low cost of the Chromebook, most repairs are not cost-effective.

Is insurance available to cover possible damage or loss?

- The Chromebooks are covered with a basic manufacturer warranty.   Generally, negligent or willful destruction would cause a charge to a student.

- The District is not offering an insurance program this year. Through the Worth Ave. Group, a comprehensive policy is available to families.   Families will need to pursue this option on their own - more information about the Worth Ave Chromebook Insurance program can be found at www.worthavegroup.com

Can my child use their own personal laptop at school instead of the school's Chromebook?

- Our District network does not support the use of personal devices for security reasons. Students will need to use the school-Chromebook in school, but can certainly choose not to bring these home in favor of using their own devices. A charging station will be available in the building library for this purpose. Please note that Chromebooks will not be required for homework.

I'm concerned about what my child may be able to do/see on the internet...

- We have in place Lightspeed internet filtering in the school district - this "filters out" most questionable sites that are categorized as such. For instance, www.poker.com is a gambling site that has categorized itself as such, thus it is blocked. This filtering works at the students' homes on their Chromebooks as well since we have GoGuardian as a forced extension - ideally, the kids cannot get around it.

What about sites that aren't categorized?

- If we learn about a questionable site from a student, parent, teacher, administrator, etc, and we find it is not properly categorized, we can actually "blacklist" that site. We have done this several times already. Lightspeed is also constantly updating their lists as well. If Tech Services knows about it, we can manage it. *To notify TechServices of a questionable site that has been accessed via a school Chromebook, please send an email to helpdesk@hpcsd.org.*

Can students get around the filtering?

- ...and there's the rub. As vigilant as we try to be, kids will find a way around. We can filter and blacklist, but new sites appear every minute (according to www.dailymail.co.uk, "70 new domains are registered and 571 new website are created within a minute online, at the same time there are 1.8 million likes on Facebook, 204 million emails sent and 278,000 tweets posted.") This is why, when talking with parents, we use phrases like "We can guarantee 95% safety, the remaining 5% is up to you."

- Additionally, students are very clever, and very quickly begin searching for webpages about "hacking school chromebook." There are literally dozens of videos, most created by 12 year olds, that show how to get around nearly every security feature ever conceived. One such poster brags that if admins block his site, just come back and he'll post a different link!

So now what?

- We continue to work at Tech Services to keep our filtering up to date, blacklist questionable sites, and investigate additional safeguards.

- But perhaps the best safeguard is simply education and vigilance. We recommend that when students use Chromebooks at home, they use them in visible places, and must share their activities with their parents at all times. For a great resource on this, we recommend https://www.commonsensemedia.org/. The parent section has a ton of information about safe online practices, and how to help your children understand the internet.

- That said, we have families who do not want the Chromebooks sent home. In that case, the assigned Chromebook is secured each night, and is handed back to the student the next morning. The main concern for that solution is it misses a valuable experience for the child - learning how to use technology responsibly. In some cases the child cannot take their Chromebook home, but then simply uses their smartphone to the same ends. It's a digital world, and the challenge for parents is how to keep their children safe within it.

- Please do not hesitate to reach out to the Director of Technology, Richard Wert, with any specific concerns or questions.

HPCSD 1:1 Student/Family Handbook

More information and assistance:

- **Digital Literacy curriculum**

- **National Public Radio article about "digital addiction"**

- **Taking care of your Chromebook - Do's and Dont's**

- **Reporting a Tech Problem**

- **HPCSD 1:1 Student/Family Handbook(PDF -338 KB)**

- **1:1 Manual del Dispositivo para el Estudiante y la Familia(PDF -168 KB)**

- **Chromebooks and home wireless(PDF -149 KB)**

Hyde Park Central School District
Acceptable Use and 1:1 Device Student/Family Handbook Agreement

STUDENT - I have read the *1:1 Device Student/Family Handbook* and understand the policies relating to acceptable use of the Hyde Park Public School District devices, systems and the internet and agree to abide by them. I further understand that any violation of the guidelines and policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked. School disciplinary action may be taken, and/or appropriate legal action may be taken.

School: _____ Grade:_____

User's Full Name (please print): _____

User's Signature: _____

Date:_____

PARENT OR GUARDIAN – As the parent or guardian of this student, I have read the *1:1 Device Student/Family Handbook* and school district policies relating to the acceptable use of the school district computer systems and the internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue a device for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print):

_____

Parent or Guardian Signature:

_____Date:_____

Return this completed form to the School's Main Office. Thank you!