1:1 Handbook for Parents/Guardians & Students

The Oakland Public Schools (TOPS)

Table of Contents

Overview

The Oakland Public Schools (TOPS) believes that the use of educational technology services and access to information have become an integral part of the educational initiative for all of its students. It is through this belief that the District has undergone great strides to provide every student with the advantage of ubiquitous access to information and educational technologies. The overall goal of the District's Middle School 1:1 Chromebook is to prepare students for high school and their future in a global society by enabling teachers to provide a learning environment where they facilitate:

- *Student empowerment and engagement*
- *Student-centered learning opportunities*
- *Student accountability and responsibility*

With the great learning opportunities that this provides comes a responsibility for the District, parent/guardian, and students to ensure a safe and productive experience. This handbook will inform parents/guardians and students of procedures and guidelines for the District's 1:1 Chromebook. As the District moves forward with the Middle School 1:1 Chromebook, this document may change. A reasonable effort will be made to notify parents/guardians and students that changes have taken place with regards to this handbook, and it is the expectation that the procedures and guidelines set forth in future revisions will be adhered to.

Resources

The following documents were used in the creation of this handbook:

- *Ramapo Indian Hills Regional High School District 1:1 Handbook for Parent / Guardian & Students*
- *Kent School District One-to-One Parent / Student Handbook*
- *Park Ridge School District Parent / Student Technology Handbook*

2

Related Board of Education Policies

All related Board of Education policies can be found on our website at
www.oaklandschoolsnj.org under the parent information and forms tab.

Parent / Guardian Responsibilities

The Oakland Public Schools (TOPS) makes every effort to equip students with the necessary tools, information, and services to ensure the safe use of Chromebooks in the home. In order for a student to receive a Chromebook to take home, the parent/guardian must

- U Review Parent/Student Chromebook video
- U Review the 1:1 Handbook for Parents / Guardians & Students
- U Review the Mandated BOE Policies for Parents / Guardians 19-20
- U Review the Acer Insurance Policy
- U Read and Respond to Parent Questions and Board Policies on the Parent Portal

All above documents can be found at www.oaklandschools.org.

Liability

It is important that the parent/guardian and student ensure the return of the Chromebook and all provided accessories (cases, power cords, etc.) at the end of each school year or before withdrawal from school.

Student Use at Home - Engaging Families

Bringing a Chromebook device into the home provides the student with educational opportunities that extend beyond the classroom walls. It is suggested that the parent/guardian be mindful of their child's use of the Chromebook at home and away from school, and encourage using the technological tools for their learning and productivity.

Suggested guidelines for home use include:

- U Developing a set of rules/expectations for Chromebook use at home, including the use of the Chromebook in common areas of the home.

3

Ii Only allowing Chromebook use in common areas of the home where students use can easily be monitored.

Ii Demonstrating a genuine interest in what your student is doing with their Chromebook. Ask questions often about the work they are doing.

Ii Supporting students in making the shift from seeing the Chromebook as an entertainment device to one that can be used productively in the learning process.

Ii Investigating and applying parental controls available through your Internet service provider and/or wireless router.

Chromebook Rules & Guidelines

The rules and guidelines are provided here so that students and their parents/guardians are aware of the responsibilities of all parties involved when the students accept a District-owned device. The following is summarized from the District's Acceptable Use Policy. All rules and guidelines are in effect before, during, and after school hours, and wherever the Chromebook is being used (on or off school campus). These are the rules and guidelines.

Violations of these rules and guidelines will result in consequences based on our Code of Conduct.

Do:

- Use District network/computers for educational purposes
- Use network/computers appropriately and keep equipment (i.e. Chromebook, power cord, case) in good condition

- Use good judgement in handling and using the Chromebook

Do Not:
- Use network/computers for illegal or indecent activities, such as bullying, harassing, inappropriate content, or plagiarism
- Use network/computers in a manner that is disruptive to other users, services, or equipment, such as disseminating spam/viruses, transferring large amounts of data across the network, or attempting to hack into online systems
- Use network/computers for commercial purposes or personal gains
- Take apart the Chromebook or pull off components, such as keys, monitor bezel or the rubber feet

4

Acceptable Use Procedures

General Guidelines • All use of technology use must:

- Support learning
  Follow local, state, and federal laws
- Be school appropriate

Inappropriate Content • Inappropriate content includes, but is not limited to, explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying, intimidation, or harassment
- Discriminatory or prejudicial behavior
- Gambling
- Pornographic material
- Weapons/Weapon related activity
- Internet Challenges

Security Guidelines •

- Do not share username or password information with anyone except your parent/guardian
- Do not develop initiatives or implement methods that harass others, hack systems, bring in viruses, or change others' files
- Follow Internet safety guidelines at all times

Expectation of Use • Chromebooks are intended for use at school each day. It is expected that students:

- Bring their Chromebooks to school every day
- Charge their Chromebook each night
- Always carry their Chromebook in the District-provided protective case
- Use their Chromebook in the District-provided protective case during school and at home

Ii Follow each teacher's rules and expectations regarding Chromebook use in the classroom

Ii Will be respectful of their peer's work and devices

A loaner Chromebook and case, if available, will be given to a student by the main office staff if the Chromebook was left at home or is not fully charged. Students who forget their Chromebook or have a drained battery may be required to complete assignments using alternative methods as determined by the teacher if a loaner is not available.

Students are issued a Chromebook case. In the event the student case has broken, it will be the responsibility of the student to replace their case with an equivalent model.

Chromebook Use and Care

Classroom Routines • Your teachers will provide guidance with appropriate use of the Chromebook.

- Center the Chromebook on the desk
- Use the Chromebook in the District-provided protective case
- Keep sound muted unless otherwise instructed
- Close the screen of the Chromebook before standing up or moving, and transporting the Chromebook from one spot to another
- Take care not to close the Chromebook on papers or other objects
- **Never** leave the Chromebook unattended
- **Never** grab and carry the Chromebook by the screen/display
- **Never** push on the Chromebook screen/display

Saving Data / Workflow • Each student will have access to Google Drive through their school-provided Google account. It is the expectation that each student:

- Use Google Drive to save school-related files
- Understand that all District rules and guidelines apply to any storage device
  - attached to a school-provided Chromebook.
- Understand that the school-provided Chromebook is the property of The Oakland Public Schools (TOPS), and should not contain personal files.
- At the end of the students 8th grade year, students are asked to save any files they would like to keep to an external source, such a flash drive or network storage. The student account will be deleted a short time after graduation.

6

Energy Savings • Fully charged Chromebooks have a battery life of up to eight hours when searching the web. The following will help save battery life over the course of the day:

- Close the Chromebook lid when not in use
  Quit applications that are not in use

Hallways / Common Areas •

- Never leave the Chromebook unattended or unsecured for any reason.
- Keep the Chromebook in its case at all times to prevent bumping and accidental damage
- Zip the case completely before carrying the Chromebook
- **Do not store additional materials or supplies inside the Chromebook case**
- Carry by the handle or shoulder strap when walking through the hallways

Apps • The Oakland Public Schools (TOPS) understands that there may be instances when additional apps may be used to enhance the educational process. With that stated, it is understood that:

- District-provided apps will not be altered in any way
- Students are not able to install apps on the District-provided Chromebook as a result of the restriction set in the GAFE Domain

If students find a way to bypass the restriction set in the GAFE Domain, they will be subject to consequences based on our Code of Conduct.

- **Home Use** • Ensure care of the Chromebook and its use at all times:

  Use the Chromebook in a common room in the home
- Parents / Guardians - ask to see what your child(ren) is(are) working on with their District-provided Chromebook
- Store the Chromebook on a table or desk - Never on the floor
- Protect the Chromebook from extreme hot or cold temperatures, food and drinks, small children, and pets
- Do NOT take apart the Chromebook for any reason. Any repairs will be the responsibility of The Oakland Public Schools Technology Department. This attempt could result in a voided warranty.

Traveling • Take the following precautions when traveling with the Chromebook to help ensure that it is not lost, stolen, or damaged:

- Do not leave the Chromebook in a vehicle
- Carry the case by the handle/shoulder strap when transporting your Chromebook
- If threatened for the Chromebook, give it up and report the theft to school administration
    - and the police as soon as possible
- Chromebooks are not allowed on school-sponsored field trips unless approved by
    - the sponsoring teacher

Personalization • The Chromebook and respective accessories are the property of The Oakland Public Schools (TOPS). Students are **prohibited** from:

- Removing District identification tags or barcodes
- Removing or switching keys
- **Placing stickers** or otherwise marking the Chromebook or accessories in any way

Cleaning • Use the Chromebook with clean hands and avoid touching the screen.

- Do not insert foreign objects (ex. paper clips, pencils, pens, etc.) into the Chromebook
- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a white vinegar & water mixture using a damp, clean soft cloth
- Do not spray the mixture directly on the device

Webcams

Purpose • Each student Chromebook is equipped with a webcam. This feature of the Chromebook offers students an 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, and under the direction of a teacher. 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

Safety • Please refer to the *Parent Responsibility* and *Digital Citizenship* sections of this handbook for suggestions on monitoring student use of technology outside of school.

Listening to and/or Watching Media

At School • Listening to and/or watching media on your Chromebook is only allowed during school hours with the permission from the teacher. It is expected that students will use headphones when listening to and/or watching media on their Chromebooks.

At Home • Listening to and/or watching media on your Chromebook at home is allowed with permission from parents/guardians.

Games

At School • Gaming is not allowed during school hours. Most games are blocked by the District with the exception of those that directly support education.

At Home • The same safety filters that are enforced in school are also applied at home as a result of our GAFE domain and GoGuardian. (No Policies assigned for home)

Messaging

At School • Messaging on the Chromebook is prohibited during school hours unless permission is granted from the classroom teacher. Permission will be given only for messaging that is useful in completing a school assignment. All communication must be related to the school assignment and have educational purposes.

9

At Home • Messaging on the Chromebook is allowed at home with permission from the parent/guardian. It is expected that the content of these messages is school appropriate.

Printing

Purpose • The District encourages students and teachers to conserve paper and limit the amount of printing as much as possible. It is also understood that some assignments will need to be submitted via hard copy (paper) to the teachers. It is the responsibility of the student to plan for and come to class prepared with the required format for submitted work.

At School • Students can use the District printers located in each wing of Valley Middle School throughout the course of the day.

At Home • Students are allowed to connect to printers at home.

Desktop Backgrounds & Screensavers

Considerations • Default settings have been set and locked by the District. Inappropriate media may not be used as a desktop background. This includes guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols. *Bypassing District settings will result in consequences based on our Code of Conduct.*

Troubleshooting & Loaners

General Procedure • When students experience trouble with the Chromebook, they should follow the steps outlined below:

❏ Always try restarting the Chromebook as the first step in troubleshooting
❏ Student may ask a teacher if the teacher is available to help for this purpose
❏ Students are reminded to not waste too much time troubleshooting so they do not miss too much class time

If the issue is not resolved, the student should contact the Main Office. The Main Office is open from 8:00 AM to 4:00 PM.

If necessary, the student will receive a loaner Chromebook to return to class. The student must sign out the loaner device. When the student's original Chromebook is ready to be picked up, the student will be notified. It is the responsibility of the student to return the loaner device in the same condition it was received.

Network Access & Filtering

All Internet traffic for the students' Chromebooks will be filtered to block inappropriate or objectionable material. Internet traffic at school is filtered at three levels through the District's Internal firewall, the GAFE domain, and GoGuardian. All Internet traffic when the student is away from school will be filtered using the District's GAFE domain and GoGuardian. (No Policies assigned for home)

It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Chromebook and the access that it provides to the Internet, as outlined in the Acceptable Use Policy.

Students are to use their The Oakland Public Schools (TOPS) provided Google account and password, which will be distributed at the beginning of the school year.

Attempting to disable or bypass District Internet filters and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is NOT permitted and will result in consequences based on our Code of Conduct.

Student use of the Internet can be monitored at school. Although the GAFE Domain and GoGuardian filtering services are in place, it is suggested that the Chromebook use at home abide by the Oakland Public Schools internet policy agreement.

Students are allowed to connect to WIFI networks at home and other public locations. All Internet traffic at these locations will be filtered using the District's GAFE domain and GoGuardian.

Only The Oakland Public Schools (TOPS) devices are allowed access on the District network. Personal devices are prohibited.

Use proper etiquette when using the Internet:

- Never reveal personal information about yourself or anyone else.
  Do not publish student pictures or names on any website.

Ii If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately.

Chromebook Insurance Program

Every student will be given a Chromebook and no child be denied a device. The Oakland Board of Education offers an optional insurance program through Acer for an annual fee. Those who purchase the insurance will be allotted **a one-time accidental damage repair.** Students with a disability or who are on a free or reduced lunch are exempt from paying the premium but are treated as if they had done so.

For special considerations please contact your building principal.

Security and Privacy

As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), you are hereby notified that school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The Oakland Public Schools (TOPS) will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.

Online Accounts and Passwords • Students may be asked to create online user accounts for web services that can have educational applications. Teachers are responsible for supervising the use of these accounts during instructional time. Parents/guardians can see a list of these third-party tools and educational services at: www.oaklandschoolsnj.org.

Do:

- Keep passwords safe and confidential
- Logout of programs/web services before quitting an application or shutting the Chromebook

Do NOT:

- Share your password with others
  Use someone else's account
- Develop programs to harass, intimidate, or bully others, etc.
  Change other students' files

12

User Data • Inappropriate content is not allowed to be stored or viewed on Chromebooks (See page 5 for reference). All files stored on The Oakland Public Schools (TOPS) Chromebook or network are the property of the District and are subject to regular review and monitoring. Internet history checks may occur at the discretion of the District Administration.

Webcams • The District will **NOT** have the right or ability to remotely access the Chromebook's web camera.

Monitoring • Building and District administration may search computers for inappropriate material if they have reasonable suspicion of its existence. Teachers will have the ability to check and monitor student activities while in their class to assure students remain on task. While off school campus, parent/guardian monitoring is highly recommended.

Restrictions • Restrictions on the network and the Chromebook will block certain functions all in the name of safety. Any attempt to bypass these restrictions, either on campus or off, will be seen as a violation of the 2018 - 2019 Valley Middle School Technology Packet and will result in consequences based on our Code of Conduct.

Damaged, Lost, and Stolen Equipment

Repairs • Unexpected problems may occur with the Chromebooks that are not the fault of the user. The District's Supervisor of Instruction and Special Programs, Technology Coordinator and building principal, along with the building's respective technology staff, will assist students with resolving these issues. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Taking a Chromebook to an outside vendor will result in loss of Chromebook privileges.

Cases • In the event that a case needs to be replaced due to neglect or misuse it will be the responsibility of the student to replace the case with an equivalent case.

Loaner Chromebooks • Temporary replacement Chromebooks (loaners) are available so learning is not disrupted by the repair process. Students are responsible for the care of the loaner Chromebook while it is issued to them. The same rules and guidelines apply to loaner Chromebooks. Chromebook Insurance 2019-2020

Reporting • Students are responsible for the Chromebook and all accessories they have been issued. Chromebooks in need of repair must be reported to the Valley Middle School Main Office as soon as possible (same day or next day they are in school). *Failure to report damage may result in consequences based on our Code of Conduct.*

13

Lost Equipment • The student or parent/guardian must report lost equipment to the school immediately. Students and their parents/guardians will be financially responsible for the loss of the protective carrying case.

Stolen Equipment • 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.

Digital Citizenship

The Oakland Public Schools (TOPS) will use Common Sense Media to provide students, parents, and teachers with information and resources about digital literacy and citizenship. Parents / Guardians and students can create accounts with Common Sense Media and review the resources together to be informed about Internet safety and responsibilities of living in a digital world.

Resources can be found at [www.commonsense.org.](http://www.commonsense.org)