

# 2025-26

## 1:1 District Issued Device Handbook



**Rockford Area Schools – District 883**  
A Tradition of Excellence, One Student at a Time.

4/1/2025

**Rockford Area Schools**  
**1:1 District Issued Device Handbook**

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## **Rockford Area Schools**

### **1:1 District Issued Device Handbook**

#### **Introduction**

Welcome to the Rockford Area School District's Device Integration Handbook. As we embark on this journey together, we are excited to guide both parents and students through the seamless integration of digital technology into education. Our goal is to equip you with the skills and tools needed to thrive in an ever-changing world dominated by information and technology.

In the sections that follow, you will gain a deeper understanding of how technology plays a pivotal role in modern education. From exploring the vast realm of information to experiencing the personalized advantages of having your own device, this handbook will empower you to make the most of your educational journey.

As you explore each content area, you'll discover how your personalized device acts as a catalyst for critical thinking, problem-solving, and dynamic interactions. We will also delve into the transformative impact of technology on teaching and learning, revealing how it enhances both the curriculum and your engagement.

Guidelines and protocols are outlined to ensure a positive and responsible use of your devices. Our commitment to your growth and success is evident throughout, as we guide you in leveraging technology to navigate challenges, foster critical thinking skills, and actively participate in our vibrant educational community.

Remember, your personalized device is more than just a tool – it's a gateway to a world of knowledge, a catalyst for personal growth, and a bridge to your future success. Embrace it, explore it, and harness its potential to shape not only your educational journey but also your journey beyond these walls.

The policies, procedures, and information within this document apply to all technology used at the Rockford Area Schools - Independent School District 883 by students, staff, or guests, including any other device considered by the administration to fall under this handbook.

This handbook is a collection of selected policies and administrative guidelines, as well as rules and regulations of the Rockford Area Schools District 883. If there is a conflict between Board policy and this handbook, the Board policy shall take precedent.

Teachers may establish supplementary requisites for technological utilization within their respective classrooms.

## **Digital Learning Enhancement Plan Goals**

**Goal 1: Digital Empowerment for Enhanced Learning:** Provide students with cutting-edge digital tools to enrich and expedite the learning process. By equipping students with these tools, we aim to foster a dynamic learning environment that encourages exploration, engagement, and deeper understanding of subjects.

**Goal 2: Innovative and Blended Learning Approach:** Employ innovative and blended learning strategies to revolutionize the delivery of our curriculum. By integrating technology into education, we seek to promote higher-order thinking skills, ensuring that students not only grasp foundational knowledge but also develop critical thinking abilities necessary for real-world problem-solving.

**Goal 3: Tailored Learning for Individual Growth:** Craft personalized content that caters to the unique learning needs of each student. Through customization, we aspire to provide an education that adapts to every student's pace, strengths, and areas of improvement, fostering a holistic and effective learning experience.

**Goal 4: Optimized Classroom Instruction:** Enhance the efficiency and effectiveness of classroom instruction through technology integration. By leveraging digital tools, we aim to create an interactive and dynamic learning atmosphere, where teachers can engage students more deeply, resulting in improved comprehension and retention of subject matter.

### **1.0 Receiving Your District Issued Device/Accessory**

Student Technology will generally be distributed during the first week of school.

Parents/guardians and students should complete and sign the Technology Acceptable Use and Device Agreement forms prior to students being issued a device. These documents will need to be submitted at student registration. The forms should be made available through the district's parent portal programs (Infinite Campus).

#### **1.1 Agreement for Financial Responsibility**

The assigned devices covered in this plan belong to Rockford Area Schools and will be returned at the end of the academic school year. Students who transfer, withdraw, or are expelled will need to return the device and accessories at the time of withdrawal. Devices assigned to students that are not returned may be considered and treated as stolen property. If a payment request is rendered and is not received, the account may be turned over to a collection agency and/or law enforcement agency.

If damage occurs to the device or accessory, the student should immediately report the damage and turn the device or accessory in. The device or accessory will be repaired or replaced by the district. Incidents of gross negligence or repeated incidents may result in financial restitution

from the family, up to the cost of the entire device, if warranted. These costs are general costs and may fluctuate based on current market costs. Prices fluctuate with the market and inflation costs. Some of the costs are listed below:

- Chargers - \$20 to \$40.00 each
- Keyboards with trackpad - \$50.00 to \$65.00
- Screens vary in cost from \$49.73 to \$89.50
- Full replacements currently vary from \$250.00 for the Acers and \$275 for the HP 14 model. This cost doesn't include the licensing needed for Google and other services.

## 1.2 Device Check In

Student technology and accessories, including the charger, will be collected at the end of each school year for maintenance over summer vacation. The district will strive for each student to retain their original technology each year while enrolled at Rockford Area Schools in grades 6 to 12. When asked to do so, students must surrender/return the technology and accessories to Rockford School District. Any student who transfers out of the district will be required to return their technology and accessories. The average lifespan for a chrome book has been extended to about seven years allowing the device to be in compliance with state testing requirements.

## 2.0 Taking Care of Your Device

### 2.1 General Precautions

Your personal device is a valuable tool that enhances your learning experience and empowers you to explore new horizons. To ensure its optimal performance and longevity, it's important to take proper care of your device. Follow these guidelines to maintain the functionality and reliability of your device:

1. **Keep it Clean:** Regularly clean the screen, keyboard, and exterior of your device using a soft, lint-free cloth. Avoid using harsh chemicals or abrasive materials that could damage the surface.
2. **Handle with Care:** Carry your device carefully to prevent scratches and impact damage. When handling your device, be gentle and avoid dropping it or subjecting it to unnecessary force. Keep food and liquids away from the devices.
3. **Charging Protocol:** Charge your device using the provided charger and cable. Avoid using third-party chargers, as they may not be compatible and could potentially harm your device. Overcharging can also impact battery life, so disconnect the charger once your device is fully charged.
4. **Temperature Awareness:** Keep your device in a moderate temperature range. Extreme heat or cold can affect battery performance and the overall functionality of your device. Avoid leaving it in direct sunlight or in a cold environment for extended periods.

5. **Software Updates:** Regularly update your device's software to ensure it has the latest security patches and features. These updates help maintain the device's performance and protect it from potential security vulnerabilities. The district will periodically push updates out to the devices.
6. **Safe Transport:** When not in use, store your device in a safe and secure location. Avoid leaving it in areas prone to extreme temperatures, humidity, or the risk of theft.
7. **Internet Safety:** Use your device responsibly when accessing the internet. Be cautious of the websites you visit, and avoid clicking on suspicious links or downloading unfamiliar files that could potentially harm your device.
8. **Cords:** Carefully insert the headset cables, charging cable, and other cords into the device.
9. **Adjust Screen Brightness:** To conserve battery life and reduce eye strain, adjust the screen brightness to a comfortable level, especially when you're working in well-lit environments.
10. **Take Care of the Charger:** Keep your charger in a separate compartment of your bag to avoid tangling with other items. Avoid bending or stressing the charger cable excessively.

## 2.2 Carrying Devices

Here are some tips to help students carry and use Chromebooks efficiently:

1. **Position in Bag:** Place your Chromebook in the dedicated laptop compartment, if your bag has one. If not, choose a central location in your bag where it's less likely to experience impacts.
2. **Avoid Overloading:** While it's tempting to carry all your textbooks, notebooks, and other items in your bag, try to keep it relatively light to avoid putting excessive weight on your Chromebook. Do not place the device in a place where it may get stepped on.
3. **Avoid Rough Handling:** Be mindful when placing your bag on the ground or any surface. Avoid dropping your bag or placing heavy items on top of it.

## 2.3 The Basic Care of Your Device

Remember, taking good care of your device helps it last longer and work better, so you can get the most out of your learning. If you face any problems or have questions about how to keep your device in good shape, don't hesitate to ask the school's tech support for help. Your device is a strong tool – treat it well so it keeps being useful to you.

Keeping your Chromebook screen clean is important for maintaining good visibility and a pleasant user experience. Here are some screen cleaning tips for Chromebooks:

1. **Turn Off Your Chromebook:** Before cleaning the screen, turn off your Chromebook or put it in sleep mode to avoid accidentally triggering actions while cleaning.
2. **Use a Microfiber Cloth:** A microfiber cloth is gentle on the screen and effectively removes dust, fingerprints, and smudges. Avoid using paper towels, tissues, or rough materials that could scratch the screen.
3. **Dampen the Cloth:** If there are stubborn smudges or dirt, lightly dampen the microfiber cloth with water. Make sure the cloth is not dripping wet; just slightly damp is sufficient.
4. **Avoid Harsh Chemicals:** Do not use harsh cleaning agents, ammonia-based products, or any abrasive substances on your Chromebook screen. These can damage the screen's protective coatings.
5. **Gently Wipe the Screen:** Starting from the top, gently wipe the screen in a circular or vertical motion. Apply minimal pressure to avoid damaging the screen.
6. **Focus on Problem Areas:** If there are specific areas that require more attention, gently rub in a circular motion with the dampened cloth until the smudges are gone.
7. **Dry the Screen:** After cleaning, use a dry portion of the microfiber cloth to wipe away any remaining moisture.
8. **Avoid Excess Moisture:** Make sure the cloth is only slightly damp. Excess moisture can seep into the device and cause damage.
9. **Don't Spray Liquids Directly:** Avoid spraying cleaning solution or water directly onto the screen. Moisture can seep into the edges and potentially damage the internal components.
10. **Clean the Keyboard and Body:** While you're at it, you can also gently wipe down the keyboard and the body of the Chromebook with the damp microfiber cloth. Just be careful not to let any moisture drip into the keys.
11. **Be Gentle with Touchscreens:** If your Chromebook has a touchscreen, be extra gentle when cleaning to avoid applying too much pressure on the screen.
12. **Regular Maintenance:** Make screen cleaning a part of your regular maintenance routine to prevent buildup of dirt and oils.
13. **Avoid Screen Protectors:** While screen protectors can provide an extra layer of protection, they can also affect touch sensitivity and display clarity. If you choose to use a screen protector, make sure it's specifically designed for your Chromebook model.
14. **Clean Hands:** Before using your Chromebook, ensure your hands are clean to prevent transferring oils and dirt to the screen.

15. **Use Compressed Air for Keyboard:** If dust or debris gets caught in your keyboard, use compressed air to gently blow them out. Hold the Chromebook at an angle to prevent the debris from falling back into the device.

Regular, gentle cleaning using the right techniques will help keep your Chromebook screen looking clear and vibrant while prolonging its lifespan.

## 3.0 Using Your Device at School

Devices are meant to be used at school every day. Besides following what teachers expect for using technology, you can also use the device to check your student portal, review assignments, read announcements, verify schedules, and more. It's important for students to bring their device to all classes, unless a teacher tells them not to.

### 3.1 Devices Left at Home

If a student forgets their district-provided device at home, they can borrow a temporary device from the Technology Office or the Media Center. The borrowed device must be given back by the end of the school day. They should also call home to let a parent or guardian know about their oversight. If a student keeps leaving their device at home, they might have to leave it at school for a week or more. Repeating this behavior could lead to further actions decided by the school principal or other administrator.

### 3.2 Device Undergoing Repair

The Media Center will offer temporary devices for students whose devices are being fixed because of regular use or warranty problems. However, if the repair is needed because the general precautions weren't followed or there was purposeful harm, the student might face disciplinary actions set by the school principal or other administrator.

### 3.3 Charging Your Device's Battery

Every day, students should bring their devices to school with a full battery. Students must charge their devices every evening. If a student's device isn't fully charged or runs out of battery during the day, it's their responsibility to charge it.

### 3.4 Device Settings

Here are some Chromebook setting guidelines:

1. **Privacy Settings:** Make sure your privacy settings are set to protect your personal information. Avoid sharing sensitive details online.
2. **Screen Brightness:** Adjust the screen brightness to a comfortable level for your eyes, especially in well-lit areas.
3. **Notifications:** Customize your notification settings to avoid distractions during classes. Mute or limit notifications when you're studying.

4. **Backgrounds:** If the device settings allow, choose appropriate wallpapers or backgrounds that are school-friendly. Avoid using distracting or inappropriate images. Using improper content as a screensaver or saving it on the device provided by the district is not allowed. Having pictures of guns, weapons, explicit content, inappropriate language, alcohol, drugs, symbols related to gangs, or any other content that's not suitable for school can lead to disciplinary measures.
5. **Passwords/Pin:** Set up a strong password or PIN to secure your Chromebook. Keep this information private and don't share it with anyone.
6. **Auto-Lock:** Configure your Chromebook to automatically lock after a period of inactivity. This adds an extra layer of security.
7. **Chrome Extensions:** If allowed, install educational Chrome extensions that can assist with your learning. Avoid adding unnecessary or distracting extensions.
8. **Bookmarking:** Organize your bookmarks for easy access to educational resources, online textbooks, and helpful websites.
9. **Storage Management:** Regularly clean up and organize your files. Delete any unnecessary files to free up storage space.
10. **Backup:** Use Google Drive to back up important files to prevent data loss in case of device issues.
11. **Accessibility Settings:** If needed, adjust accessibility settings to cater to your specific needs. Chromebooks offer features for better readability and navigation.
12. **Language and Input:** Set your preferred language and keyboard input for ease of use.
13. **Time Management:** Use the calendar app to schedule tasks, assignments, and events. Set reminders to stay on top of your responsibilities.
14. **Google Classroom:** Your school uses Google Classroom, familiarize yourself with its features to efficiently manage assignments and class materials.
15. **Safe Browsing:** Enable safe browsing settings to protect yourself from potentially harmful websites or content.
16. **Charging Reminder:** Keep an eye on your battery level and charge your Chromebook regularly to avoid running out of power during class.
17. **Sharing and Collaboration:** Learn how to share documents and collaborate on Google Drive. This is useful for group projects.
18. **Help and Support:** If you're unsure about any settings or features, don't hesitate to ask your teacher or tech support for assistance.

Remember that Chromebooks are tools for learning, so setting them up properly can help you focus on your studies while staying safe and productive online.

### **3.5 Sound**

Keep the sound turned off unless you get permission from your teacher for learning reasons. You can bring your own headphones or earbuds to use with your device. The school generally doesn't provide headphones, except for school testing.

### **3.6 Home Internet Access**

Students can connect their district-provided devices to WiFi for internet access. This helps them use the device at home or outside school. If you have trouble with the internet at home, get in touch with your parents or the Internet Service Provider (ISP) for help. You can also contact technology support during the school day for assistance.

If necessary, many students can access free internet services to support their learning needs. These services help students stay connected and engaged in their studies, even when they're outside of school. Several organizations and programs offer free WiFi access in public spaces, libraries, and community centers. Additionally, some Internet Service Providers (ISPs) offer discounted or even free internet plans specifically for students and low-income families. Please contact your local ISP for details. These initiatives aim to bridge the digital divide and ensure that every student has the opportunity to access educational resources and online learning platforms without limitations.

The Federal Communications Commission (FCC) in the United States has various programs and initiatives aimed at promoting internet access and bridging the digital divide. One of the well-known programs is the Lifeline program, (<https://www.fcc.gov/general/lifeline-program-low-income-consumers>) which offers discounted phone and internet services to eligible low-income individuals and families. The exact details and availability of these programs may change over time, so it's recommended to visit the FCC's official website or contact them directly for the most up-to-date information on programs related to free or discounted internet services for students and low-income households.

## **4.0 Managing Your Files and Saving Your Work**

### **4.1 Saving Documents with the Device**

Each student has a school managed Google account which includes Google Email, Drive and Classroom. The access levels within the programs are determined by regulation, age, policy, and parents. Students should regularly save their work to Google Drive from their devices. It's important to back up essential files as a precaution against data loss in case of malfunctions, system resets, or re-imaging. Google Drive offers ample storage and the convenience of accessing documents from various devices. For instance, a student can write a document on

Chromebook, save it to Google Drive, and retrieve it on their device. Alternatively, documents can be saved by emailing them to oneself.

**It's the student's responsibility to ensure work isn't lost due to technical issues or accidental deletion. Device problems are not a valid excuse for not submitting assignments.**

## 4.2 Network Connectivity

The Rockford Area School District cannot assure that its network will be operational at all times. If the network experiences occasional downtime, the District will not take responsibility for any lost or unavailable data. It's important to note that using applications that evade established Rockford School District policies, proxies and filtering violates the Acceptable Use Policies. Repeated violations may lead to disciplinary measures.

## 5.0 Applications Installed into the Devices

### 5.1 Installed Applications

The pre-installed applications provided by the Rockford School District must be kept functional and readily accessible on the device at all times. It's required for students to utilize their school email or other computer logins. Moreover, it's explicitly prohibited to use proxy or torrent sites to bypass the firewall or filtering mechanisms. This policy is in place to maintain a secure and productive digital environment.

### 5.2 Additional Applications

Occasionally, the school might introduce applications intended for specific courses. These applications will be accessible through the District's self-service programs like Google Work Space, Chrome Extensions, Apple ID, Adobe Console, or the Microsoft Console.

### 5.3 Personal Applications and Inspection

Students are permitted to download applications for personal use, but these applications must align with the district's Acceptable Use Policy and the MN Student Data Privacy Act. Students should discuss additional applications needed for instructional purposes with their teacher and follow the procedures established for vetting and posting the applications. Keep in mind that non-school applications can be removed by school personnel whenever necessary. The school reserves the right to randomly monitor devices to ensure appropriate application usage and regulatory compliance. It's important to remember that these devices belong to the school, and school Administration or staff may request inspections at any time, requiring passcodes or passwords to unlock the device.

If any games or applications are found to be inappropriate, they will be removed, and there could be disciplinary consequences. During class time, personal application usage is allowed based on the teacher's discretion. Failing to follow classroom rules regarding application usage may result in disciplinary action.

You can use personal applications at home, provided that:

1. **Applications:** The applications' content (games, music, etc.) is suitable for a district/school-owned device and aligns with the district's Acceptable Use Policy.
2. **Consent:** You have permission from your parent/guardian.
3. **Assignments:** All school-related tasks are complete.

#### 5.4 Procedure for changing or re-loading software

If unlawful software or malware is found, the applications and files may be removed, and this might even require the device to be re-imaged. In situations of technical issues, re-imaging the device could be necessary for resolution. However, it's important to note that in these instances, the school cannot be held responsible for any software that gets deleted due to the re-imaging process.

#### 5.5 Application upgrades

Occasionally, there are upgraded versions of licensed software offered. For students in PK-12, there might be instances where they need to update their district-approved applications using the various district self-service programs. The district's patch management program will also push many updates out to the devices automatically. This may sometimes cause the device or application to work slower for a short period of time as it updates.

### 6.0 Acceptable Use

The Rockford School District is delighted to offer access to devices (equipped with essential programs for classes), the district network (providing email and online classroom access), student data storage, and the Internet. To access these resources, students and parents need to sign and return the provided form to the school.

While these materials aim to enrich educational goals, students might find ways to access non-educational content or use the provided hardware and software beyond its intended purpose. Therefore, it's crucial to adhere to the rules. Not following these rules could lead to temporary or permanent loss of internet, email, or other technology privileges. Violations may result in disciplinary consequences, including suspension or expulsion. In some cases, law enforcement agencies might be involved.

Using these technologies in an educational setting comes with responsibilities.

#### 6.1 Parent/Guardian Responsibilities

Parents and guardians play a crucial role in supporting students' effective and responsible use of devices like the districts' 1:1 Chromebooks. Here are some responsibilities they should consider:

1. **Understanding School Policies:** Familiarize themselves with the school's policies regarding Chromebook or other device use, including acceptable use, internet safety, and care and maintenance guidelines.
2. **Communication with School:** Stay informed about any updates, announcements, or workshops related to the Chromebook program by regularly checking school communications and attending parent-teacher meetings.
3. **Supervision:** Monitor your child's Chromebook or other device usage, especially for younger students, to ensure they are using it for educational purposes and following school and family guidelines.
4. **Setting Expectations:** Establish clear expectations for Chromebook or other device use at home, including designated study times and appropriate websites and applications.
5. **Internet Safety:** Educate your child about internet safety, responsible online behavior, and the importance of protecting personal information.
6. **Device Care:** Teach your child how to properly care for the Chromebook or other device, including carrying it safely, cleaning the screen, and charging it.
7. **Charging Routine:** Help your child develop a routine for charging the Chromebook or other device, so it's ready for use during school hours.
8. **Filtering and Monitoring:** Consider using parental control software or built-in filtering tools on your home network to ensure their child's online activities are appropriate and safe.
9. **Open Communication:** Encourage your child to communicate any issues, concerns, or experiences related to the Chromebook or other device, whether technical or social.
10. **Addressing Issues:** If their child faces technical problems or struggles with using the Chromebook, parents should support them by seeking assistance from the school's tech support team.
11. **Creating a Learning Environment:** Provide a quiet and comfortable space for their child to use the Chromebook for studying and completing assignments.
12. **Time Management:** Help their child manage screen time and strike a balance between online and offline activities.

By actively participating in the child's Chromebook or other device usage and promoting responsible digital citizenship, parents and guardians contribute to a positive and productive learning experience.

## 6.2 School Responsibilities

Rockford School District has several responsibilities when implementing a Chromebook or other device program. Here are some key ones:

1. **Policy Development:** Rockford School District has developed comprehensive policies and guidelines for device use, covering acceptable use, internet safety, data privacy, device care, and consequences for misuse.
2. **Technical Support:** Rockford School District is committed to provide technical support for students, teachers, and parents to address any issues related to device setup, software, connectivity, and troubleshooting ensuring that each student receives a functional device and necessary accessories, like chargers.
3. **Device Management:** Implement a Mobile Device Management (MDM) system to manage and monitor devices, including software updates, security patches, and remote device management.
4. **Internet Filtering:** Set up internet filtering and content blocking to protect students from accessing inappropriate or harmful content.
5. **Digital Citizenship Education:** Offer digital literacy and responsible technology use programs to educate students about online behavior, privacy, cyberbullying, and ethical use.
6. **Teacher Training:** Provide professional development to teachers on integrating technology effectively into the curriculum and managing a classroom using Chromebooks and other devices.
7. **Curriculum Integration:** Work with educators to align the use of devices with educational goals and incorporate digital resources into the curriculum. The Rockford School District strives to be ready for blended and E-Learning days, as needed.
8. **Security and Privacy:** Ensure that student data is stored securely, follow data privacy regulations, and obtain parental consent for any data collection or sharing.
9. **Network Infrastructure:** Maintain a reliable and robust network infrastructure to support a high number of devices and ensure consistent connectivity.
10. **Equity Considerations:** Address potential equity issues, such as providing devices to students who lack internet access at home or ensuring accessibility for students with disabilities.
11. **Regular Maintenance:** Establish a schedule for device maintenance, updates, and repairs to keep devices in good working condition.

12. **Parent Communication:** Keep parents informed about the program's objectives, guidelines, and any changes through regular communication channels.
13. **Content Filtering:** Regularly review and update content filtering to adapt to new online threats and ensure a safe online environment.
14. **Data Backup and Recovery:** Implement data backup systems to prevent data loss and have protocols in place for recovering lost or corrupted data.
15. **Evaluation and Improvement:** Continuously assess the effectiveness of the program, gather feedback from stakeholders, and make improvements based on the collected data.
16. **Community Partnerships:** Collaborate with community organizations and internet service providers to address connectivity issues for students who lack internet access at home.

By fulfilling these responsibilities, school districts can create a successful and well-managed 1:1 device program that enhances learning experiences while ensuring student safety and data privacy.

### 6.3 Student Responsibilities

Highlighted below are some acceptable use responsibilities for Rockford Area School's students when using Chromebooks or other devices on and off campus:

1. **Educational Purpose:** Use the device primarily for educational purposes, including assignments, research, and communication related to schoolwork. Students should read, understand and follow the Rockford School District Acceptable Use Policy for Technology. The policy can be reviewed by clicking [Policy 524 - Internet Acceptable Use and Safety Policy](#).
2. **Responsible Behavior:** Behave respectfully and responsibly online, treating others as you would in a face-to-face environment.
3. **Cyberbullying Prevention:** Do not engage in cyberbullying, harassment, or any harmful online behavior towards peers or others.
4. **Respect Copyright:** Adhere to copyright laws by only using and sharing content that you have the rights to, and giving proper credit when necessary.
5. **Privacy Awareness:** Respect the privacy of others by not sharing personal information or images without permission.
6. **Safe Browsing:** Use the internet for appropriate and safe content, refraining from accessing or sharing inappropriate or harmful material.

7. **Appropriate Communication:** Communicate online in a courteous and respectful manner, adhering to proper language and tone.
8. **Reporting Issues:** Report any inappropriate content, cyberbullying, or any issues you encounter online to a teacher or school authority.
9. **Device Care:** Handle the device responsibly, keeping it clean and protected from damage.
10. **Password Security:** Keep your login credentials private and secure, avoiding sharing them with anyone.
11. **Respect Classroom Rules:** Follow teachers' instructions regarding device use in the classroom, including when and how devices should be used.
12. **Digital Etiquette:** Maintain proper digital etiquette when communicating with teachers, classmates, and others.
13. **Report Misuse:** If you notice any fellow student misusing technology or violating acceptable use policies, report it to a teacher or appropriate school staff.
14. **Respectful Sharing:** If required to collaborate on projects or share files, ensure that shared content is respectful and relevant to the task.
15. **Internet Safety:** Be cautious while sharing personal information online, and avoid engaging with strangers.
16. **Online Etiquette:** Understand and follow netiquette guidelines when interacting with others on the internet.

By following these acceptable use responsibilities, K-12 students contribute to a safe and productive digital learning environment while developing essential skills in responsible technology use.

#### **6.4 Student Activities Strictly Prohibited**

Listed below are some activities that are strictly prohibited for Rockford School District students when using Chromebooks or other devices in an educational setting:

1. **Cyberbullying and Harassment:** Engaging in any form of cyberbullying, harassment, or online intimidation towards peers, teachers, or others is prohibited. Rockford Area Schools Policy 514 provides additional information. The policy can be reviewed by clicking [Policy 514 – Bullying Prohibition Policy](#). Inappropriate messaging, chatting, using social media's tools and applications is prohibited.
2. **Inappropriate Content:** Accessing, sharing, or creating explicit, offensive, or inappropriate content, including images, videos, or messages. Sending mass emails or spamming is included. Sending, accessing, uploading, downloading, or distributing,

offensive, profane, threatening, pornographic, obscene, or sexually explicit materials are additional examples of prohibited conduct.

3. **Hacking or Unauthorized Access:** Attempting to hack into school systems, other students' accounts, or unauthorized access to files or networks.
4. **Plagiarism and Copyright Violation:** Copying or using others' work without proper attribution or permission, and sharing copyrighted material without authorization. Use of sites selling term papers, book reports and other forms of student work is an additional example of prohibitive conduct.
5. **Malicious Software:** Downloading or installing malware, viruses, or other malicious software that can harm devices, networks, or data.
6. **Unauthorized Devices:** Connecting unauthorized hardware, such as USB drives or external devices, without explicit permission. Students swapping or sharing devices amongst each other for non-educational purposes is discouraged.
7. **Proxy or VPN Usage:** Using proxies or VPNs to bypass school filters or security measures, or to access blocked websites.
8. **Personal Social Media During Class:** Using personal social media accounts or messaging platforms during class time without teacher permission.
9. **Distraction During Class:** Using devices for non-educational purposes during class, causing distractions to oneself or others.
10. **Cyberstalking:** Engaging in cyberstalking or repeatedly harassing others online.
11. **Unauthorized System Changes:** Making unauthorized changes to device settings, configurations, or software. The changing of device security settings (exceptions include personal settings such as font size, brightness, etc.) are discouraged.
12. **Sharing Personal Information:** Sharing personal information, contact details, or addresses with strangers online. Students should refrain from giving out personal information except in an instructional context or in the performance of Rockford School District business and with permission of the school district.
13. **Unauthorized Streaming or Downloads:** Streaming or downloading content not related to school activities during class or study time.
14. **Impersonation:** Pretending to be someone else or being anonymous, whether a student, teacher, or anyone else, online is prohibited.
15. **Vandalism and Defacement:** Vandalizing or defacing websites, online documents, or any digital content. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer

viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

16. **Sharing Passwords:** Sharing login credentials, passwords, or passcodes with others, compromising security.
17. **Online Gambling:** Engaging in online gambling or participating in any illegal online activities.
18. **Accessing Inappropriate Sites:** Accessing websites or content that is not suitable for an educational environment.
19. **Unauthorized Purchases:** Making online purchases using school devices or accounts without proper authorization.
20. **Violations of Privacy:** Violating others' privacy by sharing private messages, images, or information without consent. Gaining access to other student's accounts, files, and/or data is an example. Password sharing is another example of prohibitive conduct.
21. **Doxing:** Posting personal information or encouraging others to share personal information about individuals online.

Strictly adhering to these prohibited activities ensures a safe and productive digital learning environment, promotes responsible technology use, and prevents disruptions within the school community.

## 6.5 Legal Propriety

It is important to follow trademark and copyright laws as well as all license agreements. Not knowing the law doesn't exempt you as ignorance of the law is not immunity. If you're uncertain, seek guidance from a teacher or parent.

Plagiarism goes against district and school policies. Students should always attribute sources, whether you're quoting or summarizing. This includes all kinds of internet media like images, videos, music, and text.

The use or possession of hacking software is completely forbidden. Breaking state or federal laws can lead to legal action or school-related consequences.

## 6.6 Student Discipline

Devices provided by the Rockford School District are primarily intended for educational use. However, they can also be used at home for other purposes, with a focus on prioritizing school-related activities. If a student violates any part of this handbook, the District's Acceptable Use Policy or other established disciplinary policies/plans while using the device at home or school, appropriate consequences will apply as outlined in the policy.

- 1. Discipline in the School Environment:** Each school's discipline policies encompass the use of devices in a learning environment. Refer to school-specific materials or directly contact the school Principal for more information. Rockford Schools District Policy 506 contains additional information relating to student discipline. The policy can be reviewed by clicking [Policy 506 – Student Discipline Policy](#).
  
- 2. Gradual Discipline Approach:** Disciplinary measures follow a progressive approach. Initial, minor infractions might result in milder consequences compared to repeated or more severe offenses. The following examples are for illustration purposes, as appropriate steps will vary based on the student and situation. The following list are examples and may not be all inclusive.
  - Verbal warning
  - In-class repercussions
  - School-based consequences
  - Contact with parents
  - Referral to administration
  - Limited or loss of access to certain applications
  - Loss of device or mobile devices during class
  - Loss of device or network access for a longer duration
  - Suspension
  
- 3. Classroom Interventions:** For minor infractions, initial interventions will likely take place within the classroom. These could include verbal warnings, adjustments to seating arrangements, and communication with parents.
  
- 4. Consequences:** If a user engages in unauthorized activities, the student's school officials can revoke network access without prior notice. Additionally, access to the device itself can be withdrawn by school officials if unauthorized activities are detected.

## 6.7 Cyberbullying

As stated earlier in section 6.4, students using devices and other technology services are reminded of the district's policies regarding bullying and harassment, including cyberbullying. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The following policies provide additional guidance:

District Policy 413 (Harassment and Violence) - the policy can be reviewed by clicking [Policy 413 – Harassment and Violence](#).

District Policy 514 Bullying Prohibition Policy - the policy can be reviewed by clicking [Policy 514 – Bullying Prohibition Policy](#).

District Policy 524 (Acceptable Use Policy for Technology) - the policy can be reviewed by clicking [Policy 524 - Internet Acceptable Use and Safety Policy](#).

## 7.0 Protecting and Storing your Device

### 7.1 Device Identification

Students will receive devices with special labels attached by the Technology Services Department. These labels must remain on the devices at all times, regardless of what happens. If a label becomes detached, students should promptly return the device so that we can apply a new label. The school maintains a comprehensive inventory of all devices. When the labels are scanned into the inventory system, this procedure assigns responsibility for the devices to the respective users.

### 7.2 Passcode Protection

Student devices provided by the district must have passcode or password protection. In Elementary and Middle School, many of these passcodes are already set by the school district and given to the student. In High School, most students can set their passcodes themselves.

It's crucial for students to keep their passcodes secret. Passcodes should never be shared, published, or posted. If a student doesn't follow this agreement or any part of this standard, there might be unintended consequences, like a breach of data privacy.

If a student forgets their passcode or suspects it has been compromised, they should reach out for assistance to the Technology Services Department.

### 7.3 Storing Your Device

It is the student's responsibility to keep the devices assigned to them secure. Students are encouraged to take their district-issued devices home every day after school. Taking care of your Chromebook is important to ensure it stays in good condition and functions properly. Proper storage is a key part of keeping your device safe and ready for use. Here are some guidelines for storing your Chromebook:

1. **Safe Environment:** Store your Chromebook in a clean and dry place, away from direct sunlight, extreme temperatures, and moisture. Avoid placing it on surfaces where liquids could accidentally spill. Devices should not be stored in a student's vehicle when at school or at home.

2. **Charging:** Before storing your Chromebook, make sure it's charged to at least 50%. Long-term storage with a completely depleted battery could lead to battery damage.
3. **Closing the Lid:** When storing your Chromebook, close the lid gently. This helps protect the screen from potential damage.
4. **Disconnect External Devices:** If you've connected any external devices like USB drives or accessories, disconnect them before storing the Chromebook. This prevents accidental damage to ports and connectors.
5. **Secure Location:** Store your Chromebook in a secure location where it's less likely to be knocked over or stepped on. Avoid leaving it in places where it could fall, like the edge of a table or an unstable surface. Nothing should be placed on top of the device.
6. **Passcode Protection:** If your Chromebook has a passcode or password, make sure to engage this security feature before storing it. This adds an extra layer of protection against unauthorized access.
7. **Cleanliness:** Before storing, wipe the screen and keyboard with a soft, lint-free cloth to remove smudges and dirt. Avoid using abrasive materials or harsh chemicals.
8. **Avoid Weight:** Don't place heavy objects on top of your Chromebook, as this can damage the screen, keyboard, or internal components.
9. **Regular Use:** If you plan to store your Chromebook for an extended period, it's still a good idea to turn it on and let it update occasionally. This ensures that your device stays up-to-date with the latest software and security patches.

Remember that proper storage helps prolong the life of your Chromebook and ensures that it's ready for use whenever you need it. By following these guidelines, you can keep your device in excellent condition for a long time to come.

#### **7.4 Devices Left Unattended**

Ensuring the safety of the district-issued device is of utmost importance. It's crucial to never leave the device unattended, unless you are in the designated safe areas. Leaving the device unattended increases the chance of it being stolen. If the device is stolen due to being left unattended, the district may request the responsible person to cover the costs of a replacement device.

If an unattended device is found, it will be relocated either to the school office or the Technology Services office, where it can be safeguarded. Repeated occurrences of leaving the device unattended will result in disciplinary actions being implemented. Your cooperation in this matter contributes to the security and proper use of the devices provided by the district.

## 8.0 Repairing or Replacing your Device

### 8.1 Warranty

Rockford School District generally purchases devices with a standard warranty. This coverage assures protection against defects in materials and craftsmanship. The scope of this limited warranty encompasses standard usage, mechanical malfunctions, or defects in construction. In the event of such issues, replacement parts will be supplied for necessary repairs or device replacement.

It is important to note that this warranty does not cover damages arising from misuse, abuse, or negligence. We kindly request that all problems encountered with devices be promptly reported to the designated area for appropriate assistance. Your diligence in promptly addressing device concerns contributes to the smooth functioning of our equipment.

### 8.2 School/Student Responsibilities

In this section, we outline the responsibilities of both students and the school concerning the care, maintenance, and repair of school-issued devices. It's important that students understand their role in keeping devices functional and in good condition. Please refer to [Section 2.0 Taking Care of Your Device](#), for more details on device maintenance.

#### **Device Malfunctions and Damages: Reporting and Repair**

If a device malfunctions or sustains damage, it is the student's responsibility to promptly report the issue to the school office. Normal maintenance and repair issues are covered by the Technology Services Department of the Rockford School District. However, if damages are found to be a result of not following the safety procedures outlined in this handbook, the student may be held accountable for the associated repair charges. The district will consider a family's ability to reimburse the district for damages or repairs. One criterion used with the eligibility for free and or reduced meals.

#### **School District's Repair Responsibility:**

The school district is responsible for repairing the following:

- Devices that malfunction due to manufacturing or application defects.
- Devices that are damaged through regular use (excluding accessories like chargers, cords, cases, or other accessories).
- Any issue covered under warranty.
- First-time accidental damages may be covered and determined on a case by case basis.

#### **Student/Family Responsibility:**

Students and their families are responsible for the following:

- The District encourages the students to fully utilize the devices being issued to promote a successful learning environment. Ensuring that the devices are properly taken care, stored correctly, and transported in a protective manner is important.
- Replacing lost items and damaged accessories (cables, chargers, devices, cases, or other accessories). The school will replace the item and invoice the family.
- Fully covering repair costs for intentionally damaged devices.

### **Repair Costs:**

The estimated replacement costs for some damages and repairs are found in [Section 1.1](#).

### **Repair Scenarios:**

1. **1st accidental break:** Parents consulted with possible repair paid by school, loaner device provided, repaired device returned promptly. A decision would be made by the school and parent as to who pays the repair.
2. **2nd or further accidental breaks:** Repair paid by student, no loaner device provided (exceptions at administration's discretion), device returned after payment.
3. **1st intentional break:** Repair paid by student, no loaner device provided (exceptions at administration's discretion), device returned after payment.
4. **2nd or further intentional breaks:** Repair paid by student, no loaner device provided (exceptions at administration's discretion), device returned after payment.

### **Student Responsibilities During Repairs:**

When a device requires repair, students are expected to:

- Notify parents/guardians about the repair and ensuing bill.
- Make payment to the school office promptly.
- If the break was intentional or a second break, students may work with pen and paper until repair and payment are completed (exceptions determined by administration).
- Inform teachers of any necessary adjustments to assignments.

Repair turnaround time is typically 1-2 days.

### **Examples:**

- *Accidental breaks:* Device in a backpack, tripping, stepping on the device, dropping from a counter or desk.
- *Intentional breaks or damage:* Deep scratches inconsistent with normal wear, extreme bending, throwing the device, any damage admitted to being intentional by a student.

Understanding these responsibilities will help ensure the smooth functioning of devices and minimize disruptions in learning.

### 8.3 Claim

In the event that a district-issued device is stolen or damaged due to fire, students or parents are required to file a police or fire report. A copy of the report must be submitted to the Principal's office before a replacement device can be provided. To enhance awareness about district-owned equipment, the Rockford School District will collaborate with the schools' Resource Officers to notify the sheriff's department of the situation.

### 8.4 Device Protection Program

Starting in the 2025-2026 school year, Rockford School District will offer a voluntary Device Protection Program to help families mitigate financial responsibility in the event of accidental damage, theft, or loss of a school-issued device. The program is designed to provide peace of mind by covering common repair costs, including screen damage, keyboard malfunctions, and full device replacement due to theft (with a police report).

Families who choose to enroll will pay an annual fee of \$40 per student, with a family cap of \$80. Students who qualify for the Educational Benefits Program will receive a 50% discount. Enrollment must be completed within the first 30 days of the school year, or upon receipt of a device for mid-year enrollees. Families who do not opt into the program will be financially responsible for the full cost of any repairs or replacement due to damage or loss.

Claims are limited to one covered incident per year, with additional claims requiring partial payment for repairs. For more details, families can reference the full Device Protection Plan agreement online or contact the district's Technology Services Director at [Jeff.Kienitz@rockford883.org](mailto:Jeff.Kienitz@rockford883.org).

### 9.0 Common Questions

**Question: Does the school district encourage the use of BYOD (bring your own device)?**

**Answer:** The Rockford School District is not endorsing a BYOD in lieu of receiving a district issued device for several reasons:

1. **Equity and Accessibility:** BYOD programs can exacerbate existing disparities in technology access among students. Not all students may have access to their own devices, leading to inequalities in learning experiences and potentially hindering those without devices.
2. **Consistency:** Using a variety of different devices can make it challenging for teachers to provide consistent learning experiences and technical support. Compatibility issues,

different software versions, and varying capabilities of devices can complicate lesson planning and troubleshooting.

3. **Security:** When students bring their own devices, there's a risk of introducing potentially harmful software, viruses, or security vulnerabilities into the school's network. Maintaining a secure digital environment becomes more complex when numerous devices are involved.
4. **Digital Divide:** A BYOD program can deepen the digital divide by allowing students with more advanced devices to access educational resources and applications that might not be available to those with older or less capable devices.
5. **Distractions:** BYOD programs can lead to increased distractions in the classroom, as students may use their personal devices for non-educational purposes during class time.
6. **Privacy Concerns:** Using personal devices can raise privacy concerns, as school staff may have limited control over the content accessed on students' devices. This can potentially lead to inappropriate content being displayed or shared within the school environment.
7. **Technical Support:** Managing a variety of different devices can strain the school's technical support resources. Troubleshooting issues on a wide range of devices can be time-consuming and complex.
8. **Policy and Regulation:** Schools need clear policies for device use, internet access, and data security. Implementing these policies consistently across various personal devices can be challenging.
9. **Teacher Training:** Teachers need training to effectively integrate technology into their teaching. Dealing with a variety of devices may require additional training and professional development.
10. **Liability:** Schools may be held liable for any damage, loss, or theft of personal devices brought to school premises. This could create legal complications.

It's important for a school district to carefully evaluate the benefits and challenges of a BYOD program and consider whether the potential educational gains outweigh the potential drawbacks. The 1:1 program at Rockford Area Schools is relatively new and the district is still learning the long-term viability and use of the 1:1 device and learning whether or not to implement a full or limited BYOD program.

**Question: Does the school district have a device protection program for devices?**

**Answer:** The school district intends to offer a device protection program for students and families. Please refer to [Section 8.4](#) in this manual. In addition, the district works to recycle and reuse the parts from the discarded chrome books and other devices to offset the cost of

purchasing parts. The district does this to reduce costs that may need to be recovered by invoicing students, parents or guardians assigned the devices.

**Question: What if a student experiences a technical issue?**

**Answer:** When technical issues arise, teachers are aware that such challenges are a natural aspect of using technology, and students should not face penalties due to these issues. Additionally, there are no restrictions preventing students from downloading assignments at school or home and printing them on paper. Teachers should not prevent students from choosing to complete assignments using paper.

Students will receive instruction in basic device troubleshooting to equip them with foundational skills. Students should have a grasp of these troubleshooting techniques. If a student encounters device problems beyond these basics, they should seek assistance from the Media Center or the Technology Services Department.

In certain cases, a student might need to temporarily exchange their device for a loaner during the day. However, given that all work should be saved to Google Drive, this switch should not disrupt the student's access to their work. It's crucial that students understand this, as it ensures their work remains accessible and uninterrupted.

**Question: What if I forgot my password or username?**

**Answer:** The student can talk with their teacher to resolve the issue. The student may be sent to the Technology Services Office for additional help in resetting user names or passwords.

**Question: How should the camera and microphone be used on my device?**

**Answer:** The use of microphones and cameras on Chromebooks or other devices is an integral aspect of modern learning. These features enable interactive and collaborative experiences, enhancing the educational process. To ensure a respectful and safe environment for all, the following guidelines are provided:

1. **Educational Use:** Microphones and cameras should be used for educational purposes only, as directed by teachers and in alignment with the curriculum.
2. **Privacy and Respect:** Students must be mindful of their surroundings when using microphones and cameras. Ensure that unintended or private content is not shared inadvertently.
3. **Consent:** When participating in live video sessions, students should be aware that their video and audio may be visible and audible to the entire class. By joining the session, students provide implied consent for their video and audio to be shared in the virtual classroom environment.

4. **Engagement:** During virtual classes, students are encouraged to engage actively by using cameras and microphones, as appropriate. This promotes a sense of connection and participation within the virtual classroom.
5. **Camera Etiquette:** Whenever possible, use appropriate backgrounds during video sessions. Ensure that the camera's focus is on the student and their learning environment.
6. **Muting:** When not actively participating, students are encouraged to mute their microphones to minimize background noise and distractions.
7. **Unauthorized Use:** Recording or capturing class sessions, including images, audio, or video, without explicit teacher permission is prohibited.
8. **Reporting Concerns:** If students encounter any inappropriate or concerning use of microphones or cameras, they should immediately report it to a teacher or school staff member.

By adhering to these guidelines, students contribute to a positive and effective online learning environment while respecting the privacy and rights of all participants.

**Question: How will students save materials and projects?**

**Answer:** Rockford School District utilizes Google for Education to help provide a framework of programs and support including Google Email and Drive. This is the primary source of storage for students. A couple other school-issued programs that contain storage are Adobe Creative Suites and Microsoft Office 365.

**Question: Are programs used for curriculum vetted for use?**

**Answer:** Yes, the program allowed for use in curriculum and instruction are listed on the school website. These are referred to as Digital Tools and can be located by clicking "[Digital Tools.](#)"

**Question: Can I use my personal and district assigned devices whenever I want in school?**

**Answer:** The building principals may have an established best practice in place with regards to electronic devices during instructional time. The Principal may post this practice in the school's handbook or in other written form. In Rockford School District, teachers have the authority to decide whether electronic devices can be used during instructional periods. It's important to honor and comply with the instructions provided by each teacher. If a teacher permits the use of electronic devices, it's crucial to observe the following guidelines:

1. **Adherence to Policies:** Users must strictly follow district policies while using electronic devices.
2. **Educational Purposes:** Devices should be utilized solely for educational activities and purposes, as directed by the teacher.

3. **Minimized Distractions:** It's essential that device use does not create distractions or disruptions within the learning environment.
4. **In-Class Use:** Unless otherwise authorized by school personnel, electronic devices should only be used within the classroom during instructional time.

Teachers' decisions regarding the use of electronic devices are made to ensure effective learning and minimize disruptions. By adhering to their guidance and observing these guidelines, we contribute to a positive and focused educational environment.

**Question: How do I connect to the internet off campus?**

**Answer:** To connect a Chromebook to the internet at home, you can follow these steps:

1. **Power On:** Turn on your Chromebook if it's not already powered on.
2. **Wi-Fi Icon:** In the bottom-right corner of the screen, you'll see the network icon. It looks like a series of bars or a Wi-Fi symbol. Click on this icon.
3. **Networks Available:** A list of available Wi-Fi networks will appear. Locate your home Wi-Fi network from the list.
4. **Select Network:** Click on your home Wi-Fi network's name.
5. **Enter Password:** If your Wi-Fi network is secured (requires a password), a pop-up window will appear asking you to enter the network password. Type in the password accurately.
6. **Connect:** After entering the password, click the "Connect" button.
7. **Connected:** Once successfully connected, the network icon will change to show that you're connected to the internet.

Your Chromebook is now connected to your home Wi-Fi network, and you should be able to browse the internet and use online services. Remember that you'll need the correct Wi-Fi password to connect to a secured network.

If you have trouble connecting, make sure you're entering the correct password and that you're within range of your Wi-Fi router. If you continue to have issues, you might need to troubleshoot your Wi-Fi connection or contact your internet service provider for assistance.

**Question: What if I don't have internet at home?**

**Answer:** If you don't have internet access at home, there are still a few options to consider for using your Chromebook:

1. **Offline Mode:** Many Chromebook applications and tools can work in offline mode. You can work on documents, read e-books, and use certain applications without an active internet connection. Any changes you make will be synced once you're back online.
2. **Public Wi-Fi:** You might be able to find public Wi-Fi hotspots in your area, such as libraries, cafes, community centers, or even some public parks. Be cautious about using public Wi-Fi for sensitive activities and always prioritize your online safety.
3. **Mobile Hotspot:** If you have a smartphone with a data plan, you can enable mobile hotspot functionality. This turns your phone into a Wi-Fi hotspot, allowing your Chromebook to connect to the internet through your phone's data connection. Keep in mind that this could use a significant amount of data from your mobile plan.
4. **School or Community Resources:** Check with your school counselor, the district's Technology Services Office or local community organizations. They might have resources available to help students access the internet.
5. **Internet Service Assistance Programs:** Some internet service providers help provide programs for low-income households, providing affordable internet access to students and families. Check with local ISPs to see if you're eligible for such programs.

To find the most accurate and current information, you can visit the following websites:

**FCC Lifeline Program:** Visit the FCC's Lifeline Program page for detailed information about the program, eligibility criteria, and application process: [FCC Lifeline Program](#)

**USAC Lifeline Program:** The Universal Service Administrative Company (USAC) administers the Lifeline program. You can visit their website for application information and resources: [USAC Lifeline Program](#)

**National Verifier:** The National Verifier is a tool used to determine Lifeline eligibility. You can find more information about the National Verifier on the USAC website: [National Verifier](#)

It's important to communicate with your teachers and school if you don't have reliable internet access at home. They might be able to provide alternative assignments or offer solutions to support your learning.

## 10.0 Parents' Guide

### Online Safety and Digital Citizenship Resources

#### Cyber Safety Guide for Parents

Ensuring the safety of our students in the digital world is a shared responsibility. As parents and guardians, you play a vital role in helping your child navigate the online landscape safely and

responsibly. This guide provides essential tips and strategies to promote cyber safety for your child:

**1. Open Communication:**

- Establish an open and ongoing dialogue with your child about their online activities.
- Encourage them to share their experiences, concerns, and any online interactions that make them uncomfortable.

**2. Set Ground Rules:**

- Establish clear guidelines for screen time, device usage, and online activities.
- Define appropriate online behavior, including treating others with respect and refraining from sharing personal information.

**3. Educate About Privacy:**

- Teach your child to safeguard their personal information, including full name, address, school, phone number, and passwords.
- Remind them that not everyone online may be who they claim to be.

**4. Monitor Online Activities:**

- Regularly review your child's online profiles, social media accounts, and friend lists.
- Keep an eye on the websites, applications, and games they use.

**5. Use Parental Controls:**

- Utilize device and app-specific parental controls to manage and limit your child's online experiences.
- Consider software that filters content, sets time limits, and monitors online activities.

**6. Teach Critical Thinking:**

- Help your child develop critical thinking skills to evaluate information and identify potential online threats.
- Discuss the importance of verifying information before sharing or believing it.

**7. Encourage Reporting:**

- Let your child know they can come to you with any concerns about online interactions or content.

- Teach them how to report inappropriate behavior or content on websites and applications.

#### 8. **Be a Role Model:**

- Demonstrate responsible online behavior in your own interactions and discussions.
- Model appropriate screen time management and digital etiquette.

#### 9. **Online Friendships:**

- Advise your child to only accept friend requests or connections from people they know in real life.
- Discuss the potential risks of communicating with strangers online.

#### 10. **Cyberbullying Awareness:**

- Teach your child about cyberbullying and what to do if they encounter it.
- Encourage them to report any instances of cyberbullying to you or a trusted adult.

By actively engaging in your child's online experiences and equipping them with the tools to navigate safely, you empower them to make responsible decisions in the digital world. Remember that fostering open communication and trust is key to creating a positive and secure online environment for your child.

There are several websites that provide valuable resources and information to support parents in promoting cyber safety for their children. Here are a few trusted websites that offer tips, guides, and tools for parents:

1. **Common Sense Media:** Common Sense Media offers a variety of resources to help parents navigate the digital world with their kids. They provide reviews of applications, games, and movies, as well as articles on topics related to online safety and digital citizenship. Website: [Common Sense Media](#)
2. **ConnectSafely:** ConnectSafely is a non-profit organization dedicated to promoting online safety. They offer resources for parents, educators, and teens, covering topics like social media, cyberbullying, and privacy. Website: [ConnectSafely](#)
3. **National Online Safety:** This organization provides a range of online safety resources and courses for parents and educators. They cover topics such as social media platforms, online gaming, and cyberbullying. Website: [National Online Safety](#)
4. **Family Online Safety Institute (FOSI):** FOSI offers guides and resources to help families navigate the digital world safely. They cover topics like screen time management, online privacy, and digital well-being. Website: [Family Online Safety Institute](#)

5. **StaySafeOnline:** Managed by the National Cyber Security Alliance, StaySafeOnline provides resources for families, educators, and businesses to enhance online safety. They offer tips, videos, and guides for parents. Website: [StaySafeOnline](#)
6. **NetSmartz Workshop:** Created by the National Center for Missing & Exploited Children, NetSmartz Workshop offers resources and interactive activities to educate kids and parents about internet safety. Website: [NetSmartz Workshop](#)
7. **Google Family Safety Center:** Google's Family Safety Center provides tools and tips to help families stay safe online. They offer resources on online privacy, managing screen time, and safe online communication. Website: [Google Family Safety Center](#)
8. **SANS Institute** – The Sans Institute promotes several ways to stay safe online. They work to help spread security awareness programs that can be used in your home. Website: [SANS Institute – Secure the Family](#)

These websites offer a wealth of information, guides, and tools that can help parents navigate the digital world with their children and promote a safe and responsible online experience. Always ensure to explore and evaluate the content on these websites to find the information that suits your specific needs.

## **Annexes**

### **Annex A: 1:1 District-Issued Device Policies, Guidelines, & Agreement Forms**

## Permission Form for Access to Technology - Rockford School District 883

Signing this form gives permission for my enrolled child or children to access and use electronic technology provided by the Rockford School District for educational purposes. I understand and agree to the following terms and conditions:

1. **Educational Use:** I acknowledge that access to technology in the Rockford School District is intended for educational purposes and opportunities. I understand that all use of Rockford School District's electronic technology must align with educational programming and curriculum.
2. **Compliance with Guidelines:** My child agrees to comply with all district guidelines, policies, and agreements regarding the use of electronic devices provided by the Rockford School District.
3. **Ownership and Review:** I acknowledge that the school-issued device is the property of the Rockford School District. I understand that the district reserves the right to review or seize the device at any time.
4. **Privacy Expectations:** I understand that my child should have a limited to minimal expectation of privacy for materials or activity on the school-issued device. I am aware that the district may access and monitor device usage as needed to follow the Federal and State rules and regulations.
5. **Guideline Compliance:** I acknowledge that failure to comply with the Rockford School District - 1:1 District Issued Device Handbook, as well as all district policies including District Policy 524 Internet Acceptable Use and Safety Policy, District Policy 514 Bullying Prohibition, and District Policy 506 Student Discipline, may result in consequences including the loss of privilege to take the device home, use the school-issued device, or other appropriate disciplinary actions.

By signing this permission form, I affirm that I have read and understood the terms and conditions outlined above. I agree to ensure my child's compliance with these guidelines and to support their responsible and educational use of electronic technology provided by the Rockford School District.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Name: (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I have read all the policies and guidelines in the Rockford School District - **1:1 District Issued Device Handbook**. I understand my responsibilities as a parent/guardian. I authorize Rockford School District - 883 to allow my student access to educational applications which may require a minimum age of 13 years or older.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex B: Rockford Area Schools Digital Learner Pledge Form

### Digital Learner Pledge Form

I understand the importance of responsible and respectful use of technology as a digital learner. I commit to uphold the following principles to ensure a positive and productive digital learning experience:

**1. Respectful Communication:**

- I will communicate online with kindness, respect, and empathy, just as I would in person.
- I will avoid using language or behavior that may hurt, insult, or offend others.

**2. Privacy and Personal Information:**

- I will not share personal information, such as my full name, address, phone number, or passwords, online without permission.
- I understand that what I post online can be seen by others, and I will be cautious about sharing private details.

**3. Cyberbullying Prevention:**

- I will not engage in cyberbullying or any form of online harassment.
- I will report any instances of cyberbullying or inappropriate behavior I come across.

**4. Intellectual Property and Citations:**

- I will respect copyright laws and give proper credit when using others' work, images, or content.
- I will create and share original content, giving credit when I use someone else's work.

**5. Digital Safety and Security:**

- I will keep my passwords secure and not share them with anyone.
- I will be cautious about clicking on links or downloading files from unknown sources.

**6. Device and Screen Time Balance:**

- I will use technology for educational purposes and manage my screen time to maintain a healthy balance between online and offline activities.

- I will take good care of my device and accounts.
- I will not leave my device unattended.
- I will charge the devices battery so it is ready for class.
- I will be responsible for all damages or loss caused intentionally or by misuse or abuse.
- I agree to return the device, the charger and other accessories in good condition.
- I will not deface the device or place inappropriate decorations on the device.
- I will not deface or remove the serial number or inventory stickers on the device or accessories.

**7. Responsible Research and Information Evaluation:**

- I will critically evaluate online information to ensure its accuracy and reliability before using it for my assignments.

**8. Online Etiquette:**

- I will follow the guidelines set by my school and educators for online participation, discussions, and assignments.
- I will adhere to appropriate netiquette and refrain from disruptive or inappropriate behavior online.

By signing this pledge, I commit to being a responsible digital learner and contributing to a positive online environment for myself and others. I understand that my actions in the digital world reflect on me and the values of our learning community.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please keep this pledge form as a reminder of your commitment to responsible digital learning.

## **NOTES:**

Reviewed by: Jeff Kienitz, Director of Technology

Written: August 2023

Revised/Reviewed: March 19, 2025

Outside Sources accredited with the formation of this handbook:

Hegna, Jen (Byron Public Schools) 1:1 District Issued Handbook, August 2023, Google Drive Shares

Samek, Joseph (Elk River Public Schools) 1:1 Chromebook Flyer and 1:1 Key Resources for planning 1:1 Rollout, August 2023, Google Drive shares

ChatGPT by OpenAI (chat.openai.com) used for clarification with grammar and structure, last updated September 2021.

## **Title IX:**

Rockford Area Schools does not discriminate on the basis of sex and prohibits sex discrimination in any educational program or activity that it operates, as required by Title IX, including employment.

All Title IX reports and concerns should be directed to the Superintendent of Schools

More information can be found at <https://www.rockford883.org/district/departments/human-resources/title-ix>