



WCS 1:1 Device Student/Family Handbook

Webutuck Central School District

1:1 Device Initiative Student/Family Handbook

Technology Mission Statement:

Our mission is to educate students to look beyond today. The school community will utilize technology(resources) to enhance instruction, promote lifelong thinking, learning, and communication skills necessary for success in a 21st-century global community. Educators will facilitate each student's individual learning path by matching technology(resources) tools with a variety of learning styles and academic levels. Our students will leave Webutuck equipped with the life skills they need to make a significant contribution to society.



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Overview

The Webutuck Central School District has a Blended Learning Initiative in place that provides teachers with support to implement Blended Learning models within their classroom. Blended Learning utilizes traditional and digital teaching methods to individualize student learning and allows for students to have ownership over pace, path and place. Teachers work hard to plan for individualized learning. This is a method of teaching in which content, instructional technology, and pace of learning are based on the abilities and interests of each learner.

Through the use of Chromebooks and iPads, teachers are able to differentiate to meet the needs of each student. The Chromebooks and iPads also allow for students to control their pace and place at which they follow their own individualized learning path. The technology will greatly enhance and transform learning by including content, study tools, collaborative tools, tools for assessment, and also connections with organizations and experts outside the local community. Teachers are able to extend learning beyond the hours in the school day and the confines of the traditional brick and mortar schoolhouse. Students are able to take their work home and collaborate with peers and teachers on their own time. Through the Blended Learning initiative and the use of the Chromebooks and iPads, the instruction is easily differentiated.

Students will receive more immediate feedback for skills and topics at their own level. They will be able to identify and correct mistakes more quickly, thus reducing learning gaps that have been identified. Students will be able to express their knowledge in a variety of ways using the presentation tools that will be available via the Chromebook and iPad.

Overall, all students will become more proficient using technology. Proficiency with technology tools is a critical skill necessary for success in the competitive world of employment after graduation.

Technology Goals:

Goal #1 – Provide a safe, flexible, and effective learning environment for all students.

Goal #2 – Foster collaborative opportunities among administrators, teachers and students to develop a curriculum that integrates technology and makes use of all available resources.

Goal #3 – Engage students in authentic learning opportunities and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understanding.

Goal #4 – Provide an individualized learning path through the use of data driven instruction and feedback provided by a variety of data collection tools to improve student performance.



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Parent/Guardian Responsibilities

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

Review and sign the Student / Family Device Agreement

Parent/Guardian Responsibility	In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Family Device Agreement. Parents should review the Handbook with their students. The Student/Family Device Agreement Page is included in the 1:1 Device Handbook.
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Review and sign the WCSD Acceptable Use Policy Agreement

Parent/Guardian Responsibility	In order for students to be allowed to take their devices home, the student and parent must sign the WCSD Acceptable Use Policy Agreement.
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Accept Liability

Parent/Guardian Responsibility	<p>The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:</p> <ul style="list-style-type: none">❖ Not Returned.❖ Intentionally or negligently damaged.❖ Lost because of negligence.❖ Stolen, but not reported to school and /or police in a timely manner. <p>*This includes the device, case, and charger.</p>
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Monitor Student Use

Parent/Guardian Responsibility	<p>The parent/guardian agrees to monitor student use at home and away from school. The following are considered best practices to ensure student focus and safety:</p> <ul style="list-style-type: none">❖ Investigate and apply parental controls available through your internet service provider and or your wireless router.❖ Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.❖ Only allow device use in common rooms of the home(e.g., Living room or kitchen) and not in bedrooms.❖ Monitor online gaming.❖ Demonstrate a genuine interest in what your student is doing on the device.❖ Ask questions and request that they show you his or her work often.
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Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities accepted by all users when using a district-owned device.

In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

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

Webutuck CSD Acceptable Use Policy

Digital Citizenship Overview

General Guidelines	All use of technology must: <ul style="list-style-type: none">❖ Support learning❖ Follow local, state, and federal laws.❖ Be school-appropriate
Security Reminders	<ul style="list-style-type: none">❖ Do not share logins or passwords❖ Do not develop programs to harass others, hack, bring in viruses, or change others' files❖ Follow internet safety guidelines
Examples of Activities Requiring Teacher Permission during class	<ul style="list-style-type: none">❖ Sending email❖ Instant-messaging❖ Video Chatting❖ Using headphones❖ Downloading programs, music, games, and videos❖ Playing games

Inappropriate Content	All files must be school-appropriate. Inappropriate materials include explicit or implicit references to: <ul style="list-style-type: none">❖ Alcohol, tobacco, or drugs❖ Gangs❖ Obscene language or nudity❖ Bullying or harassment❖ Discriminatory or prejudicial behavior❖ Violence
Cloud Storage	<ul style="list-style-type: none">❖ Google Drive is our platform for Cloud Storage❖ Students will be storing all presentations/documents through Google Drive.



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Device Use, Care, and Classroom Routines

Lockers

- ❖ The device should be stored on its side, standing up, or on top of books.
- ❖ Never pile things on top of it. Never leave it at the bottom of the locker.
- ❖ Never leave the locker set open without entering the combination.

Hallways

- ❖ Keep your device protected at all times.
- ❖ Properly secure the device while you carry it. Never leave the device unattended for any reason.

Classroom Habits

- ❖ Center the device on the desk.
- ❖ Close the case of the device before standing up.

Care of Device at Home

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

Traveling To and From School:

- ❖ Completely shut down the device before traveling.
- ❖ Do not leave the device in a vehicle.
- ❖ Ensure that your device is protected for safe transport.

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

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



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Camera

Each student's device is equipped with a camera. This equipment allows students an extraordinary opportunity to experience a 21st-century tool and to develop 21st-century communication skills.

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

- ❖ Recording videos or taking pictures to include in a project
- ❖ Video-chat (Google Meet, Zoom)

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

Streaming content/applications (Music, Videos, Games)

At School: These activities are allowed during school hours for instructional use only. with teachers' permission.

At Home: These activities are allowed at home for instructional use with permission from parents/guardians.

Note: All Applications should be obtained through the self-service portal, ClassLink, or Google Apps. Any Application that is not approved is a violation of the Acceptable Use Policy.

Desktop Backgrounds and Screensavers

Backgrounds are set by the technology department to ensure that they are utilizing their school-issued devices. Backgrounds should not be changed. Inappropriate media may not be used as a desktop background. Examples include but are not limited to depictions of violence, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols. Use of these may result in disciplinary consequences.

Copyright and Plagiarism

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

Technology Discipline

The district supports positive behavior choices by all students in alignment with the Positive Behavior Interventions and Support (PBIS) system. Students will be expected to engage in positive behaviors with the physical machines and in any and all digital work environments created for the classroom.



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

Consequences: The Minor Incident Reporting System will apply to any and all behaviors associated with the use of technology, including all school-issued and personal devices. The Technology and Internet Use Policy has language detailing the District's expectations.

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

Unacceptable Behaviors Related to Student Device Use

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

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



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

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

Examples of Unacceptable Use

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

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



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Device Security

Balanced Approach	Two primary forms of security exist: device security and internet filtering. Each of the devices has a security program installed on it. WCSD strives to strike a balance between the usability of the equipment and appropriate security to prevent units from being damaged or used to cause damage to the WCSD network.
Device Security	Security is in place on the device to prevent certain activities through our mobile device management system and our filter.
Internet filtering at School	WCSD maintains an on-site filtering software package. This program automatically filters all student access to the internet while at school.
Internet filtering at home	Internet filtering is provided by a cloud system. The filter is programmed with the device and follows the students wherever they may be. However, parents/guardians must continue to be vigilant in monitoring how the students are using the devices when they are at home. It is expected that the students continue to adhere to the Acceptable Use Policy (AUP) when utilizing school issued devices at home. If there is a violation of the AUP, the students will face disciplinary actions.



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Damaged Equipment

Insurance	Insurance for student devices is available through the Worth Ave. Group. However, it is not mandatory.
Repairs	Occasionally, unexpected problems do occur that are not the fault of the user (computer crashes, software errors, etc). The WCSD technology department will assist students in addressing these. These issues will be addressed at no cost to the student.
Loaner Devices	Temporary device replacements will be available for students so that learning is not disrupted by the repair process. Students are responsible for the care of the replacement while issues are resolved.
Accidental Damage vs Negligence	Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administrators and determination by the authorized repair company, if the device is deemed intentionally or negligently damaged by the student, the student may be subject to discipline and the full cost of the repair or replacement.



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Lost or Stolen Equipment

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

Stolen Equipment	
Reporting Process	If equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent/guardian promptly. If there is no clear evidence of theft or the equipment has been lost due to student negligence, the student and parent/guardian will be responsible for the full cost of replacing the item(s). Failure to report to the proper staff and follow the proper filing procedures may result in a bill for full replacement cost to the student.



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WCSD 1:1 Device User Agreement The WCSD Device Pledge

Device Contract for Students:

1. I will take good care of my assigned device and charger.
2. I will never leave my device/charger unattended.
3. I will never loan out my device/charger/keyboard to other individuals.
4. I will know where my device/charger/keyboard is at all times.
5. I will charge my device's battery daily.
6. I will not sync my school-issued device to any other computer or device.
7. I will keep food and beverages away from my device.
8. I will not disassemble any part of the device or attempt any repairs.
9. I will protect my device by only carrying it safely, and in the case (if provided).
10. I will use my device in ways that are appropriate and educational, meeting the WCSD expectations.
11. I will not remove or tamper with the school security profiles placed on my device.
12. I will not place decorations (stickers, markers, etc.) on my device.
13. I will not deface the serial number iPad sticker on any device.
14. I understand that my device is subject to inspection at any time without notice and remains the property of WCSD.
15. I will follow the expectations outlined in the WCSD acceptable use policy and the WCSD agreement while at school, as well as outside of school.
16. I will file a police report in case of theft, vandalism, and other acts covered by homeowners' insurance.
17. I will be responsible for all damage, loss, abuse, or theft as per the district insurance policy.
18. I agree to return the school's devices, case, and chargers in good working condition.
19. I agree that it is my responsibility to ensure there is sufficient memory and storage on my device for school use.

Students who withdraw, are expelled, or terminate enrollment for any reason must return their individual school device on the date of termination. All devices and chargers must be returned to the WCSD.

I understand and agree to the stipulations outlined in the WCSD Device Agreement, [the Student Acceptable Use Policy](#), and the WCSD 1:1 Device Pledge. I understand

Student name: _____ Grade: _____

Student signature: _____ Date: _____

Parent name: _____

Parent signature: _____ Date: _____