

# Halfway R-III Schools



## 1:1 Student/Parent Handbook 2023-2024

# Halfway R-III Schools 1:1 Student/Parent Handbook

## Program Overview

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The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Chromebooks are purchased, owned, and maintained by Halfway R-III School District. A Chromebook and charger will be assigned to each student in grades 7-12 to begin the 2020-2021 school year, and elementary students will be added later in the year. As long as the student follows the requirements and expectations set forth in this handbook, they are allowed to take the Chromebooks home to complete their studies.

Students will not be charged a fee for using the Chromebook; however, students are accountable for the care of the equipment. Students will be charged for damages to the Chromebook/charger. There is a complete list of damage costs at the end of this document.

## Digital Citizenship

All students will be introduced to principles of Digital Citizenship and receive instruction to address the following topics.

- **Digital Access**-Are students aware that not everyone has access to technology resources?
- **Digital Communication**-Do students understand what is appropriate to share through email, texting, video chatting, and social media?
- **Digital Literacy**-Do students know how to use various digital technologies and how to assess legitimacy of web resources?
- **Digital Etiquette**-Do students know when to use technology appropriately and always in a positive manner?
- **Digital Law**-Do students know how to use and share digital content legally and how to respect content ownership by citing sources?
- **Digital Rights and Responsibilities**-Do students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this?
- **Digital Health**-Are students aware of the physical and psychological dangers of excessive internet usage?
- **Digital Security**-Do students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams?

## **Family Partnership**

The use of personal computers for teaching and learning in Halfway R-III Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful “1:1 Ideas” for families:

- Help kids find a safe place to store and charge their Chromebook when at home.
- Set expectations of how and when the Chromebook will be used at home.
- Engage students in conversations about how they are using their Chromebook.
- Communicate concerns and/or ideas with Halfway Schools (Help us help your kids!).

## **Loss, Theft and Damage**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property.

In case of loss, the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

In case of damage, the student/parent/guardian agrees to pay the required fee to repair or replace the device. A complete list of damage costs is at the end of this document.

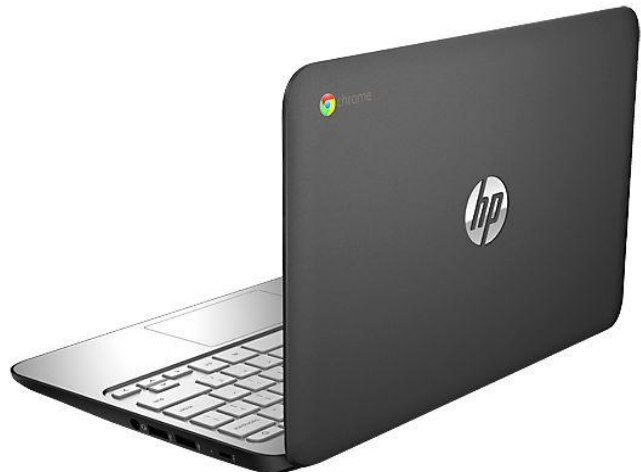
In case of theft, the student must report the incident to law enforcement within 48 hours of the occurrence, and then provide documentation of aforementioned law enforcement report to an administrator. Failing to report theft in the manner described here will result in the missing property being categorized as lost and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

## **Terms of the Agreement**

A user’s right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the Halfway R-III School District for noncompliance, terminated withdrawal from active enrollment in the Halfway R-III School District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user attending Halfway R-III School District. The 1:1 program is expected to continue for students through the 12th grade, and students will typically be issued the same Chromebook each year for the duration of their attendance while at the Halfway R-III School District.

## **Property Rights**

Users must respect the intellectual property of others by following all copyright laws. All software loaded on Halfway R-III Schools hardware is the property of Halfway R-III Schools



and may not be copied or transmitted to any outside party. No student may copy, download, or install onto a district computer/Chromebook or otherwise use any software in violation of applicable copyrights and license agreements. No student may install apps or extensions to their Halfway R-III Schools Google account or Chromebook that inhibit learning, circumvent Halfway R-III Schools implemented content filtering, or cause the Chromebook or Halfway R-III Schools implemented apps or extensions to malfunction.

### **Student Responsibilities & Discipline**

Each student will be responsible for:

- Always having in his/her possession a fully-charged Chromebook
- Attending each class with his/her Chromebook, unless directed otherwise by faculty
- Logging in under his/her assigned username and password and **not sharing passwords with other students**. Only logins from the halfwayschools.org domain will be allowed to login on the student Chromebooks.

### **Disciplinary Procedures**

Students and parents are advised that school-issued Chromebooks remain property of Halfway R-III Schools; thus, mistreatment or misuse of these devices will be dealt with through disciplinary protocols equivalent to and in-line with those applicable in any other instance of student mistreatment/misuse of school technology.

- Expectations regarding student use of school technology are outlined in the Acceptable Use Policy and in the Student Handbooks.
- Discipline for violations of the AUP or mistreatment of school property will be handled in accordance with protocol outlined in the Student Handbooks.
- Students will be charged for damages to the Chromebook/charger. A complete list of damage costs is at the end of this document.

### **Things to Remember in the Classroom**

- Students must take their Chromebook, charged and ready, to each class each day.
- During class, students must use the Chromebook to complete the learning task at hand rather than allowing the machine to distract from class purposes.
- Students must respect teacher requests for Chromebooks to be open or closed during class.
- Students must only use Chromebooks issued to them under their name.

### **Tips for Taking Care of Chromebooks**

- Find a safe, consistent place to store and charge Chromebooks (consider a surge protector, if possible)
- Chromebooks should be used on a flat, level surface and not on top of other items.
- Keep the Chromebook away from food and liquids in case of spills.

- Keep the Chromebook clean, but only use microfiber cloth to wipe the screen. Never use glass cleaner or other household cleaners not specifically designed for computer screens.
- Protect the trackpad by never using a pencil, eraser, or other object on the trackpad.
- Do not place heavy objects on top of the Chromebook as it could damage the screen.
- Be careful about how Chromebooks are placed in bags and avoid uneven weight dispersion that could result in damage.
- Don't place anything between the screen and keyboard when closing a Chromebook.
- Shut down your Chromebook if you do not plan on using it for more than a day.
- Leave your Chromebook in a secure place during after-school sports and activities.
- Extreme heat or cold can damage your Chromebook (be careful of leaving it in a car).
- Keep your Chromebook locked in a safe location when you are away.
- Only use the school-provided charger with your Chromebook.

**To maximize battery life:**

- Turn down the volume
- Turn down the screen brightness
- Exit any applications you are not using
- Shut-down the Chromebook when not in use

**Student access to the internet and monitoring**

- While at school, students will be provided access to the internet through CIPA compliant firewall/content filtering on the Halfway R-III Schools' network.
- Outside of school, students will be allowed access to the internet on their Chromebook through CIPA compliant content filtering provided by Halfway R-III Schools. However, parents should be aware that there are limitations to any content filter. As with any other internet-enabled device, Halfway R-III R-III Schools recommends that parents/legal guardians monitor their student's time and activities on the internet. Students should understand that their parent's/guardian's rules regarding internet usage outside of school are applicable even when the student is using the Chromebook.
- There is no expectation of privacy while using a Chromebook, computer, or technology. The Chromebook is the property of Halfway R-III Schools, and Halfway R-III Schools may search the aforementioned at any time. The district's Acceptable Usage Policy defines appropriate use of district technology, including the Chromebook. Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are attending, will be subject to disciplinary action.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

**Personalizing the Chromebook**

- Students must never intentionally damage the Chromebook in any way. This includes carving, scratching, and excessive roughness.
- Students must never place stickers of any kind on the Chromebook.
- Removal of the device identification is prohibited.

**General Care/Handling/Use**

- Never walk from one location to another with an open Chromebook. This is applicable at school and away from school.
- Students are responsible for all media, internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software, apps, or extensions accessed via your assigned Chromebook.
- Students are prohibited from allowing other individuals to use the Chromebook, charger, and related equipment that is assigned to them.
- Only the Halfway Schools Technology Department is authorized to troubleshoot, diagnose, or repair the Halfway R-III Schools' Chromebook.
- Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave the Chromebook on a school bus, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen. Damaged or stolen Chromebooks will be the student's responsibility.

**Chromebook Problems**

- Restart your Chromebook.
- If restarting the computer does not fix the problem, students should take the Chromebook to the office at the beginning of school.
- Do not attempt to remove or change software on the computer or the physical structure of the computer.

**Chromebook Damage Fees**

Battery - \$45	Motherboard - \$119
Screen - \$50	Hinges - \$10
Keyboard - \$60	Video Cable - \$25
Bezel - \$30	Audio Jack - \$10
Touchpad - \$35	Camera - \$27
USB Board - \$22	Chromebook Replacement - \$263
Charger - \$20	

# Halfway R-III Schools

## 1:1 Student/Parent Handbook

### 2023-2024

By signing this form, I acknowledge that I have read the 1:1 Student/Parent Handbook and agree to assume full responsibility for the safety, security, care of, and financial obligations of the borrowed property.

I acknowledge that I have received the list of damage fees as listed on the last page of the handbook. I acknowledge and will abide by the Terms of the Agreement and will return the Chromebook no later than the last day of the school year, unless earlier terminated by the Halfway R-III School District for noncompliance, terminated withdrawal from active enrollment in the Halfway R-III School District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user attending Halfway R-III School District.

This acknowledgement must be signed and returned prior to receiving a 1:1 Chromebook.

Student Name (printed): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) Name(s) (printed): \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_