# 2018-19
# Division of Technology and Information Student/Parent Handbook

**Topics**

# Introduction

The expanded access to technology and its broad resources is in direct support of the district's Vision 20/20 Vision strategic plan and its multi-year technology plan. During the 2017-2018 school year the focus was on updating the digital infrastructure to support the expanding digital needs of all our teachers and scholars. This has been completed, including a comprehensive reworking of our fiber networks and internet access to support the substantial shift to online learning resources, collaborations, and more than 8,000 additional network devices (Chromebooks and laptops).

As the multi-year infrastructure upgrades were underway, each instructional space was equipped with an Interactive Promethean panel, supported by extensive professional development workshops and one-to-one coaching. The result of this strategic implementation is a dramatic shift to digital resources in the classroom to provide expanded learning experiences for our scholars.

Along with the Promethean Panel implementation, Chromebook pilot programs were developed in the schools. Teachers and scholars began an exploration of digital curricula and online resources, coupled with ongoing and sustained professional development and instructional support. With Google's G Suite for Education as the cornerstone, teachers and administrators have been engaged in workshops and activities around G Suite essentials, and Google Classroom, evaluating the value and effectiveness of student digital work, and more.

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# District Chromebooks: Expectations for Our Scholars

### General Guidelines and Overview

Beginning in September 2018, the district will make Chromebooks available to students in Grades 3-10 on a one-to-one basis and may, at the principal's discretion, allow Chromebooks to be taken home by students as part of their learning experience and aligned with the goals set forth in the Strategic Plan. The Newburgh Enlarged City School District retains the sole right of ownership for district Chromebooks.

District Chromebooks will utilize online filtering as required by law regardless of what connection is used to access the Internet. For example, a district Chromebook taken to a coffee shop with wireless internet access will have the same filtering as when it is connected to the Internet in school. The filtering follows the device, regardless of how it connects to the internet. If a site is blocked, students/staff should contact the school's Instructional Technology Specialist or Computer Technician and request the site be reviewed and unblocked if appropriate.

The District retains the right to collect, exchange, inspect, or wipe any district purchased Chromebook at any time. There is no expectation of privacy and the district monitors the use of Chromebooks and digital resources both on and off campus.

NECSD Chromebooks are configured in a manner that restricts log-in access; only users with an "@necsd.net" or "@students.necsd.net" address will be able to access the Internet. This setting remains in effect regardless of whether the device is "power washed," wiped clean, or completely reformatted. *In short, the Chromebook is inaccessible and unusable to anyone other than a district employee or student.*

Students are responsible for any apps, add-ons, or extensions on their Chromebooks that are not installed by the District. Students are responsible for backing up their data to protect from loss. They are similarly responsible for any data stored locally on the Chromebook and are encouraged to save all data to their District provided Google Drive account.

Users of district technology have no rights, ownership, or expectations of privacy for any data stored on the Chromebook or the district's Google Domain (Google Drive) and there is no guarantee that data will be retained or destroyed.

Each Chromebook operating system updates itself automatically, and students may not use or install any operating system other than what is installed and managed by the District. Chromebooks are secure from viruses by design (no virus protection needed), though users should use caution to avoid phishing email/sites, malicious extensions or add-ons, and online risks. Instructional Technology Facilitators are available in each school to provide extra support and information as necessary.

Chromebooks provide students and teachers with "anytime/anywhere" access to their work. The district provides a G Suite for Education account to all students and staff and many teachers use Google Classroom to streamline processes and provide resources and assignments to students. Because this software runs "in the cloud" it is accessed via a browser rather than requiring any software be installed on the Chromebook. As a result, a user's experience is the same on any device s/he logs into when using a district Google account.

Chromebooks can also be set to work offline, allowing student and teachers to work on documents and projects even when there is no Internet connection available. The work is then synchronized with the users Google Drive account the next time the user signs on to the internet and accesses Google Drive.

## Chromebook Use and Best Practices

District Chromebooks are to be used for educational purposes only and in accordance with the District's Acceptable Use Policy and Regulations. For Chromebooks which remain in school, at the end of the day students are expected to make sure their device is plugged in to the cart and charging. Students who take a Chromebook home are expected to charge the device at home and bring it fully-charged to school every day.

District Chromebooks are only accessible with an "@necsd.net" or "@students.necsd.net" user account.  Once logged in, no other email accounts may be used on the District Chromebook, and sharing passwords or accounts is not permitted.  Students are reminded that a shared password provides another user full access to all files, sharing, publication rights, and personal information.  The person using a shared password essentially assumes the other's online identity.  Each user is responsible for protecting his/her password and changing it regularly.  Passwords should be complex, and a phrase often makes a good password.  For example, instead of using *Yankees25* as a password, consider a phrase such as *#25isAmazing!*  This is easy to remember, uses numbers, letters, and symbols, and is difficult for somebody to guess.

Student work should be saved in the student's Google Drive so it can be accessed anytime, anywhere, and from any device with an Internet connection.  Although some files (i.e. downloaded documents or pictures) may be stored on the Chromebook's hard drive, these should be uploaded to Google Drive to reduce the chance of any loss.  The District is not responsible for the loss of any student work.

One benefit of the one-to-one Chromebook and G Suite implementation is the ability to share files and collaborate electronically.  Accordingly, students are encouraged to share their work using the available resources (i.e. Google Classroom, Sites, Docs, shared drives, and more) rather than printing.  It is common in a digitally rich work environment that documents and files are hyperlinked to provide rich resources.  Sharing in this manner is impossible to do with a printed page.  In the event a document must be printed, a student may do so in school, and students who use the Chromebooks at home may choose to setup Google Cloud Printing.

Secondary students may be encouraged to use their Chromebooks off school premises and after the school day. Many applications used on a Chromebook require an Internet connection, but many can be used offline and then synced to Google drive the next time the user logs in on the Internet with that device.  District Chromebooks will utilize online filtering as required by law regardless of what connection is used to access the Internet.  The filtering follows the device, regardless of how it connects to the internet.

Whether in school or off campus, students are responsible for the care of the District Chromebook.  If a Chromebook is damaged, lost, or fails to work properly, the student must immediately report this to a teacher or administrator.  It should  never be taken to an outside computer service for any repair or maintenance.

A police report will be filed for any stolen device.

Chromebooks should never be left unattended or in unsupervised areas as they may be stolen or damaged.  Students who are using a Chromebook for the day should secure it in their hallway locker before attending PE.

**Physical Care of the Device**

- Chromebooks should not be used near food or drink.

- Chromebooks should be charged in the cart each evening.  Chromebooks which are taken home should be charged overnight in a secure area.

- Chromebooks should be kept away from heavy objects which may fall on them or be placed on them.

- Chromebooks should be closed when moved from the cart and held from the base when moved around the classroom.  The screen should never be used to lift or carry the Chromebook.

- Chromebook screens should only be cleaned with a soft, dry microfiber cloth or anti-static cloth.  If your screen is dirty, please let your teacher know you need the supplies to clean it.

- At times, students may take a Chromebook home.  Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect the device.

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# Bring Your Own Device (BYOD) Guidelines and Accountability

NECSD provides a Bring Your Own Device (BYOD) wireless network for students in grades 11-12 who choose to use a personally owned device as part of their learning experience in school.  When technology is used in classrooms, the district will provide devices to students who do not bring a personally owned device to school.

Any access and use must be in accordance with district policies, regulations, and school guidelines, and the district reserves the right to limit or restrict student use of personally owned technology on school property or at school-sponsored events as detailed in Policy 5695 - Grades K-8 Student Use of Electronic Devices and Policy 5696 - Grades 9-12 Use of Electronic Devices.

Student owned devices used in school must connect to the district's BYOD wireless network, which applies filtering in compliance with the Children's Internet Protection Act and the district's policies.  Students are not permitted to access the internet via a cellular provider, personal account, or any other means which circumvents the District's filters.

Students and their parents/legal guardians are responsible for the proper care and security of their device, and the district is not liable for the loss, damage, misuse, or theft of any personal

technology brought to school.  The following are suggestions for students to safeguard their devices:

- Keep a copy of the serial number and model numbers of all devices
- Install virus protection on all devices
- Install and activate tracking software if this is available
- Set a PIN, pattern, or password to be required to access the device

The district will not provide technical support for personally owned devices, and students should not expect access to charging stations during the day.

The use of electronic devices that may distract from or disrupt the educational process and/or that may be used as weapons (including but not limited to laser pointers, light pointers) are prohibited.

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## Acceptable Uses of Digital Recording

The Board of Education prohibits audiotaping, videotaping or photographing on school property, except with permission of a staff member or for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, awards ceremonies). A student who violates this policy will be subject to discipline in accordance with law and the District Code of Conduct.

Each student is responsible for the general care of the Chromebook that he/she is issued by the school.  Chromebooks that are broken or fail to work properly must be taken to the school's Instructional Technology Facilitator or designated area as determined by the school as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

## Digital Citizenship and International Society for Technology in Education (ISTE) Standards

Working in a global, digital and collaborative environment requires understanding and practicing digital citizenship. The district aligns its digital citizenship philosophy to a widely accepted standard established by the nonprofit organization *Common Sense*. The organization provides a wealth of resources for teachers, students, and families, including a K-12 vertically aligned framework for digital citizenship (see chart on next page).  Teachers and students are encouraged to make use of the digital citizenship resources available, particularly the interactive games designed for the 3-6, 6-8 and 9-12 grade bands.  Obtaining a Digital Passport (grades 3 and up) or Citizenship Driver's License (K-12) is strongly recommended.

| Digital Citizenship Curriculum | K - 2 (Units) | | | 3 - 5 (Units) | | | 6 - 8 (Units) | | | 9 - 12 (Units) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| Internet Safety | ● | ● | | ● | | ● | | ● | | | ● | | |
| Privacy & Security | ● | ● | ● | ● | ● | ● | ● | | ● | | | ● | ● |
| Relationships & Communication | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Cyberbullying & Digital Drama | | ● | | ● | | ● | ● | | ● | ● | | ● | ● |
| Digital Footprint & Reputation | | ● | | ● | ● | ● | | ● | ● | ● | ● | ● | ● |
| Self-image & Identity | | | | ● | ● | ● | ● | ● | ● | ● | ● | | |
| Information Literacy | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Creative Credit & Copyright | ● | | | ● | ● | | ● | ● | ● | ● | | ● | ● |

Visit www.commonsense.org/educators to learn more.

## ISTE Standards for Students

- **Empowered Learner** - Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

- **Digital Citizen** - Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

- **Knowledge Constructor** - Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

- **Innovative Designer** - Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

- **Computational Thinker** - Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

- **Creative Communicator** - Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

- **Global Collaborator** - Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

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## Six Key Considerations

Below is a widely distributed collection of six areas to consider when collaborating electronically, working with online resources, or publishing to the internet.

- **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider the personal information about my life, experiences, or relationships that I post. I will not be obscene. I will act with integrity.

- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- **Respect Others**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

- **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.