

A large, stylized letter 'S' logo is centered on the page. The top curve of the 'S' is blue, and the bottom curve is red. Inside the 'S' is a detailed illustration of a seal, likely a harbor seal, shown in profile facing right. The seal is rendered in shades of gray and brown, with its flippers extended.

**SELINGROVE AREA  
SCHOOL DISTRICT**

**1:1 COMPUTING  
HANDBOOK  
2017-2018**

V2.1

# Selinsgrove Area School District 1:1 Handbook

## Introduction

The Selinsgrove Area School District has undertaken an initiative to implement a 1:1 technology program as an instructional tool to transform teaching, learning and assessment resulting in increased student achievement. In order to equip our students to be competitive in a global society, students need to utilize the available technology to its fullest.

The district will be issuing students in grades 6-12 a device for their use both in and out of school. Students in grades K – 5 will have access to devices during the school day, but they will not be issued to the students to be taken out of the school. Students in grades 6 – 11 will be able to use their devices 24/7 to access resources, produce papers and other projects, collaborate, and other uses to promote the educational experience.

The goals for the 1:1 program are as follows:

- Improve student engagement, achievement, and acquisition of 21<sup>st</sup> Century skills including:
  - Creativity and innovation
  - Communication and collaboration
  - Critical thinking, problem solving and decision making
  - Technology operations and concepts
- Enhance teacher instruction and student learning in the following ways:
  - Increase student achievement
  - Increase student engagement
  - Increase academic rigor
  - Make learning available 24/7
  - Customize instruction
  - Improve teaching methods
  - Differentiate instruction for each student

## Purpose

It is vital that our students have 21<sup>st</sup> Century learning skills. Essential to this process is the ability to utilize technology. Every student needs to have access to high quality technological resources as they prepare for college and careers. In addition, they live in a high-tech world and should not be limited in their ability to access the world of information which is available through digital media. This is one step in their ability to become lifelong learners.

This handbook has been prepared to serve as a guide and a source for most of the needed information. There is no claim made that it provides information on every situation which may be encountered as part of this program.

### Terms of Use

Students and their Parents/Guardians must comply with Selinsgrove Area School District policies and procedures at all times. Of primary importance is the Acceptable Use Policy (Policy #814.1). The use of a device is a privilege and not a right. Failure to comply with district policies may result in disciplinary action or termination of the rights of possession of the device. These devices are the property of the Selinsgrove Area School District, and they may be seized or searched at any time. There should be no expectation of privacy in the use of the devices. The District reserves the right to collect and/or inspect a device and delete any material or applications deemed to be inappropriate.

### Costs

There is an annual fee which needs to be paid at the time the device is given to the student. However, if there is a financial hardship, payment plans are available and financial concerns should be addressed with the Superintendent. Otherwise, the payments are as follows:

1 child/1 device	2 or more children/devices
\$25.00	\$40.00

The laptops and Surfaces are costly pieces of equipment, but the Board wants to be certain that all students have access to these powerful learning tools. Therefore, it is vital that students follow usage guidelines and use caution when handling the equipment. The fees indicated above will be used to cover all costs associated with repairs that occur as a result of normal wear and tear. However, deliberate damage will be viewed as vandalism. This will result in the student and his/her family being billed for repairs, as well as disciplinary action and notification to the police. In addition, the student may be restricted in his/her access to and use of devices in the future.

### Acceptance

In order for a student to receive his/her device, it will be necessary for the student and the parent to read this handbook and the Acceptable Use Policy. The 1 to 1 Computing Agreement must be completed at the designated pickup date and time.

### Usage Guidelines

- Abide by the Acceptable Use Policy (AUP) and this handbook at all times.
- Comply with restrictions of access to sites and apps that are not allowed at school.
- Never leave your device unattended. Place it in your locker or leave it with your teacher when not in your possession.
- Do not loan your device or any supplies to another person.
- Do not attempt to repair or disassemble your device.
- All applications, games and music must be legitimately purchased and licensed.
- Do not attempt to break security protocols. Do not “jailbreak” a device (process of removing limitations imposed by the manufacturer) or the warranty will be broken. In such a case, you will be responsible for the cost of the device.
- Report any technical problems to the building office. Do not attempt repairs yourself.
- Backup personal data on your device. The District accepts no responsibility for lost data.

- Do not expect that files stored on your device will be private. District officials may review your files and communications at any time.
- You are responsible to be certain that files, data, and Internet history are appropriate.
- Do not take photos or video of other students or staff without permission. The possession, forwarding or uploading of unauthorized photos or video is strictly forbidden.
- Do not access another person's materials, information or files without permission.
- Do not remove any identifying labels on your device.

#### Cleaning and Care Tips

- Wrap the charging cable carefully when not in use.
- Writing, drawing, labels and stickers are not to be placed on the device.
- The device should not be near food and drink.
- The device should be kept away from hot and cold surfaces, extreme temperatures, water, and dampness. Do not use a hand-held hair dryer on the device.
- Do not place heavy items on top of the device or against it.
- Do not bump or drop the device against hard surfaces.
- Keep your device off the floor where someone could step on or trip over it.

#### Case and Screen Care

- Avoid leaning on the top of the device or placing anything on it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- Use only a soft, lint-free microfiber cloth to clean the screen. Do not use window cleaner, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the device.

#### Damage/Loss

- In the event of technical problem, the device should be taken to the office.
- If a device is stolen or damaged by another person, please report it to the office immediately. Any claim will be investigated by the school district or law enforcement.

#### Personalization

- You may personalize your home screen. However, the use of guns, weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures is not permitted.
- Do not attach stickers, marking, painting, drawing or mar any surface of the device.
- Your password must be kept confidential.
- Loading music/game apps etc. is **NOT** permitted, this device is for school use only.
- If illegal software/apps or inappropriate content is discovered, the device will be reset to factory defaults. The District will not be responsible for any lost software or documents which may be deleted in this process.

## Instructional Use

- The student is responsible to bring his/her device to school every day. If the device is not brought to school, all work must still be completed. Loaner devices will not be provided in this situation.
- The device is to be brought to school fully charged. Limited access to a charging station will be available in each building.
- Sound must be muted during the school day, unless instructed otherwise. Headphones may be used, if given permission by the teacher or other responsible adult.
- Updates to apps are periodically issued. Notification will be given of the need to update the device.
- Do not use the device for non-academic purposes during school hours without administration permission. This includes, but is not limited to, games, downloads, chat rooms and instant messaging.

## Frequently Asked Questions

**Will students be able to use the devices on the buses?** Yes, they will. Students need to be engaged and have resources available at all times.

**What should a student do if his/her device needs to be left unattended during school?** The device should be placed in a locked locker, given to the teacher, or taken to the library.

**Will replacement batteries be provided, if needed?** If a battery fails testing, it will be replaced by appropriate personnel. Batteries are not to be replaced by the user.

**Will student be able to install apps and download music?** Yes, they will. However, all apps and downloads must be obtained legally.

**Will student be able to email?** Yes, but only during the school day at times designated by the teacher or other adult.

**Will student be able to chat, listen to music and play games on their devices?** Not during class time! Only during the school day at times designated by administration (Lobby and Lunch).

**Can students use their devices over the summer?** No, Devices will be collected at the end of the school year and redistributed before the new school year begins. It will be necessary for the device to be cleaned up and managed by the IT staff.

**Will the District provide maintenance and repairs for the devices?** Yes, maintenance service will be provided by the school district. If repairs are needed, it must be reported to the building office, students may be charged for repairs/damages to the device.

**Will there be backup of data?** Files and data will be saved locally on the device and on district servers. There is no way for the Technology Department to backup and restore data saved on the device. Please refer to the device manual for backup/restoration instructions.

**Will the district be able to monitor device use?** Yes, they will. The members of the Technology Department will be able to enable/disable features and settings. While using a device in the district, all Internet use will be through a filtered system. Use of the Internet at home will need to be overseen by parents.

**Where can we find an operating manual for the device?** These may be found on the District website. There is one for the laptops and another for the Surfaces.

# Suggestions For Parents

## **Rules for home Internet use.**

- Have the device in a common room (not in a bedroom with the door closed).
- Set a time limit on Internet, instant messaging, social networking, etc.
- Ask and know your student's personal username and password.

## **Suggestions concerning email**

- Parents should have access to student email.
- Threatening email should never be sent.
- Attachments increase the likelihood of a virus.
- Spam = junk mail = Do Not Reply!

## **Instant Messaging**

- Examples include: AOL, Instant Messenger (including Yahoo and Microsoft), iChat.
- Person can hide their true identity with a screen name (sweetiepie2013)
- Sessions can be saved and printed.

## **Social Network Sites**

- Examples include: Facebook, MySpace, BeBo, BlackPlanet, BuzzNet, Xanga, etc.
- Monitor activities on social networking sites and ensure that private data is not posted online.

## **Web Surfing**

- Never give out personal information, no matter how innocent or unimportant it seems.
- Supervise online purchases, making sure website is secure.
- Banner/Pop-up ads: Clicking on them places a "cookie" on your device, allowing websites to track Internet use.