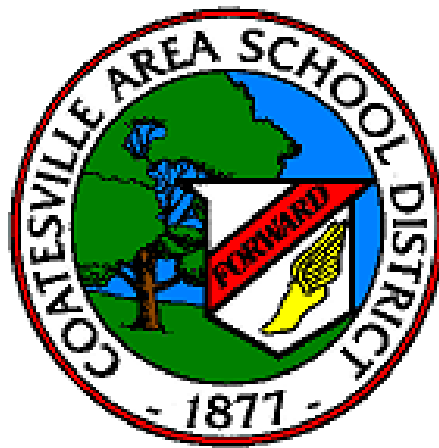


Coatesville Area School District

1:1 Device Initiative



1:1 HANDBOOK

2022 – 2023

COATESVILLE AREA SCHOOL DISTRICT

Student & Parent/Guardian 1:1 Handbook & Expectations

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Student & Parent/Guardian 1:1 Handbook & Expectations

Overview

The vision and goal of the CASD is to create an environment where students can use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration inside and outside of the classroom. As part of this vision, the district has created a 1:1 technology initiative. The 1:1 program will give students access to personalized learning that supports the district's technology plan. The 1:1 technology initiative will enable teachers and students to continue to work towards creating student-centered personalized learning environments. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their own learning and teachers will mentor them through this process.

The CASD will be issuing each student in Kindergarten through 12th grade a Chromebook to use at school and home throughout the school year. The devices the district has for this program are Chromebooks, selected for their ease of use, portability, and durability. The Chromebooks are CASD property and parents/legal guardians and students are expected to share an annual cost for accidental damage/loss coverage. Teachers will continue to receive ongoing professional development to identify and promote best practice teaching strategies in a 1:1 classroom.

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your school principal.

Device Distribution

Distribution of Chromebooks will occur prior to the beginning of the school year. Students and parents will be notified of distribution dates, in advance, by their school principal. This information will also be posted on the CASD website and social media. Students, along with a parent/guardian, will be required to sign an annual usage agreement (attached at the end of this document) and pay the insurance fee annually. If the annual usage agreement and technology insurance fee (TIF) are not paid, the Chromebook will not be permitted to go home with the student.

Each building will hold multiple opportunities during the summer for students and their parent(s)/guardian(s) to pick-up their device, sign the handbook, and pay the TIF. For students that are unable to attend the summer dates, their device will be placed in their homeroom (elementary) or a cart in the library (secondary) prior to the first day of school. Until the handbook is signed and the TIF is paid, the device will not be permitted to go home with the student.

For students that enroll in the district after the first day of school, a device will be issued and delivered to the homeroom teacher (elementary) or to the cart in the library (secondary).

Technology Insurance Fee (TIF)

Taking care of a computer can be a big responsibility. Safeguards are in place to protect the district's investment and to reassure parents/legal guardians and students. Parents/guardians will be responsible to pay an annual \$40 technology insurance fee, per student, with a cap of \$100 for three or more students. The TIF provides an inexpensive solution for parents/guardians to lessen the financial burden if an accident or theft occurs. Parents or guardians with an unpaid TIF will be liable for the full cost of the repair or replacement of the Chromebook, or cost for repairs resulting from accidental damage. Students receiving a device halfway through a school year may have a reduced fee.

While we expect students to take care of their devices, accidents and malfunctions do occur. The district may provide a loaner Chromebook to a student while their Chromebook is being repaired or replaced. The TIF provides 100% coverage for hardware/software repairs that are not due to misuse or intentional damage. Multiple claims for each student will be evaluated by the building administration to determine if continued use of a Chromebook is appropriate.

It is the responsibility of the parents/guardians to pay for any non-accidental or negligent damage or loss. Non-accidental includes, but is not limited to, intentional, reckless, negligent, malicious, or vandalistic damage. Full replacement cost of the device is determined by the cost to the CASD to purchase its replacement.

The insurance fee does NOT cover the damage and/or loss of accessories or peripherals including the charging cables.

- [Click HERE for more information on what IS and IS NOT covered.](#)
- [Click HERE for more information on replacement costs and suppliers.](#)

Chromebook Carts

Each building is issued a Chromebook cart populated with thirty Chromebooks. Usage of these devices is at the discretion of the building administration. Students who do not bring or have a charged Chromebook during the day will not necessarily be provided a device to use. Devices in the office may be earmarked for testing, PBIS, or other needs determined by the building.

Repairs and Loaners

If a device is damaged, this should be reported immediately. If able to enter a ticket, please E-mail ITHelpDesk@casdschools.org, notify your homeroom teacher (elementary), or staff member in the library (secondary) so the Technology Department may initiate an insurance claim.

- If the device is deemed unrepairable and covered through insurance, you will be issued a replacement device.
- If the device is deemed not covered through insurance or insurance has not been paid, you will be billed the cost of repair or replacement.
- If the device can be repaired, see below:
 - While a device is being repaired a student may be issued a loaner device, if available, until their device is repaired and returned. Loaners will follow the same allowance of going home with the student if their handbook is signed and insurance is paid. If either the handbook is not signed or insurance not paid, the device should remain with the homeroom teacher (elementary) or in the cart in the library (secondary) as would their issued equipment be, if not in the repair process.
 - Once a device has been repaired the device will be delivered back to your homeroom teacher (elementary) or library (secondary) and the loaner device, if provided, should be returned.

Theft and Lost Devices

Stolen devices should be reported and include a copy of the [CASD Police Lost/Stolen Property Form](#) to your building administration, Technology – ITHelpDesk@casdschools.org, and CASD Police – police@casdschools.org. Once the form is received and a police report number is issued, this will be used to file a claim with insurance.

- If the report and claim are accepted and the device is deemed covered, you will be issued a replacement device.
- If the report or claim is denied or insurance has not been paid, you will be billed the cost of replacement.

Lost devices will be billed at the current value to replace the device and a replacement device will not be issued until the obligation is satisfied.

Classroom and Home Use Care Guidelines

General Usage:

- The device should be secured (you are responsible for your device) at all times.
- Students are not permitted to disassemble a Chromebook for any reason.
- Students are not permitted to apply any unauthorized stickers to the device.
 - It is recommended that a case or sleeve be purchased to protect the device; cases and sleeves may be customized to the individual student's preferences
- Students are not permitted to draw on or mark the device. This will be considered vandalism.
- Devices that are lost or stolen while on school property should be reported to the school principal, immediately.
- Always keep your Chromebook in a safe place to avoid damage:
 - Avoid extreme temperatures (such as vehicles in the extreme heat or cold).
 - Avoid food, drinks, and weather (rain and snow).
 - Devices are not to be placed on the floor at any time.
 - Your hands must be dry and clean prior to handling a device.
 - Keep liquids, magnets, and food away from devices.
 - Avoid Small Children, Pets, Smoking Environments, and any other potential hazards traveling to/from school.

Classroom:

- It is at the teacher's discretion if he/she wants the students to use their device during instruction.
 - Device use is based on the assignment or activity at the direction of the teacher and not to be used in a distracting manner.
- Keep the device flat on the center of the desk.
- Close the device lid before you stand up and check for obstructions before closing the device.
 - Do not carry a device while open or by the screen
- Never leave the device unattended. If you leave class (ex: bathroom break), log out of your device.
- Inappropriate use of the device will be referred to the building principal for disciplinary action including, but not limited to, the loss of the privilege to use a device.

At-Home:

- Charge the device every night. Students are provided a charger with their device. Students are expected to bring a fully charged Chromebook to school every day unless told otherwise.
- Use the device in a common room of the home.
- Keep the device on a desk or table. Never place the device on the floor.
- Do not leave the device in a vehicle where high temperature could damage the device and/or it could be stolen.
- Devices stolen while off school property should be reported to the police. A copy of the report must be provided to the school principal, as soon as possible.

Acceptable Use

All students are expected to conduct their online activities in an ethical and legal manner. The use of a CASD Chromebook is a privilege, not a right. Misuse of a device may result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of a device include, but are not limited to, those uses that violate the law, are contrary to the Acceptable Use Policy and consistent with Board Policy 815 or this Handbook, and any actions or activities that would disrupt the educational environment or hamper the integrity or security of the school network.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the CASD. In the event of damage to the device caused by recklessness, vandalism, negligence, or malicious intent, the student and parent/guardian will be responsible for the cost of repairs or replacement. Any damage must be reported as soon as possible. Failure to report damage, even if the damage was accidental, may be considered negligence. Students and/or legal guardians are encouraged to purchase a protective laptop case or sleeve.

Policy 224 – Obligation List

[Policy 224 can be accessed here.](#) A quick summary of policy 224 for reference is as follows:

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.






It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[1][2][3]

Guidelines for Online Safety

Coatesville Area School District intends to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we may meet these demands which may allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few suggestions that can help keep your child safe online.

- Spend time with your child online by having them show you his/her favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to engage in inappropriate or risky behaviors when the device screen is actively being watched by responsible adults.
- Always maintain access to your child's social networking and other online accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why.
- Tell him or her that protecting them is your job as a parent. Teach your child the responsible use of the resources online. Instruct your child:
 - To never arrange a face-to-face meeting with someone they met online.
 - To never upload (post) pictures of themselves to the Internet or online service to people they do not personally know.
 - To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information.
 - To recognize that what they see and read online may or may not be true.
 - Set clear expectations for your child. Does your child have a list of websites that he/she needs to access when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
 - Stay involved with your child's school by remaining in close contact with your child's teachers, counselors, and school principal. If trouble is brewing among students online, it may affect school. An awareness what is going on in school may increase the chances that you'll hear about what is happening online.

- Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos, comes the risk that your child may stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should let you know.
- Remind your child to stop and consider the consequences before sending or posting anything online. They should ask themselves, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it. Remember that anything that is put on the internet is permanent.
- Learn to use privacy settings. Social networking sites, instant messaging programs, and even some online games offer ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," "parental controls" or "safety."

<h1 style="color: green; text-align: center;">S</h1> <h2 style="text-align: center;">Stay Safe</h2> <p>Don't give out your personal information to people / places you don't know.</p> 	<h1 style="color: yellow; text-align: center;">M</h1> <h2 style="text-align: center;">Don't Meet Up</h2> <p>Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.</p> 	<h1 style="color: red; text-align: center;">A</h1> <h2 style="text-align: center;">Accepting Files</h2> <p>Accepting emails, files, pictures or texts from people you don't know can cause problems.</p> 	<h1 style="color: blue; text-align: center;">R</h1> <h2 style="text-align: center;">Reliable?</h2> <p>Check information before you believe it. Is the person or website telling the truth?</p> 	<h1 style="color: purple; text-align: center;">T</h1> <h2 style="text-align: center;">Tell Someone</h2> <p>Tell an adult if someone or something makes you feel worried or uncomfortable.</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>Follow these SMART tips to keep yourself safe online!</p> </div> 
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SMART tips based on resources from www.thinkuknow.co.uk

[Additional Resources for Online Safety \(Please Click HERE\)](#)

Chromebook Collection

At the end of the school year, students will turn their Chromebook in to their regular classroom teacher (elementary) and to their advisory teacher (secondary) along with their other materials such as textbooks.

Collection dates are communicated by each school, typically in May. On your collection date, we will collect Chromebooks, charging bricks, and charging cables. Damaged or missing equipment will be assessed at the time of return and any charges must be paid. Damages to the Chromebook (cracked screen, etc.) or charging brick/cable will be assessed on an individual basis. Items not turned in will be placed on the obligation list and payment will need to be collected.

To prepare for your Chromebook collection:

Please confirm the following device related items:

- Chromebook - Your device must power on. The screen must be free of cracks and chips, and usable. If the screen has pieces missing or cracks, the device does not power on, or other types of damage are noted, fees will be assessed based on the individual circumstances.
- The Chromebook must be free of stickers and should have any permanent marks (pens, markers, etc.) removed. There will be a fee of \$10 to remove any stickers or items placed on the device.
- Charging Block - Your 45W charger must be returned and free of visible damage or marks with no exposed wire or damage to the plastic ends. No marks should be visible on the cord.

FAILURE TO RETURN THE CHROMEBOOK WILL RESULT IN A CHARGE FOR THE FULL REPLACEMENT COST OF THE DEVICE.

Graduating Seniors

Students have had access to many technology systems throughout their Coatesville Area School District career. Seniors will lose access to all systems on July 30th. Please use the [Helpful Tips For Graduating Seniors](#) link to help you with backing up your data prior to losing access.

Your Google Account is for CASD students only, so your access will officially end upon graduation. As a courtesy, the district gives you a one-month grace period to complete the backup process, but you should assume that these accounts will no longer exist after July 30th. Congratulations to the class of 2023, and best of luck in all your future endeavors!

Elastic Clause

This handbook may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents/guardians, school district, and community may be taken into consideration. All terms, conditions, and definitions in this handbook are subject to change at any time for any reason.



1:1 Student & Parent/Guardian Agreement

Coatesville Area School District

3030 C G Zinn Road, Thorndale, PA 19372 (610) 466-2400

The guidelines in this handbook are necessary to protect the students, the devices and the school's network and must be followed to ensure this technology serves as an effective instructional tool. Failure to comply with the guidelines may result in disciplinary action and/or legal action.

Parent/Guardian:

- I have read and understand the 1:1 Handbook and agree to follow all rules and expectations regarding the use and care of the devices.
- I understand and accept financial responsibility should my child's device be damaged by negligence or vandalism.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Student:

I have read the 1:1 Handbook and agree to follow all the rules it contains including, but not limited to, the following:

- I understand the devices are on loan from the CASD and will respect them accordingly.
- I will adhere to these terms including when not on school property.
- I am responsible for all content on my Chromebook.
- I will bring my fully charged Chromebook to school every day unless otherwise specified.

Student Name (Printed)

Student Signature

This agreement is in effect during the 2022/2023 School Year.