



# 1:1 Student Device Program Handbook

## Instructional Vision

Chapel Hill-Carrboro City Schools strives to create experiences that empower, inspire and engage all learners in every classroom, every day. As students become problem solvers and problem seekers, they collaborate with teachers, peers, and community members to achieve common goals. Students co-design their learning experiences, embedding their unique interests and passions within a standards-based curriculum. Access to digital devices integrates technology in order to increase critical thinking, enhance communication skills, and create personalized pathways of learning for every student.

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# Procedures and Information for Students and Parents

*In Chapel Hill-Carrboro City Schools, the 1:1 program is defined as an initiative where a digital device is assigned to each student to provide opportunity and access to information and tools that can empower, engage and inspire.*

The Chapel Hill-Carrboro City Schools (CHCCS) 1:1 device will allow student access to educational applications and creation and productivity tools to support daily learning experiences. All users will be expected to follow CHCCS's [Technology Responsible Use](#) and [Regulations](#) and all other state and federal laws, board policies, and school rules.

This document provides students and families with information about the general use of technology, ownership of the CHCCS 1:1 device, rights and responsibilities for possession of the device, care of the device, educational use of the device, and digital citizenship. The term "device" includes an iPad, a Chromebook, an internet hotspot and all chargers and related accessories.

## Ownership of the 1:1 Device

Students will be assigned a device by their school to be used for the duration of each school year or until the student is no longer enrolled at the school. During this time period, CHCCS retains full and complete ownership of the device. Students may not personalize the device by adding exterior markings (including but not limited to stickers, drawings, and engraving) or by installing any software outside of the vetted and approved apps. Labels added by the district should remain visible.

## Receiving and Returning the 1:1 Device

### Receiving a Device

Every student will be assigned a device and power adapter by their school at the beginning of the school year or upon school enrollment. If needed, a student may also receive an internet hotspot.

### Returning a Device

All students or parents **MUST** return the device, power adapter, and any school-provided accessories during the last week of the school year OR if a student transfers, withdraws or is expelled, they are required to return the device, power adapter, and any school-provided accessories to the school library or designated drop-off location **on or before the last day of enrollment.**

## Damages, Repairs, Theft, and Warranties

Students are responsible for the general care and proper use of the issued device per the [Technology Responsible Use](#) and [Regulations](#) School Board Policies (3225 and 3225-R) and this CHCCS Student 1:1 Device Program Handbook.

It is expected that students report if their device is damaged, lost, stolen or not working properly within 24 hours by visiting the school Instructional Technology Facilitator, School Librarian, or school technician who will submit a ticket to our IT Department. Upon submitting the ticket, a replacement device will be immediately issued to the student to maintain instructional access and they will turn in their previous device for repair.

To ensure the device's warranty remains valid, students or family members should never attempt to repair a device, take the device apart, remove the device's parts, or take the device to an outside computer repair service for any type of repair or maintenance. Students who have violated the [Technology Responsible Use](#) and [Regulations](#) School Board Policies (3225 and 3225-R) and this CHCCS Student 1:1 Device Program User Guide may be subject to disciplinary action.

## Charges/Fees

There is NO annual fee charged for student use of a device and there is NO charge for accidental damage or warranty repairs. If a device or power adapter is lost or intentionally damaged on multiple occasions, consequences and interventions will be determined by the school administration based on the expectations within the CHCCS Student Code of Conduct.

## Account Access

- Students will log into their device using their district-issued credentials only.
- Students must **never** share their account password with other students.
- Student devices and accounts are subject to routine monitoring by teachers, administrators, and technology staff.
- Users shall have no expectation of privacy while using Chapel Hill-Carrboro City Schools electronic resources.

# Care and Use of the 1:1 Device

## General Care and Use

- Always place food or drink far away from the device.
- Always carefully attach cords, cables, and removable storage devices.
- Never lift the device by the screen.
- Keep the device's fan vents free from obstruction.

- Avoid subjecting the device to extreme conditions including, but not limited to extreme hot or cold, rain, and/or damp locations.
- Students should charge the device every evening using the school issued charger only.
- When working with the device plugged into the power cord, make sure that the cord does not pose a tripping hazard to others.
- When in school, under no circumstances should the device be left in any unsupervised areas including: outdoor classroom spaces, the cafeteria, vehicles/buses, bathrooms, the school library, unlocked classrooms, gyms, and hallways. If a device is found unsupervised in a general area, it should be taken immediately to the school library for safe keeping.
- We recommend using a padded backpack, a sling bag, or a computer sleeve when moving with the device.
- Do not leave the device lying on the floor.
- Do not let another student temporarily use your assigned device.
- Keep the device away from pets and small children.
- Do not loan your device to relatives or friends.
- Inappropriate media may not be used as device backgrounds or themes.

## Screen and Device Care

- Never lift the device by the screen, but instead securely hold your device.
- Clean the screen, keyboard, and outer surface with a dry or lightly dampened microfiber, or anti-static cloth only. Never use liquids or soaps on the device screen, touchpad, or keyboard.
- Do not store the device with the screen in the open position.
- Do not place anything inside the device that could put pressure on the screen, including but not limited to papers, folders, and pens/pencils.
- Do not place anything in the carrying case or backpack that will press directly against the cover.
- Do not write on or poke the screen with anything but a rubber-tipped stylus.
- Wash your hands frequently when using the device to avoid build-up on the trackpad. Grease and dirt can cause the cursor to “jump around” on the screen.
- Always transport the device with care and with the screen closed.

## Home Internet Access

**If your family is without home internet access**, please contact your school’s principal, a teacher, Instructional Technology Facilitator, School Librarian, Counselor or Social Worker to inquire about participating in our T-Mobile Project 10Million internet hotspot loaner program.

## Content Filtering

- In compliance with the federally mandated Children’s Internet Protection Act (CIPA), all devices, regardless of physical location and wireless connection, are configured to pass through the District’s internet content filter, ZScaler, both on campus and any

off-campus wireless network. All student activity will be monitored using this content filtering software.

- It must be noted that no filtering software is 100% accurate and may not block all information that may be deemed offensive or unsuitable by parents. Filtering software is not a substitute for parental judgment and oversight; parents are still urged to monitor their child's internet access while at home.
- Chapel Hill-Carrboro City Schools works diligently to limit and block targeted advertising in order to protect student data privacy.
- Students must adhere to the District's [Technology Responsible Use](#) and [Regulations](#) and must not attempt to bypass the filtering software.

## Managing, Saving, and Sharing Digital Work

- Student work will be stored in internet/cloud-based applications such as Google Drive and can be accessed from any device with an internet connection.
- Students should remember to save frequently when working on digital media unless already saved automatically.
- The district is not responsible for the loss of any student work. For graduating seniors and students who transfer outside of the district, your accounts will be deleted and unrecoverable after June 30th of the current school year.
- Students will have the ability to digitally publish and share their work with their teachers, peers, and the public when deemed age-appropriate.

## Parent/Guardian Expectations

In order for students to experience all of the benefits that this program offers, the district encourages parents to:

- Monitor their student's internet use when using the device. Ensure that their student will be the sole user of the device and that it is used for school-related purposes.
- If lost or stolen, immediately report to the school no later than the next school day.
- Ensure the device and charger is returned to the school after withdrawing from the district.
- Review [Google's Privacy and Security Center information](#) regarding their commitment to protect student data and privacy.
- If leaving the district, promptly return the device to your child's school on or before the last day they are enrolled in CHCCS.