



# **Schools of Guntersville**

## **1:1 Handbook**

## Framework

### **G-link**

*G-link is the Schools of Guntersville plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is the implementation of a 1:1 Chromebook model. In a 1:1 model, all students have a Chromebook. This allows for integration of technology into all learning environments.*

### **The 1:1 Model of Instructional Technology**

*Research shows that there can be many positive benefits associated with providing digital Chromebooks to students. These include increased student technology use, improved student performance, more efficient and effective communication with families, more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.*

### **Standards**

In addition to the Alabama Course of Study in Technology Education, the Schools of Guntersville have adopted the International Society for Technology in Education Standards to guide G-link.

1. 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.
2. 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.
3. Knowledge Constructor - Students critically curate a variety of resources using digital tools to construct knowledge, to produce creative artifacts and to make meaningful learning experiences for themselves and others.
4. Innovative Designer - Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
5. 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.
6. 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.
7. 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.

## Information for Participants

**Students are eligible to check out G-link 1:1 Chromebooks upon completion of the following requirements:**

- Parent and student signature on the Chromebook Use Form
- Parent and student signature on GHS 1:1 Handbook Agreement

### **Each Student Receives**

- Chromebook
- Charging cable

### **Resources**

- Web Page: <https://www.guntersvilleboe.com/domain/353>

### **Technology Support Plan**

- When a student has a problem with a G-link 1:1 Chromebook, he/she must meet with the school media specialist, who will complete an intake, and initiate the next steps.
- The media specialist will refer needed repairs to the Technology Department, determine responsibility, assigning fees when needed, issue a loaner if appropriate, send a letter to parents if needed, and refer discipline concerns to school administration.
- For more information refer to the *Damage and Loss Guidelines* in this document.

### **1:1 Chromebook Distribution for Parents and Students**

- Before a student can check out a G-link 1:1 Chromebook, a parent must sign the following forms (available online on the parent resource page <https://www.guntersvilleboe.com/domain/353> or at GHS):
  - Chromebook Use Form
  - G-link 1:1 Handbook Acknowledgement Form
  - GHS Student Handbook Acknowledgement Form
  - Approved Personal Chromebook Form (if using a personal Chromebook)
  - **PARENT SIGNATURE MUST BE ON ALL FORMS.**
  - **Technology Usage Fee - \$50**

### **1:1 Chromebook Training/Professional Development for Parents/Guardians**

- Informative videos can be viewed on the GHS Technology webpage. Content will include guidelines for loss and/or damage, G-link 1:1 Handbook overview, responsible use policy overview, and digital citizenship for families.

### **1:1 Chromebook Training/Professional Development for Staff**

- The Instructional Technology Team will provide instruction on use and implementation of Chromebooks that is delivered through the G-link PD Google Classroom.
- Content will include guidelines for loss and/or damage, 1:1 Handbook overview, responsible use policy overview, Chromebook care, digital citizenship, tech support requests, managing digital learning in the classroom, a review of school-level logistics for charging Chromebooks and safe storage of Chromebooks on campus, plans for reassignment of school-based Chromebook carts, and instructional technology resources on the web.

### **1:1 Check Out and Return Processes**

- Schools will schedule Chromebook check out. Checkouts are managed through GHS Instructional Technology Team, and the process will be similar to checking out a library book.
- At checkout, each student will
  - have a G-link 1:1 Chromebook checked out to him/her.
  - have the option to purchase a cover for the Chromebook and have that cover installed by a member of the Technology Department. These covers may not be removed except by a member of the Technology Department.
  - have his/her name label applied in the appropriate space on the Chromebook.
  - receive a charging cable and have his/her name label applied in the appropriate space on the charging cable.
  - log into his/her Chromebook in order to be sure it works properly and recognizes the student when logging in away from school.
- At various times, technology coaches will recheck G-link 1:1 Chromebooks, charging cables, and covers (if purchased). Schools will arrange this process.
- When a student withdraws and will not be attending Guntersville High School, the G-link 1:1 Chromebook and charging cable must be checked back in prior to leaving.
- Chromebooks must be turned in before or on the last day of the school year.
- Police reports will be filed for school-owned Chromebooks if they are not returned.

### **Charging Chromebooks at School and Using Loaner Chromebooks**

- It is the responsibility of the student to bring the 1:1 Chromebook to school fully charged. If the 1:1 Chromebook is used most of the day it may run low on charge. A charging station will be provided in the media center. **There will be no loaner chargers available.**
- A small number of Chromebooks will be stored at the school to be checked out as loaners. Qualification for a loaner will be determined by the media specialist.
- Students who have not paid the Technology Usage Fee or other Technology Balances must check out and check in their assigned Chromebook each school day until the balance is paid. Failure to return the assigned Chromebook each day may result in disciplinary action.

- Students who have forgotten their Chromebook may checkout a Chromebook between 7:30am and 7:42am from the Media Center. It is then the responsibility of the student to check the unit back in during the last 30 minutes of the school day.
- When a student has forgotten his/her Chromebook for the third time per semester, he/she will be referred to the office for a disciplinary warning. On the fifth offense, the student will be required to turn in his/her Chromebook for the rest of the semester. The student will be required to check out and return a loaner Chromebook every school day.

## Guidelines for Chromebook Use and Care

### Responsibility for Chromebooks

- Each Chromebook is property of Schools of Guntersville, and is individually labeled and inventoried (by inventory number and Chromebook serial number) to the individual student to whom it has been loaned. **Each student who has checked out a Chromebook and his/her parents/guardians are responsible for proper care and use of the Chromebook and for following the guidelines described below.**

### Responsibility for Internet Use

- Schools of Guntersville employs a CIPA compliant Internet filter; therefore, to the greatest extent possible, the school network is filtered for content. Although Schools of Guntersville makes every effort to minimize a student’s exposure to inappropriate material through the use of the Internet filter, **it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.**

### Technology Use Policy

The entire Technology Use Policy can be viewed at <https://bit.ly/2k3WsNQ>.

#### Purpose:

The purpose of the Guntersville City Schools (GCS) Technology Use Policy is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students. Technology provides expanded educational opportunities through resource sharing, innovation, and communication.

#### Child Internet Protection Act/Neighborhood Child Internet Protection Policy:

CIPA:

In accordance with CIPA guidelines, Guntersville City Schools has implemented a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” and/or “harmful to minors.”

## NCIPA:

Guntersville City Schools also comply with the NCIPA provisions:

- “the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications” (i.e. instant messaging, social media, etc.)
- “unauthorized access, including so called ‘hacking,’ and other unlawful activities by minors online”
- “measures designed to restrict minors’ access to material harmful to minors”

## Expectations for Chromebook Care

- Keep the Chromebook secure and damage-free.
- Do not allow others to use the Chromebook, charger or cords.
- Do not use a 1:1 Chromebook that is not yours.
- Do not leave the Chromebook in a vehicle.
- Do not leave the Chromebook unattended at school or away from school.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity to the Chromebook.
- Do not allow pets near the Chromebook.
- Do not place the Chromebook on the floor or on a sitting area such as a chair or couch.
- Do not leave the Chromebook near table or desk edges.
- Do not stack objects on top of the Chromebook.
- Do not leave the Chromebook outside.
- Do not use the Chromebook near water such as a pool.
- Do not check the Chromebook as luggage at the airport.
- Back up data and other important files regularly. GHS will at times perform maintenance on the Chromebook by imaging. All files not backed up to server storage space or other storage Chromebooks will be deleted during this process.
- Be sure your Chromebook is fully charged for school every day.
- Clean your Chromebook with a soft, lint-free cloth (microfiber is recommended) only. Do not use water or any type of cleaner.
- Move your Chromebook with two hands with the lid closed. Never throw, drop, or slide your Chromebook. Never lift it by the screen.
- Carefully place your Chromebook into a protective area in your backpack. It is **STRONGLY** recommended that you purchase a case or sleeve for your Chromebook to prevent scratching and other damages when inside of the backpack. Excessive scratching and may result in a repair cost.
- Keep your Chromebook and charger in new condition. Do not mark on, write on, or otherwise alter the Chromebook, charger, or district tags. If you alter the Chromebook in some way, including marking or placing stickers on it, you will have to pay for a replacement.

- If a cover has been purchased, students may place school-appropriate stickers on the cover only. Stickers may not display antisocial, immoral, or illegal behavior. This includes emblems depicting gangs, satanic images, violence, sex, drugs, alcohol, mutilation, and language that may be considered obscene or vulgar.
- Carefully connect and disconnect cords, cables, etc. Place cords and cables out of walkways. People can be injured by tripping. Chromebooks, cables, and cords can be damaged.
- Do not plug in your Chromebook during a lightning storm and always use a power strip with surge protection.
- Students may install only approved applications, add-ons, or extensions without specific permission to do so from the technology department.
- All files, including music and video, used on 1:1 Chromebooks should comply with all GHS policies including being appropriate for students to use at school.
- Ask a media specialist or teacher if there is a problem with your Chromebook. Do not attempt to access the internal electronics of the Chromebook. Do not seek assistance with a problem from anyone other than a teacher or the technical support system.
- Use of extensions on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience.
- All use of media-streaming services should follow all legal and policy requirements including copyright.
- Many peripherals can be connected to the 1:1 Chromebooks, including mice, secondary monitors/TV's, USB flash drives, etc. The Technology Department will not provide support for peripherals not distributed with the Chromebooks or provided by the Technology Department.
- Abide by the GHS Technology Use Policy and GHS Code of Conduct at all times. This includes, but is not limited to, using school-appropriate images and text on personalized screensavers and background pictures; interacting with classmates, staff, and others as you would in a classroom; and maintaining the privacy of your login information.

## **Damage and Loss Guidelines**

When there is a problem with a G-link 1:1 Chromebook, the student must notify a teacher or media specialist. The media specialist will complete an intake and determine next steps. These will include referring needed repairs to the Technology Department, determining responsibility, issuing a loaner if appropriate, sending a letter to parents if needed, and referring discipline concerns to school administration.

## **Normal Wear and Tear**

Normal wear and tear is expected for 1:1 Chromebooks and charging cables. The Schools of Guntersville Technology Department will determine if normal wear and tear has occurred and will process all repairs.

## **Damage**

**When damage to a G-link 1:1 Chromebook and/or charging cable issued to a student results from lack of care or intentional damage, the full cost of the repair must be paid for by the student's parent/guardian.**

The Technology Department will determine if damage is due to lack of care or intentional damage has occurred and will process all repairs. Each student will be held accountable for damage to the Chromebook issued to him/her unless there is clear evidence and documentation that the damage was caused by someone else. **If intentional damage is equal to or greater than the cost of the unit, the cost will be the market value of a new unit.** After two device repairs (not counting manufacturer defects) the student will have to check out and return a loaner Chromebook **every school day** from the Media Specialist. If the Chromebook is **not** returned daily disciplinary action may be taken. After two device repairs (issued or loaner) the student is responsible for the full cost of any damage and may result in disciplinary action.

## **Loss or Theft**

If a G-link 1:1 Chromebook issued to a student is lost or stolen, a report will be filed with the police department. The student's parent/guardian must pay the full cost of replacing the G-link 1:1 Chromebook. Once one-half of the replacement cost has been paid, a replacement Chromebook will be ordered and a (take home) loaner Chromebook will be issued to the student. The full cost of any replacement will be determined by market value at the time of replacement.

**Current Costs** - At this time, the cost of a replacement Chromebook is \$350. The cost of a replacement charging cable is \$50. These costs are subject to change depending on what it costs GHS to purchase replacements.

## **Chromebook Return items**

- Issued G-Link 1:1 Chromebook Computer
- Certified Charging Adapter and Cable
- If students purchased snap-on protective cases separately, those items will need to be removed prior to turn-in of the device.
- **Chromebook must be charged to a minimum of 60% battery life prior to turn-in.**
- **Chromebook must be turned in by assigned student or legal guardian of the assigned student.**

## **G-link 1:1 Handbook Acknowledgement Form**

By signing below, I agree to the following:

- I completed the Chromebook Use Form.
- I completed the Approved Personal Chromebook Form (if applicable).
- I have read the Schools of Guntersville G-link 1:1 Handbook and understand the content of that document.
- I will supervise my child's use of the 1:1 Chromebook and charging cable issued to him/her.
- I will abide by the Damage and Loss Guidelines and will pay any associated costs as outlined in the Schools of Guntersville G-link 1:1 Handbook.

Printed Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

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

Date: \_\_\_\_\_