

One 4 One Technology Initiative Student Handbook

In cooperation with parents, students, faculty and the board of education the Jackson R-2 School District developed a comprehensive strategic plan in 2016. A key strategy of the district plan was to “design, develop, align and implement technology that is adaptable to future curriculum and instruction while meeting the evolving needs of all individuals.” As a result, the district committed to providing every student in grades K-12 with their own personal computing device within three years. While the *One 4 One Initiative* will provide a device for every student, the device is not the focus of the program. The goal of *One 4 One* is to utilize technology to enhance classroom instruction. *One 4 One* focuses on the 4 Cs: (a) critical thinking; (b) communication; (c) collaboration; and (d) creativity. A goal of *One 4 One* is to ensure equitable technological access for all students while utilizing technology to enhance learning.

The procedures and information within this document apply to all *One 4 One* devices used at Jackson R-2 Schools, including any other device considered by the administration to come under this policy. Teachers may also set additional requirements for use in their classroom.

1. RECEIVING YOUR *ONE 4 ONE* DEVICE

1.1 Receiving your Device

One 4 One devices will be distributed during back to school orientation days. All families have the option to purchase a One2One Risk Device Damage Waiver. The damage waiver found in this handbook outlines coverage and associated costs. **Each family is strongly encouraged to purchase insurance. Students, parents or guardians will be responsible for full replacement costs without insurance coverage.**

Students with Disabilities: Jackson R-2 Schools is committed to ensuring all students have the tools needed to access the curriculum. Devices provided for students with disabilities will be determined by their individualized education program (IEP). For some students, this may be a *One 4 One* device, and for others, it may be a specialized device that meets the unique needs of the student.

1.2 Returning your Device

Students who withdraw, are expelled, or terminate enrollment for any reason must return their device on the date of withdrawal or enrollment termination. If a student fails to return their *One 4 One* device upon the date of withdrawal, that student's parents/guardians will be subject to criminal prosecution or civil liability. Parents/guardians will also pay for the replacement cost of the device. Devices and accessories (carrying case, power cord/charger) must be returned in satisfactory condition. Parents/guardians will be responsible for any damage to the *One 4 One* device.

2. TAKING CARE OF YOUR *ONE 4 ONE* DEVICE

Students are responsible for the general care of their *One 4 One* device. *One 4 One* devices that are broken or fail to work properly must be taken to the designated repair area in the school. Do not disassemble any part of the device or attempt any repairs.

2.1 General Precautions

- Cords, cables, and removable storage must be inserted carefully into the *One 4 One* device.
- Devices must remain free of any writing, drawing, stickers or labels that are not the property of Jackson R2 Schools. Students will receive a Chromebook "skin" and may place stickers directly on the "skin" to personalize their device.
- No food or drink is allowed next to the device while it is in use.
- *One 4 One* devices must never be left in an unlocked vehicle or an unsupervised area.
- Do not loan out your device to other individuals.
- Labels on the devices may not be removed by the student or any other person.
- Students should never carry the device while the screen is open.
- Students are responsible for keeping their device battery charged for each school day.

2.2 *One 4 One* Device Care

- Do not lean on the top of the device when it is shut
- Do not put anything near the device that could put pressure on the screen.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Always carry the device within the provided protective case.
- Do not place anything in the protective case that would put pressure on the screen.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (ex. pencils/pens).

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. Students must be responsible to bring their device (with a charged battery) to all classes unless specifically advised not to do so by their teacher.

3.1 Device Left at Home:

If students leave their device at home, they may use a loaner (if available), do without, or share with another student depending on the classwork assigned by their instructor. Students who habitually attend class without their *One 4 One* device might also receive consequences, such as an after school detention.

3.2 Device Undergoing Repair

Loaner devices will be issued to students when they leave their device for repair at the designated location at their school.

3.3 Charging the Device Battery

The device should be brought to school each day fully charged. Students who do not have a charged device may use a loaner (if available), do without, or share with another student depending on the classwork assigned by their instructor. Students who habitually attend class without a charged *One 4 One* device might also receive consequences, such as an after school detention.

3.4 Inappropriate Media

Inappropriate refers to: (a) media that substantially interferes with the educational environment; or (b) is contrary to the district's educational mission.

3.5 Home Internet Access

While on school grounds students may only access the Internet using the district's wireless (filtered) network. Students may access wireless networks other than the school's network on

their *One 4 One* device. This will assist them with device use at home. Use of the device outside of school property will only have filtered access.

4 MANAGING FILES AND SAVING WORK

4.1 Saving Work

Students should regularly backup files to their school Google Drive or removable media. The Jackson R-2 School District works diligently to provide a reliable and efficient network. In the rare instance the network is down, the District will not be responsible for missing data.

4.2 Saving Appropriate Content

The content saved on *One 4 One* devices or any district resources should only be files and data that are related to school projects. No personal or inappropriate files or data is allowed on the devices or district resources.

5. ACCEPTABLE USE

The use of technology resources provided by the Jackson R-2 School District is a privilege. The privilege of using technology provided by the District is not transferable or extendible to anyone outside the school and terminates when a student is no longer enrolled. Expectations for student technology use is outlined in board policies EHB and EHB-R1. If a student is found to be in violation of either policy, privileges may be terminated, access to district technology resources may be denied, and appropriate disciplinary action shall be applied.

Any attempt to alter data, the configuration of a device, or the files of another user, without consent of the individual or district administration will be considered an act of vandalism and subject to disciplinary action in accordance with district policies. Students should not open the casing to access, alter, or remove the internal components of the device.

5.1 Privacy and Safety

- Do not go into chat rooms
- Never arrange a face-to-face meeting with a stranger from the Internet.
- Do not reveal your full name, phone number, home address, social security number, credit/debit card numbers, and passwords to others.

- Remember any information posted online could be viewed by anyone. Information posted online may also be viewed permanently.
- Be aware of your digital footprint.
- Devices and district network drives are the property of the district and can be confiscated or searched by district officials at any time.
- If something or someone online does not seem legitimate then one should tell their parents or a trusted adult immediately.

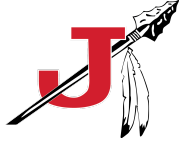
5.2 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an acceptable excuse. If you are unsure, ask a teacher or parent/guardian.
- Do not plagiarize. Credit should be given to all sources whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.
- Do not use copyrighted or licensed material without appropriate written permission.

6. REPAIRING OR REPLACING YOUR One 4 One DEVICE

6.1 [One2One Risk Device Damage Waiver](#)

Information will be sent to parents in July 2025 outlining One 4 One registration procedures and insurance enrollment.



Jackson R-2 School District
One 4 One Program Agreement

The borrowers (student and parent/guardian named below) agree to assume full responsibility for the safety, care, and maintenance of the device. In case of accident, fire, flood, loss or careless handling of the *One 4 One* device, the borrower agrees to pay for all damages or replacement-whichever is deemed necessary by the school district. The borrower agrees to be responsible for any unauthorized costs arising from use or misuse of the district's technology resources. The student agrees to abide by district policies and procedures which include board policies EHB, EHB-R and the *One 4 One* Program Handbook while using the device. The *One 4 One* device is the property of the school district and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the device. The student and parent/guardian consent to district interception of or access to all electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Please read board policies [EHB](#) and [EHB-R1](#). I understand that violation of these provisions may result in disciplinary action including, but not limited to, suspension or revocation of district technology and suspension or expulsion from school.

Name of Student: _____ Grade: _____

Parent/Guardian Name

Signature of Parent/Guardian

Date

Student Name

Date

Student Signature

Date

