



ROSS SCHOOL DISTRICT

Ross School Technology Use Handbook

2013 - 2014 School Year

“We are a dynamic learning community that keeps the hearts and minds of children at the center of all we do.”

Ross School District

Enhancing Teaching and Learning

One-to-One Device Initiative

Introduction

Providing a laptop (Apple MacBook or Google Chromebook) for each Ross School student in grades 6-8 creates new learning environments to prepare students for tomorrow's world. Education is in the midst of exciting changes that improve learning opportunities for all students. We are on a new journey to focus on learning WITH technology, not ABOUT technology. The computer labs of yesterday are not sufficient to provide the access that students need on a daily basis to support learning. Our students will have the tools at school to research, synthesize and integrate, relevant learning topics using the abundant sources of information available on databases or the Internet. We are giving our teachers and students the ability to communicate and interact with content experts anywhere in the world.

Teachers working with colleagues and students in concert, identify software and content that enhances the curriculum and broadens our intervention, differentiation, and expand learning opportunities. The possibilities are infinite to extend and to enhance learning for each student. We are a leader, providing the necessary tools to ensure 21st century quality education.

This document outlines the parameters of the Ross School one-to-one device initiative. It provides a brief overview of the key elements that drive teaching and learning with integrated technology.

Student Use of Technology, Board Policy #6163.4

The Ross School District's Student Use of Technology Policy (BP 6163.4) is in effect and applies to all students. See the Ross School District website at www.rossschool.k12.ca.us for the complete text of the Board Policy. Failure to comply with the rules and guidelines of the Board Policy may result in loss of computer and/or Internet privileges, and/or legal/disciplinary action.

Ownership

Laptops are the property of the Ross School District. They are provided for the exclusive use of Ross School students and teachers. The student laptop should not be lent to other individuals, groups, or institutions.

Management

Ross School District and Ross School is responsible for asset management for computers in the one-to-one device initiative. Ross School District keeps track of all computers it assigns to students. Computers assigned to students will be entered into inventory and labeled. A student withdrawing from Ross School will return the laptop before his/her last day. A new student (grades 6-8) entering Ross School will be assigned a laptop. Returned computers will be reset to

their original state. Student laptops will be turned in at the end of the school year to be upgraded and serviced over the summer.

Internet Safety

The Internet provides access to educational resources and opportunities for personal growth, as well as entertainment. As an educational tool, users can learn about virtually any topic. However, the Internet also contains content not appropriate for children.

The Ross School District will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Teachers will use age-appropriate sites and monitor students' Internet access at school. The District uses filters provided by the Marin County Office of Education to block inappropriate sites at school, and allows us the ability to track what sites a student has gone to on their own.

Please note: The best way to assure your child is having positive online learning experiences is to stay in touch with what s/he is doing.

Repairs

A student laptop needing repair should be brought to the Ross School Tech Support Center. The Technology Office is available for students before and during school, during Break, Lunch and immediately after school. Students will need to drop off their computers. Ross School District Technical Support will troubleshoot, and/or repair the laptops. Most repairs are completed and returned to students within 24 to 48 hrs. Ross School District will do everything possible to repair the laptop on-site. Parents will be billed for any damages and/or repairs due to student misconduct and/or misuse.

Power Management

Batteries for each laptop may or may not last a full day depending on the amount of computer usage and the type of content being viewed. The following settings and procedures will maximize battery life.

1. Batteries should be fully charged at the beginning of each school day. Charge your computer every night.
2. Whenever the laptop is not in use, close the lid to put it to sleep. The battery will last longer when in sleep mode.
3. Use a simple, light-colored desktop image. Complex, large, and deep color images require more battery power.
4. Keep the laptop in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer.
5. Reduce screen brightness using the brightness controls on the laptop keyboard.
6. Quit any applications that you are not using.

7. All cables and wires should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery is not charging, do not wiggle the power cord. Bring the laptop to the Technology Office.

STUDENT HANDLING AND USE SPECIFICS

Caring for your Laptop

Your laptop is a delicate, electronic learning tool and needs to be treated with care. To get the greatest enjoyment and learning experience from your laptop, please follow the care procedures listed below.

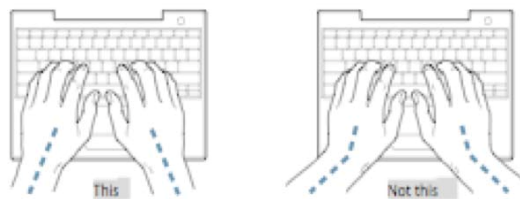
Handling

1. Use the laptop on a flat, hard, and stable surface.
2. **DO NOT** carry the laptop with the lid up. An accident is more likely to happen with the lid open and up.
3. Close the lid from the center edge of the screen not from the corners of LCD screen. Do not slam the lid shut.
4. Do not set books or other objects on top of a laptop.
5. Do not leave pencils, pens, or any other materials on the keyboard when closing the laptop.
6. Do not pick up the laptop by the screen.
7. Keep magnets away from your laptop.
8. Keep your laptop in its designated charging station when it is not in use.
9. Do not eat or drink when using the laptop.
10. When using the laptop outside, **avoid** sand, dirt, moisture, direct sunlight, and heat.
11. Avoid touching the LCD screen with your fingers, pens, pencils, or other items.

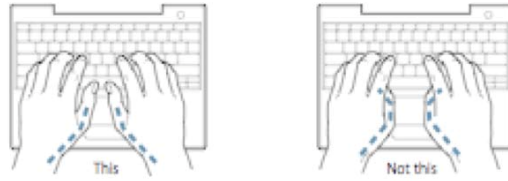
Ergonomics

Some tips for a healthy work environment.

- ☐ Shoulders should be relaxed when using the keyboard or track pad. Try to keep your wrists in a neutral position (not bent), sit about arms length from the screen.



- ☐ Use a light touch when typing or using the track pad and keep your hands and fingers relaxed. Avoid rolling your thumbs under your palms.



- ☒ Change hand positions and stretch often to avoid fatigue since some computer users may develop discomfort in their hands, wrists, or arms after intensive work without breaks.
- ☒ Do not stay in one static position for long periods of time.
- ☒ If you use an external mouse, position the mouse at the same height as your keyboard and within a comfortable reach.
- ☒ Adjust the angle of the display to minimize glare and reflections from overhead lights and windows. Do not force the display if you meet resistance.
- ☒ You can also adjust the brightness of the screen when you take it from one location to another or if the lighting changes.
- ☒ Good posture is important to a healthy interaction with your laptop.

Ross School Student Laptop Use Rules

1. You are responsible for your computer at all times. The primary use of the laptop is for education. Treat it as a valuable tool for learning. Inform staff immediately of any problems or concerns. Swapping and sharing laptops is prohibited.
2. Protect your files on your laptop and Google Docs by keeping your passwords private. You are responsible for organizing and maintaining your files. You must save your documents to your documents folder or your Google Docs list.
3. You are responsible for completing all student work even if your laptop is being repaired or otherwise unavailable. You may have to revert to pencil and paper or use a desktop computer in the Cyber Café or Library at Ross School.
4. It is preferable if assignments are turned in via Google Docs, but if an assignment needs to be printed at school, please use your assigned printer or print at home. Use of the color printers requires teacher permission.
5. Online games may not be played at school without express teacher permission.
6. You may listen to appropriate music that you have legally downloaded to your laptop. However, video and music CDs, MP3s, and DVDs are NOT to be used with the laptops during the school day except with teacher permission.
7. Accessing inappropriate Internet sites is strictly forbidden on any Ross School computer including laptops.
8. You are not to touch other students' or teachers' computers physically or through the network without permission.
9. You are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.

10. The “dress code” for computers is the same as Ross School’s dress code. If it is not appropriate for fashion, then it is not appropriate on your computer. This includes the desktop, screen saver, documents, graphics, sounds, icons, etc.
11. Emailing, forwarding, downloading, displaying, or using obscene, threatening, offensive, and all other inappropriate material is prohibited.
12. Ross School District provides an email account for students grades 3rd - 8th and it should be used for legitimate and responsible communication. Rude, abusive, threatening or inappropriate material is prohibited and students will be held accountable for any communications via email. Students have no right to privacy as to any information or file transmitted or stored in/on the Ross School District computer systems.
13. Ross School District reserves the right to retrieve and read any message or file.
14. Security/confidentiality of network and/or computers must be respected and no effort should be made to bypass or gain access to server information that is not open to the public.
15. Sound must be turned off except when used as part of a class or during designated times (lunch, etc.). You must provide your own headphones.
16. Laptops are loaded with district and site approved software. **Installing additional software is prohibited.** Do not change settings. Never open the inside of the laptop.
17. Do not write on or attach stickers to your laptop.
18. Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. *

*Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion.

Consequences

Depending on the infraction, the penalty for violating the rules may include:

- * Parent contact by staff member.
- * Detention
- * Loss of laptop privileges for a period of time
- * Suspension
- * Removal from laptop program

Important Note: If the laptop is being used inappropriately and/or interfering with the learning environment, appropriate consequences will be given. See specifics below.

Violation:	Consequences for first infractions may include:	Consequences for subsequent infractions may include:
Loading games onto laptop	<ul style="list-style-type: none"> • Parent contact • Warning • Game(s) removed 	<ul style="list-style-type: none"> • Parent contact • Warning • Game(s) removed • Loss of computer privileges as appropriate

Instant messaging, chatting, and other off-task behavior	<ul style="list-style-type: none"> • Parent contact • Detention 	<ul style="list-style-type: none"> • Parent Contact • Detention • Loss of computer privileges as appropriate
Inappropriate icon, screen saver, image, posting inappropriate material online or accessing inappropriate Internet sites	<ul style="list-style-type: none"> • Parent contact • Detention • In-house suspension 	<ul style="list-style-type: none"> • Parent Contact • Detention • Suspension • Loss of computer privileges as appropriate
Copying or plagiarizing documents	<ul style="list-style-type: none"> • Parent, teacher contact • Loss of credit for assignment • Detention 	<ul style="list-style-type: none"> • Parent, teacher contact • Loss of credit for assignment • Loss of computer privileges as appropriate • Detention or in-house suspension
Accessing a teacher or another student's computer or account physically or through the Network	<ul style="list-style-type: none"> • Parent, teacher contact • Detention or Suspension 	<ul style="list-style-type: none"> • Parent, teacher contact • Loss of computer privileges as appropriate • Suspension
Physically damaged or abused laptop	<ul style="list-style-type: none"> • Parent contact • Detention meeting • Reimbursement to district for damages 	<ul style="list-style-type: none"> • Parent Contact • Meet with administration • Loss of computer privileges as appropriate
Cyberbullying (harassing others via use of computer)	<ul style="list-style-type: none"> • Parent contact • Detention or suspension 	<ul style="list-style-type: none"> • Parent contact • Loss of computer privileges as appropriate • Detention or suspension, and possible expulsion
Hacking (including Local Area Network and Wide Area Network)	<ul style="list-style-type: none"> • Loss of computer and suspension 	<ul style="list-style-type: none"> • Loss of computer and suspension

Cyberbullying

Any form of harassment using electronic devices, commonly known as *cyberbullying* is prohibited and will not be tolerated in the Ross School District. *Cyberbullying* is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Any communication of this form which occurs on or off-campus and disrupts or prevents a safe and positive educational or working environment may also be considered *cyberbullying*.

The Ross School District will take any report of *cyberbullying* seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher, counselor or administrator. Staff will take appropriate action and will bring it to the attention of the administration when students report an incident of *cyberbullying*.

The Ross School District may revoke the privilege of a student who uses district equipment or electronic communication system to engage in *cyberbullying* and may revoke the privilege of a student who uses a personal communication device to engage in *cyberbullying*.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. The Ross School District may also report individuals to law enforcement if necessary.

**PARENTS & STUDENTS PLEASE SIGN BELOW
RETURN TO CLASSROOM or HOMEROOM TEACHER**

Student and Parent Agreement

- Our agreements below verify that my child and I have read the above and understand the ramifications of cyberbullying activities.

Internet Permission

- I hereby give permission for my child to use the Internet. I understand that this includes permission for my child to access information through the Web, as well as the library card catalog and engage in other educationally relevant electronic communication activities such as electronic student work portfolios.
- I hereby do not give permission for my child to use the Internet. By choosing this option I understand that my child will not have access to the web based library catalog, monitored Internet sites for classroom research and it will also impact student access to technology curriculum.

Picture Posting

- I hereby give permission to the Ross School District to post my student's pictures on the Internet (For Example, use of students picture on teachers classroom website or district website): Students will use a limited student identification (first name) Group pictures without identification of individual students are permitted.
- I hereby do not give permission to the Ross School District to post my student's pictures on the Internet.

* Parent Agreement	<input type="checkbox"/> I Give Permission <input type="checkbox"/> I Do Not Give Permission	Signature _____
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Student Work Posting

- I hereby give permission to the Ross School District to post my student's work on the Internet: Students will use a limited student identification (first name) Student work may be posted with the limited student identification.
- I hereby do not give permission to the Ross School District to post my student's work on the Internet.

* Parent Agreement	<input type="checkbox"/> I Give Permission <input type="checkbox"/> I Do Not Give Permission	Signature _____
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Today's Date ___/___/___ Grade: _____

Student Signature	Print Name
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Parent Signature	Print Name
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- I have reviewed the rules with my child. He/she understands the consequences for not following the rules and expectations.