Pemberton Township High School
Student Device Handbook

2018-2019

PTHS Device Handbook

I. <u>Overview</u>

The Pemberton Township School District is committed to the mission of educating all students to achieve the New Jersey Curriculum Standards at all grade levels. In order to nurture all students to be lifelong learners; ethical and responsible citizens; and independent, productive members of a global society, the district has implemented a one-to-one program for students to receive a device for educational use both at home and school. The program immerses students in an enriching learning environment and assists teachers as they support students in acquiring the skills and knowledge for success – both in college and career – in the 21st century.

The Pemberton Township School District reserves the right to change or modify the handbook at any time, and any change to the handbook will be effective immediately upon posting. For any changes to the handbook, reasonable steps will be taken to notify you of such changes. In all cases, continued use of District technology after publication of such changes, with or without notification, constitutes binding acceptance of the modified handbook.

II. <u>What is 1:1 (One-to-One)?</u>

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks. In preparing students to succeed in the 21st century, schools must ensure that students are:
- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators

● connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

III. <u>What Does 1:1 Look Like?</u>

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on the standards and curriculum. The digital content, strategies, and resources embedded in the curriculum will provide support for planning instruction with technology, not teaching the technology itself. The primary goal is always effective, engaging instruction. An effective 1:1 program supports instruction that is individualized, differentiated, and personalized. Individualized instruction is paced to the learning needs of different learners. The learning goals remain the same for all students, but each student can progress through the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to the learning preferences and needs of learners. The method or approach of instruction can vary based on what is most appropriate for a single student or group of students. Personalized instruction incorporates both individualized and differentiated instruction, and a device can provide what is needed - tailored, student-centered instruction. Used alongside curriculum with appropriate technology tools and resources, the devices will make instruction more manageable and effective. In the 1:1 initiative, the goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator.

IV. <u>Parent/Guardian Responsibilities</u>

In order for a student to receive a device, a parent/guardian must:
1. Review the technology handbook with your child/children.
2. Sign the Agreement Form and Acceptable Use Contract.

3. Monitor student use and ensure proper care of the device at home by setting rules/expectations for use.
4. Ensure the return of the issued device and all accessories at the end of each school year or before withdrawal from school.
5. Establish timeframes for using the device: determine when and how long it is reasonable for your child to use his or her chromebook.
6. Personal information: discuss what personal information your child should share online.
7. Digital citizenship: discuss how to treat others with respect in cyberspace.
8. Location: consider allowing the chromebook to be used in a common area so you can monitor your child.

V. <u>Rules & Guidelines</u>

The following is summarized from the district's Acceptable Use of Computer Network/Computers and Resources Policy. All rules and guidelines are in effect before, during, and after school hours, for all Pemberton Township School District network/computers, whether on or off the school campus. Students must understand and follow these rules and guidelines. Violations of these rules and guidelines will result in disciplinary action.

A. Use of technology
- Support educational goals
- Align with local, state, and federal laws

B. Security reminders
- Do not share logins or passwords
- Exception: students should share passwords with parents or guardians

C. Students are prohibited from
- Using network/computers for anything illegal or indecent (e.g. No illegal activity, bullying, harassing, inappropriate images or plagiarism).
- Using network/computers in a manner that is disruptive to other users, services, or equipment (e.g. No spam or viruses, large amounts of data, or

attempting to gain access to unauthorized computer systems or user accounts).
- Using network/computers for commercial purposes or personal/financial gain.

D. Inappropriate Content
This includes explicit or implicit references to:
- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

VI.   Use and Care
Devices are intended for use at school each day. The device is district property and students are expected to follow the procedures for proper care and usage.

A. Charging Guidelines
- Charge the device fully, each night. A fully charged device should remain charged for up to eight hours. The charger should remain at home.
- A loaner device will NOT be provided if the device is left at home or is not fully charged at the beginning of the school day.
- Students leaving their device at home or having a drained battery will be required to complete assignments using alternative means or at a later date, as determined by the teacher.
- If a device is experiencing issues charging or routinely discharges prior to the end of the school day, it is the student's responsibility to report the issue to the Technology Office for troubleshooting and/or repair, as soon as possible.

B. Energy Saving
The following tips will help save battery life:
- Turning off the keyboard backlight and dimming the screen brightness.
- Quitting all applications, not in use.

- Shut down completely before closing the screen for prolonged periods of inactivity.

C. Classroom Routines
- Follow all directions given by the teacher.
- Keep sound muted.
- Center the device on the desk.
- Lock the computer before walking away from it.
- Close the screen of the device before standing up or moving and/or transporting, do not close the screen on objects inside the device.
- Students may not loan their device or accessories to other students for any reason.

D. Hallways
- Never leave the device unattended or unsecured for any reason.
- Keep the device in a case at all times to protect from bumping.
- Close the lid completely before carrying the device and do not store anything but the device in its case.

E. Lockers
- Devices should be stored in a locked locker when they are not in use.
- Never pile objects on top of the device or leave the device on the bottom of the locker.
- Students are not allowed to leave the device unattended. This may lead to theft or damage.

F. Devices at Home
- Ensure care of the device and its use at all times.
- Use the device in a common room of the home (e.g. living room or kitchen).
- Take precautions not to create a tripping hazard when using the power cord/charger.
- Use the device on a hard surface, such as a desk or table – never on the floor or on a soft surface, such as a lap or a pillow.
- Protect the device from extreme hot or cold, food and drinks, young children, and pets.

G. Personalization
- The devices and accessories are property of the Pemberton Township School District.
- Do not remove district identification tags or barcodes.
- Do not place stickers or otherwise mark the device or accessories in any way.
- Devices are to remain protected. Personal carrying cases are permitted.

H. Cleaning
- Use the device with clean hands.
- Do not insert foreign objects (e.g. paper clips or pens) into the device.
- Do not use Windex or other cleaning solutions.
- Wipe surfaces using a clean, soft cloth or anti-static cloth.

VII. Technical Support

Students who experience technical difficulty with the device which includes: operating system features, apps, peripheral devices, or the device hardware must follow the procedures below:
- If appropriate and time permits, student may ask for help from a classmate or teacher.
- Students should not spend excessive amounts of instructional time troubleshooting issues.
- Students should never attempt a hardware repair or reconfiguration of the device. Under no circumstances are students to attempt to open or tamper with the internal components of the device. Doing so will render the warranty void and will result in disciplinary action.
- If the issue is not resolved, the student should contact the Technology Office. The Technology Office is open from 7:00 am – 3:00 pm Monday – Friday.

If necessary, a student will receive a loaner device to return to class. When the student's original device is ready to be picked up, the student will be notified.

Students will return a loaner device in exchange for the student's original device in a timely fashion.

A. Damaged Devices

1. **Repairs**

   Unexpected problems may occur with the devices that are not the fault of the user (i.e. computer crashes, software errors). The Technology Office will assist students with resolving these issues.

2. **Loaner Devices**

   Temporary replacement devices, known as "loaners," are available, so learning is not disrupted by the repair process. Students are responsible for the care of the loaner while it is issued to them. The same rules and guidelines apply to loaner devices.

3. **Accident vs. Negligence**

   Accidents happen. However, there is a difference between an accident and negligence. After an investigation by school administration, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

4. **Reporting**

   Students are responsible for the device and all accessories they have been issued. Devices in need of repair must be reported to the Technology Office as soon as possible (e.g. same day or not later than the next school day).

B. Lost Equipment

1. **Reporting**

   The student or parent must report lost equipment to the school immediately.

2. **Financial Responsibility**

   The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be financially responsible for damaged or lost equipment.

C. Stolen Equipment

1. **Financial Responsibility**

   If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent. If there is no clear

evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in the student/family is responsible for the cost of replacing the item(s).

D. Liability

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:
- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police

The devices and chargers must be returned to PTHS at the end of the school year. If a student fails to return his or her device at the end of the year, the parent and student are responsible for the cost to replace the Chromebook. The cost of the Chromebook is $225.00 (inclusive of charger and cord). Damaged Screens will require a payment of 170.00 in order for the district to have the screen repaired. Damaged keyboards will require a payment of 50.00. Failure to pay for a replacement Chromebook will result in a theft report being filed with the proper authorities. For further information in regards to obligations and damages, please contact the Building Principal.

VIII. Using Your Device at School

A. Email
1. Purpose
Students are issued a Google email account. Gmail allows students to safely and effectively communicate and collaborate with teachers and classmates.
2. General Guidelines
- Email should be used for educational purposes only.

- Email transmissions may be monitored by staff at any time to ensure appropriate use.
- All email and contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students must take all necessary precautions to protect their password.

3. **Unacceptable Use**

   Examples include:
   - Non-education related forwards (e.g. jokes, chain letters, inappropriate images).
   - Harassment, profanity, obscenity, or racist terms.
   - Cyberbullying, hate mail, or discriminatory remarks.
   - E-mail for individual profit or gain, advertisement, or political activities.

B. Webcams

1. **Purpose**

   Each device is equipped with a webcam. This feature offers students an extraordinary opportunity to experience a 21st-century tool and to develop 21st-century communication skills. The district will not have the right or ability to access the device's web camera remotely. As with all recording devices, permission by the teacher must be granted to record an individual or group and/or post images/videos online. Photos or videos of other students or staff members are not permitted without the permission of a teacher. Photos and videos must only be used for the specific educational purposes outlined by a teacher. The devices may not be taken into restrooms, locker rooms etc.

2. **Examples of Use**

   Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
   - Recording videos or taking pictures to include in a project.
   - Recording one's practice and watching it back for rehearsal and improvement.

C. Listening to Music and Watching Movies

Listening to music or watching movies on the device is not allowed during school hours without permission from a teacher. Permission will be given only for educational purposes.

D. Games

Gaming on the device is not allowed during school hours unless the student has been granted permission by a teacher. Any games must be in support of education.

E. Desktop Backgrounds and Screensavers

Images must be appropriate for school.
- Unacceptable images include guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang related symbols.
- Disciplinary action will be taken in the event inappropriate content is found on the device.

F. Software

Students should not attempt to install, uninstall, or modify any application, game, or operating system component, unless authorized by a teacher.

IX. <u>Digital Citizenship</u>

1:1 Devices are for educational purposes, it is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyber bullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

The Pemberton Township School District has partnered with Common Sense Media to provide students, parents, and teachers information and resources about digital literacy and citizenship. Parents and students should review the resources together to be informed about internet safety and responsibilities of living in a digital world. There are Family Tips for students in grades K-5, 6-8, and 9-12. Resources can be found at <u>www.commonsense.org</u>.

X. **Copyright and Plagiarism**

   A. Considerations
   Students are expected to follow all copyright laws. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover any expression of an idea. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

   Plagiarism is a violation of giving credit to source material even if done so innocently or unintentionally. Utilizing sites selling written papers, book reports, and other student work is not permitted. You must give credit when using:
   - Quoted or summarized text (including e-mail and information on websites)
   - Graphics
   - Art
   - Photographs
   - Movies
   - Music
   - Software

   B. Violations
   Violating these rules and guidelines will result in disciplinary action.

XI. **Network Access and Filtering**

A current content filtering solution is maintained by the district for school use on the devices and to block inappropriate or objectionable material. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the internet. Each user is responsible for avoiding inappropriate sites. Students will log into the Pemberton Township School District network using their

assigned username and password, which will be distributed at the beginning of the school year.

Attempting to disable or circumvent district internet content filters and firewall, including using or attempting to use proxies, such as VPNs or virtual private networks, to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.Students use of the internet is monitored at school, and it is the responsibility of the parent/guardian to monitor at home.

Students are allowed to connect to WiFi networks at home and other public locations (e.g. public library, Barnes & Noble) Exercise good judgment and maintain appropriate behavior on the internet:
- Never reveal personal information about yourself or someone else.
- Do not publish student pictures or names on any website without school permission.
- If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately.
- Parents: Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

XII. <u>Security and Privacy</u>

As per (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44), you are hereby notified that school issued electronic devices may record or collect information on user's activity both online and offline.
The Pemberton Township School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.

A. Online Accounts and Passwords
Students may be asked to create online user accounts (i.e. Khan Academy, Seesaw, Padlet) for educational purposes. Teachers are responsible for supervising the use of these accounts during instructional time. Parent(s)/guardian(s) will be notified of the use of accounts within the course syllabus or via the teacher's website.

1. **Guidelines for Passwords**
   - Keep passwords safe and confidential.
   - Change passwords as required by online accounts.
   - Logout of programs and accounts before quitting an application or shutting down the device.
   - Do not share your password or use someone else's account. Students are responsible for anything done using their login.
   - Develop programs to harass others, gain unauthorized access to accounts, files, computer systems, or develop or transmit viruses.

B. User Data

All files stored on the Pemberton Township School District device or network is the property of the district and is subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of District Administration. Staff maintains the confidentiality of student data in accordance with federal law (FERPA).

PTHS Device Handbook

Signature Page

Submission of a signature can be completed through the Genesis Parent Portal. For those unable to complete the online submission, please submit a signed copy of this page of Device Handbook. Devices cannot be issued without completion of this form.

Device Handbook Signature Page

I have read and received a copy of the PTHS Handbook and I am responsible for the contents within the Device Handbook.

_____   _____
(Student Name Printed)   (Student Signature)

_____
(Date)

_____   _____
(Parent/Guardian Name Printed)   (Parent/Guardian Signature)

_____
(Date)