South Umpqua

Unlocking the Potential in Every Student

South Umpqua School District

1:1 Electronic Device Program

Student and Parent Guide

Rev. 4/2021

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Technology Use in Education

South Umpqua School District has moved to a 21st Century model of education where there is an emphasis placed on communication, collaboration, critical thinking and creativity. Excellence in education requires that technology be seamlessly integrated throughout the educational program. All students will have access to a device that will be used with a variety of software and content throughout the school day. Like any process that is new, the change can be stressful. In an effort to help, we have created this handbook as a reference for parents and students.

What is a Chromebook?

A Chromebook is similar to a laptop. This type of computer combines simplicity, speed, security, and very long battery life at an affordable price.

Long battery life is one of the Chromebook's best features, allowing students to utilize the device throughout the entire school day without having to plug it in.

Chromebooks are easy to use, and everything is saved on Internet/Cloud based applications and can be accessed from any computer, so you don't have to worry about losing your files.

What is an iPad?

An iPad is a touchscreen tablet that runs Apple's iOS mobile operating system. iPads also have a long battery life, allowing students to utilize the device throughout the school day. iPads come with cases to protect the device during normal daily use. Please keep the iPad in the district-issued case at all times.

Receiving Your Device

- Devices will be used throughout the school year.
- Students may have a device checked out to them. If so, they will receive a device and a power cord. A device with a specific number/serial number will be assigned to students. If a device is checked out to a student, the student will be responsible for the device until turned in at the end of the year or when the student withdraws or transfers to another school.
- Use of a device is a requirement for all students.

Taking Care of Your Device

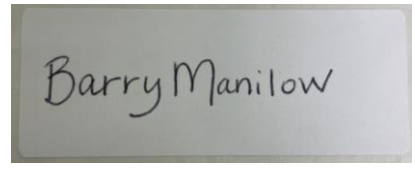
Your device is durable. However, you must take good care of the device. The device is your responsibility.

1. Protect Our Asset Tags

Devices have asset tags on them. Please leave the labels intact and visible.

2. Put Your Name on Your Device

All of the devices look the same. Put a small label with your name on the bottom of your device so you can quickly identify your device. Other than your name, your device should be free of writing and stickers.



3. Keep Food & Drinks Away

Spilling food or drink inside of the device can ruin the device. Keep food and drinks away while the device is out.

4. Charging Your Device

Only use the power supply provided with your device to charge it. Insert and remove the cord with care.

Be sure to charge it in a place where someone is not likely to trip over the cord or cause the device to be pulled to the ground.

The device should be charged every evening. A fully charged device should last for the entirety of instructional hours.

5. Screen Care

Screens can easily be damaged if subjected to heavy objects and rough treatment. Some cleaners can also damage the screen.

- Keep pressure off of the screen, both when open or closed, this includes from objects and finger pressing on screen.
- Make sure there is nothing on the device before closing it.
- Only clean the screen with a soft, dry microfiber cloth.
- Keep heavy objects off of the device.
- Keep screen in upright position, bending the screen all the way back can damage the device.

Pictures: Cameras and Microphones

The devices have build-in microphones and cameras, so students can take pictures and record audio and video. All recordings and pictures created with the device are subject to SUSD policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge and permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, login, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

Using Your Device At School

Arrive with Your Device and Make Sure it is Charged

Part of being prepared for class includes having a charged device.

If a student forgets their device, they may contact a parent to bring it to school or may inform their teacher of the forgotten device. With teacher permission you may go to the designated area in your school to get a loaner device. Students return the loaner at the end of the day. The loaner device may not go home.

Use Your Device When Appropriate and Appropriately

Your device is an educational tool, teachers will decide when and how it is appropriate to utilize your device.

- Inappropriate media (pictures, music, movies, games, etc.) may not be used or used for backgrounds and themes.
- Inappropriate media (pictures, music, movies, games, etc.) may not be stored on or accessed on the device.

Be Polite – Use headphones or earbuds

Students are expected to use earbuds or headphones. Students may provide their own earbuds or headphones, or if they don't have them a set will be provided. The use of earbuds or headphones will be at the teacher's discretion.

Your Device Apps

Google Drive: Cloud Storage

Store all of your documents here and access them from any device, anywhere with an Internet connection. In addition to District devices, you can access your Google drive on any computer, iPad, iPhone or Android device.

Google Docs: Word Processor

Similar to Microsoft Word. Docs automatically stores its documents in your Google drive.

Google Sheets: Spreadsheet

Similar to Microsoft Excel and can be accessed with any Internet enabled device.

Google Slides: Presentation Software

Similar to Microsoft PowerPoint and can be accessed with any Internet enabled device.

Google Drawings:

Drawing and diagram application.

Google Keep:

Your virtual notebook that syncs data across all of your devices.

Google Jamboard:

Jamboard enables visual collaboration between users in real-time.

Installing Additional Apps

Most apps will be installed and updated for you automatically. On occasion, a teacher may ask you to install an app that is needed for a specific class. You can do so by clicking on the Web Store icon. You will only be able to install apps that have already been approved. Your teacher will tell you specifically which app has been approved and needs to be installed.

If Your Device Breaks or Won't Work

If your device is not functioning properly or is physically damaged, please:

1. Notify your teacher.
2. With your teacher's permission, take the device to the designated area in your school. If determined necessary, see page on SUSD replacement and repair of district owned devices.

If Your Device is Lost or Stolen

Students are expected to exercise reasonable care to protect District-provided devices from damage or theft.

1. In the unlikely event that a device is lost or stolen, report it to the main office of your school immediately. The school will conduct an investigation to recover the lost or stolen device.
2. Please be prepared to provide information that will aid in the recovery of the device; last known location.
3. Additional actions and fees may be assigned following a full review of the incident report. Please see page on SUSD replacement and repair of district owned devices.

Returning Your Device

Students must return devices and power supplies at the end of the school year, or when graduating early, withdrawing, or transferring out of a school either in or out of the district.

Using Your Device Outside of School

Connecting Your Device to WiFi

You may connect your device to WiFi at home or anywhere else you may use it.

Safe Internet Browsing

Your device is configured for safe Internet browsing. The device utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Our web filters are programmed to block inappropriate content as much as possible, but the Internet is an ever-evolving network and some things will get through.

Parents should be aware that no filtering system is perfect, and we strongly urge parents to supervise student browsing. Students should also note that you must still follow the District's Acceptable Use Policy no matter where the device is used.

SUSD Replacement and Repair of District Owned Devices

In the event that a district owned device is **lost or damaged beyond repair** while in the possession of a student, the replacement costs shall be, as follows:

New – Less than 1 year old	$ full price	Based on purchase price or current market value, whichever is lower
1-2 years old	$ Half Price	Based on purchase price or current market value, whichever is lower
2-3 years old	$1/4 Price	Based on purchase price or current market value, whichever is lower
3+ years old	$50.00	Flat Fee

In the event that a district owned device is **damaged, but repairable,** while in the possession of a student, the replacement costs shall be, as follows:

New – Less than 1 year old	Cost of Repair	Not to exceed full price of device, based on purchase price or current market value, whichever is lower
1-2 years old	Cost of Repair	Not to exceed half price of device, based on purchase price or current market value, whichever is lower
2-3 years old	Cost of Repair	Not to exceed 1/4 price of device, based on purchase price or current market value, whichever is lower
3+ years old	$50 or cost of repair, whichever is lower	

If responsible student/family are unable to pay the cost of replacement or repair a payment plan or hardship application is available.

____ We would like to use a payment plan to cover cost of repair or replacement.

Please indicate the amount your would pay each month _____.

____ We would like to apply for a hardship waiver to cover the cost of repair or replacement.

Please indicate your reason for requesting a hardship waiver: _____

_____

_____

Student:_____ Date:_____

Parent Signature:_____ Phone:_____

Principal Approval:_____ Supt/Designee Approval: Yes/No

School: MCE / TCE / CV / CBMS/ SUHS Device # _____

South Umpqua School District
Student Device User Agreement

South Umpqua School District has initiated a 1:1 electronic device program for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use

Student use of the device falls under the **South Umpqua Student Handbook**. While at school, Internet and device use will be monitored through district level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

Student Agreement

- ❑ I understand that this device is designated for educational purposes and therefore my actions may cause for the removal of my device privileges.
- ❑ I understand that the device is district owned and all content stored on the device is subject to review at any time.

_____ _____

Student Name (Printed) Student Signature

_____ _____

Homeroom Teacher Grade

Parent or Guardian Agreement

- ❑ I understand that this device is designated for educational purposes and therefore my child's actions may cause for the removal of his/her device privileges.
- ❑ I assume responsibility for the device and know that upon full investigation into damage or loss, I may be responsible for repairs.
- ❑ I understand that the device is district owned and all content stored on the device is subject to review at any time.

As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook Handbook.

_____ _____

Parent Name (Printed) Parent Signature

Date:_____

FAQ

Q: What's the purpose of the device?

A: They are tools for learning, much like books, computers, and other classroom equipment and materials. They will be available for use by all teachers and all subjects. They will permit teachers to teach in new ways, will allow textbooks to be kept up-to-date in electronic form, and will give all students general experience in regular use of computing devices, which they'll need to compete with other 21st century students. The specific software and apps used in a classroom depend on the teacher, the curriculum, and our ongoing research into software choices.

Q: Who do I contact if my device is having technical problems?

A: Please email techhelp@susd.k12 (need to find out what Cody will make it) if you believe there to be a hardware or configuration issue. For any other issues, please contact your student's teacher.

Q: Who do I contact if my student can't log in?

A: Please contact your student's teacher who can provide log in info or walk through the log in process with you. You can also access short tutorial videos on the susd.k12.or.us website.

Q: Can you print from the devices?

A: Digital online file sharing between staff and students in Schoology and Canvas allows for an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving money. There are ways to print from the Chromebooks, but it's not encouraged or particularly easy.

Q: Can the devices be used with another username or personal Gmail account?

A: No. Students and staff cannot access a district-owned device with any other login other than their district-assigned google account. Students should not login to any web-based service with a personal account; the devices are for educational purposes only.

Q: Can documents and bookmarks created on the device be accessed on another device?

A: If a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Q: Will unsafe or inappropriate websites be filtered on the devices?

A: Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible, but the Internet is an ever-evolving network and some things will get through. We encourage supervision and conversations with your student.

Q: Can the district track web history?

A: Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Q: How do I transport the device when the weather is bad?

A: Protect your device from the weather. Exposing your device to extreme temperatures can damage it. Carry it in a backpack or book bag when outside.

Q: Will devices be kept by students over summer?

A: No. Devices will be turned in at the end of the school year so the district can do maintenance on them. However, students involved in summer programs may be issued a device for their use.

Q: Can parents use the Chromebooks?

A: When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history, check their Schoology or Canvas, or connect with teachers via the student's email. The Chromebooks are not intended for personal use by the student or their parents.

Q: How can I clean or sanitize my Chromebook?

A: A gentle, nonabrasive sanitizer wipe, like Clorox, on the keyboard is sufficient. Anything with at least 60% alcohol and no excess liquid. Please only clean screens with a soft, dry microfiber cloth.

If you have any further questions, please refer to www.susd.k12.or.us or contact techhelp@susd.k12.or.us

Getting Started with the Chromebook

Powering On & Off

Your Chromebook will turn on when opened.

You can press and hold the power button to shut off the Chromebook at any time.

Logging in

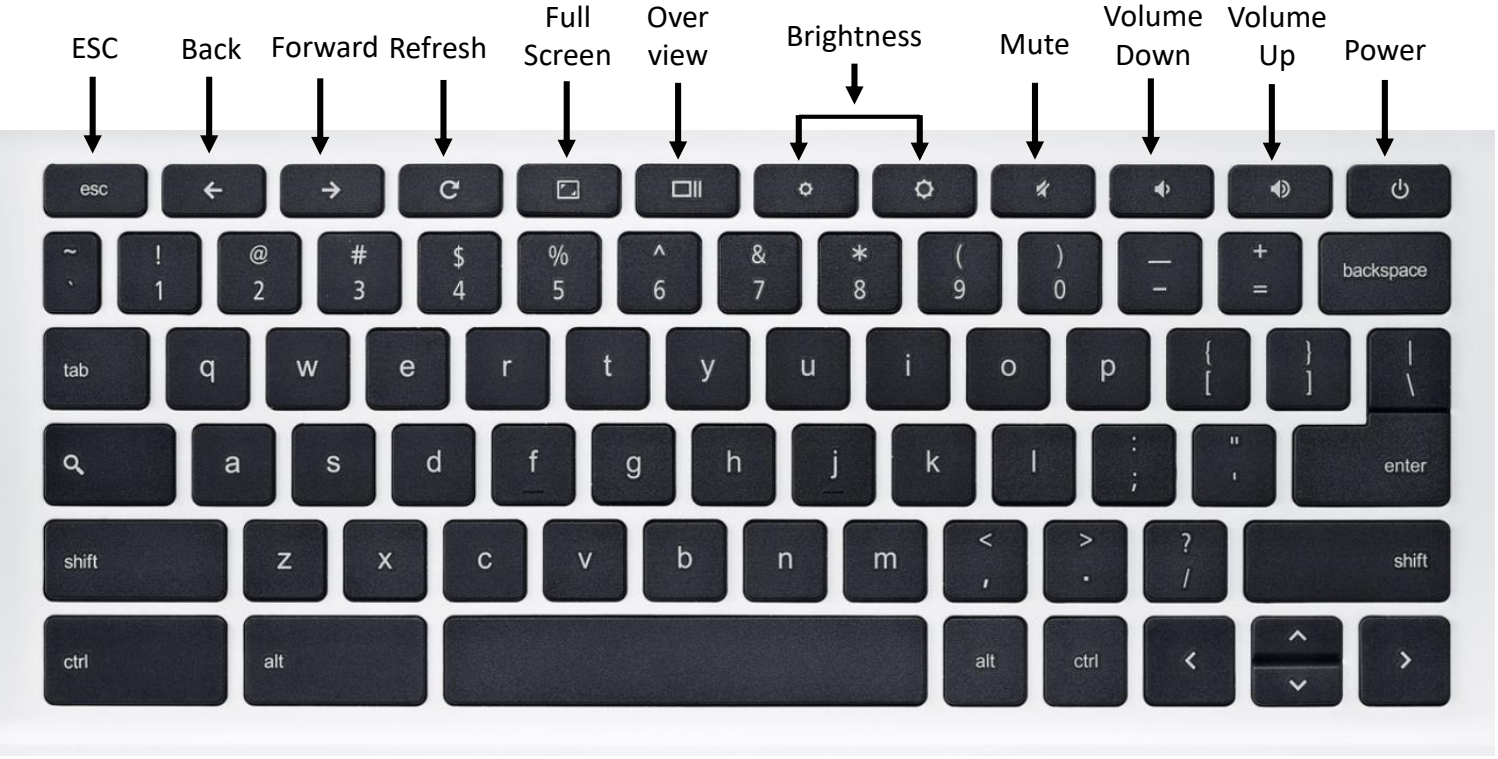
Students will log into their Chromebooks using the school issued Google account. Please contact your student's teacher for this information.

Using the Keyboard

Chromebook keyboard works just like a regular keyboard, with a few small differences:

Use the search button to search your apps and the web.

- To turn Caps lock on or off, press Alt + Search.
- To right-click, press alt + click



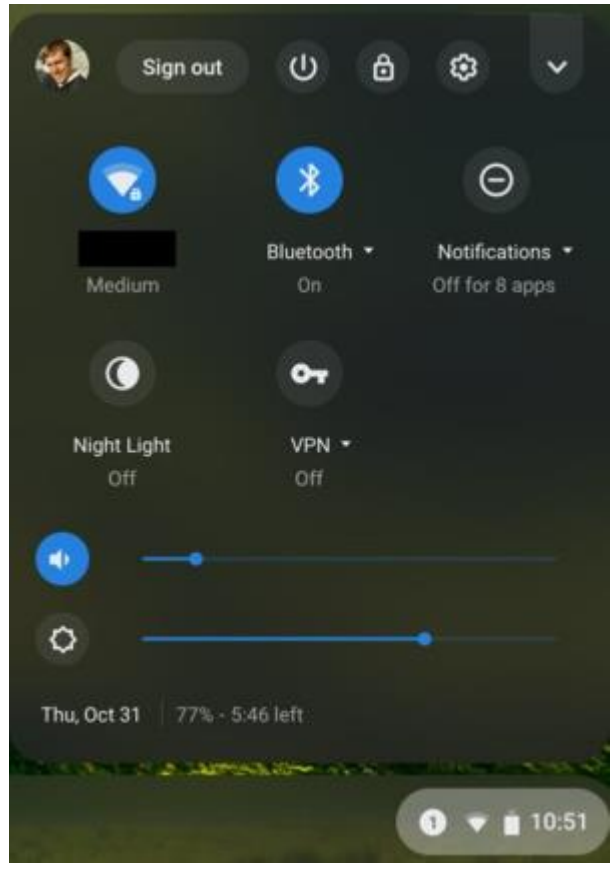
Saving and Managing Digital Work

The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and from most mobile internet devices by signing into accounts using school google account.

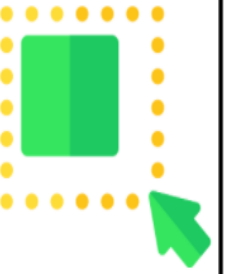
The district is not responsible for the loss of any student work.

Status Dashboard

- In the lower right-hand corner, is a small oval. Here you can access WiFi networks, adjusting brightness, sound, settings and setting accessibility settings.
- Feel free to access this at any time, though some setting are restricted by SUSD administrators.



Chromebook Shortcuts

CTRL + C **copy**	CTRL + V **paste**	CTRL + X **cut**	 CTRL + A **select all**	CTRL + F **find**	CTRL + N **new window**	CTRL + T **new tab**	CTRL + **caps lock**
CTRL + SHIFT + V **paste without formatting**	ALT + BACKSPACE **delete**	CTRL + Z **undo** CTRL + Y **redo**	ALT + [ALT +] **split screen** *works when you have 2 windows open	CTRL + SHIFT + T **open last tab**	CTRL + **screenshot**	CTRL + SHIFT + **partial screenshot**	CTRL + D **bookmark**

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