



South Umpqua School District **1:1 Electronic Device Program**

Student and Parent Guide

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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 to enable an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for fulfilling futures beyond school.

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. But should be plugged in overnight to charge.

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 either for the class or for the school year. If for the school year, 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 class, the day, the year or when the student withdraws or transfers to another school.
- Use of a device is a requirement for all students.

Student Responsibilities

You must take good care of the device. The device is your responsibility.

- Keep the device in your backpack or locker when not in use.
- Leave asset tags displayed; do not tamper with or remove them.
- Always keep food and drinks away from devices.
- Leave vents uncovered.
- Always store device on a desk or table – never on the floor.
- Do not close the lid with something inside the device.
- Use only the power supply provided to charge your device. Insert and remove the cord with care.
- Protect the device from extreme heat or extreme cold. It should be left in the car.
- Keep device away from small children or pets.
- Do not store anything on the keyboard (headphones, pencil, etc.)
- Follow directions given by the teacher.
- Use Chromebook for school related activities during the whole school day.
- Let your teacher know as quickly as possible if there is any damage or a security problem.
- Never leave a device outside.
- Keep pressure off the screen, both when opened and closed.
- Keep screen in upright position, bending the screen all the way back can damage the device.



At School:

- Use earbuds or headphones when listening.
- YouTube and games for entertainment purposes are not allowed at school at any time.
- Follow all directions given by the teachers or staff.

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.

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.

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. Repair or replacement may be determined after evaluation.

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.

Parent/Guarding Responsibilities and Suggestions for Using The Device Outside of School

Responsible for the cost of repair or replacement if determined necessary.

We make every effort to equip families with the necessary tools and information to ensure safe use of the digital device in the home. Filtering services provided in our school in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping students safe online.

We suggest:

- Communicating expectations for the types of resources your student accesses online and for interacting with other online in a kind, respectful, and safe manner.
- Only allowing electronic device use in common rooms of the home (living room, kitchen) and not in bedrooms.
- Developing a set of rules/expectations for electronic device use at home.
- Demonstrating a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Investigating and applying parental controls available through your ISP and/or your wireless router.
- Putting all electronic devices “to bed” for the night at a designated time. This is a great way to ensure the device gets fully charged nightly.

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 see your child's teacher or library tech if you believe there to be a hardware or configuration issue.

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 your school for help.

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: _____