



# Dallastown Area School District

## *1:1 Device Guide*

The policies, procedures, and information within this document apply to all 1:1 Device use at Dallastown Area School District

*(Revised June, 2023)*



## ***Program Goal***

The goal of the 1:1/ 1:World program at the Dallastown Area School District is to:

- ✓ Shape a new vision of teaching with embedded digital resources coupled with an evolving role of the teacher as facilitator of differentiated learning
- ✓ Engage students using personalized and relevant real-time content
- ✓ Use project-based, inquiry-based, and collaborative learning as primary instructional strategies
- ✓ Integrate global awareness and digital citizenship into daily activities
- ✓ Foster reflective practice using data and self-analysis

## ***What is a 1:1 Device?***

A 1:1 device in DASD is a personal computer provided to our students for the support in accessing and using the digital resources and activities embedded in the learning experience. The device our students receive depends on the building and learning experience necessary at those grade levels. Currently our K-8 students receive a Google Chromebook and our high school students receive a Windows 10 Pro Laptop. Take-home requirements of the device will vary by grade level and related information will be provided by the student's assigned school.

## ***Receiving Your 1:1 Device***

***Parents and Students will be asked to review and sign a Device Acknowledgment annually. Families will also have the opportunity to purchase an 'optional' maintenance plan each year.***

### ***Optional Maintenance Fee (Grades 4 - 12)***

In order to support the 24/7 use of a 1:1 device by our students and to help maintain them, families/students have the opportunity to purchase a \$25 annual maintenance plan. With this plan,

- The District will provide coverage for repair or replacement of the 1:1 device in the event of accidental damage. (this does not include the charger and case)
- Students having subsequent damages and/or a pattern of repeat 'accidental' damages, may be held financially responsible for the repairs. (Building administrators will review each case and when such a pattern is established, the student/family will receive a warning and/or be charged for repairs).
- The maintenance fee does NOT provide coverage for the loss of the 1:1 device and/or damage to its accessories, cosmetic damage, or damages caused by intentional misuse, abuse or careless handling.
- Any device reported to the District as stolen should be accompanied by a police report.

- Students will be responsible for the full cost of repair/replacement if it is determined that damage has been caused by intentional abuse, misuse, or careless handling.
- The District reserves the right to request parents/guardians to pay additional fees based on a history of repeated claims for loss, theft and damage.
- Any damage occurring to the 1:1 device due to intentional or careless use will be the responsibility of the family to reimburse the school for repair or replacement cost.

*\*\*Students/families choosing not to purchase a maintenance plan would be responsible for the full-cost to repair/replace a device that is damaged, destroyed, lost, or stolen.*

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### **Training**

Students will be provided with an overview of how to log into the device and access education resources as part of their regular classroom instruction.

### **Return**

While enrolled at DASD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their 1:1 device for maintenance or inspection. Any student who transfers, withdraws, or is expelled from DASD will be required to return his/her 1:1 device and accessories upon termination of enrollment. The 1:1 device and accessories must be in good working order when returned. If the 1:1 device and accessories are not returned, the parent/guardian will be held responsible for payment in full.

## **Using Your 1:1 Device**

### **At School**

The 1:1 device is intended for use at school each and every day. In addition to teacher expectations for 1:1 device use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their 1:1 device. Students are responsible for bringing their 1:1 device to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their 1:1 device.

If a student leaves the 1:1 device at home, he/she is responsible for getting the coursework completed as if the 1:1 device were present. If available, a classroom loaner may be issued to students who forget to bring their 1:1 device to school. However, students should NOT expect a loaner to be available.

### **At Home**

Students may use their 1:1 device at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of 1:1 device use. However, some applications can be used while not connected to the Internet. Students are bound by the Dallastown Area School District Acceptable Use Policy (815) and all rules of this Guide regardless of where they use their 1:1 device and regardless of the source of the Internet connection. All 1:1 devices, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

**Sound**

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

**Printing****At School:**

When possible, teachers will facilitate digital assignments. Printing will be available when necessary.

**At Home:**

A Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

A Windows 10 Pro Laptop can be setup with both a physical and wireless connection

***Managing Your Files and Saving Your Work***

Students are encouraged to save files to their Google Drive account or Office 365 OneDrive. Saving to one of these cloud platforms will make the file accessible from any computer with internet access. Files may be stored on the 1:1 device's hard drive.

- ✓ The district will not be responsible for the loss of any student work.
- ✓ Students are encouraged to maintain backups of important work.

***Taking Care of Your 1:1 Device***

Students are responsible for the general care of the 1:1 device they have been issued. A 1:1 device that is broken or fails to work properly must be immediately reported to the teacher and/or student help system used within the respective building.

**General Precautions**

- ✓ No food or drink should be placed next to the 1:1 device.
- ✓ Cords, cables, and removable storage devices must be inserted carefully into the 1:1 device.
- ✓ Heavy objects should never be placed on top of 1:1 device.
- ✓ A 1:1 device should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- ✓ A 1:1 device should never be carried with the screen open.
- ✓ Students should never disassemble a 1:1 device and attempt their own repairs.

### **Cases**

- ✓ Store and carry your device in the protective case.
- ✓ Refrain from placing items in the protective case on top of the 1:1 device.
- ✓ The district issued case should remain on the 1:1 device whenever possible. The 1:1 device may be used while in the case. Should the 1:1 device have to be removed from the case for any reason (to use the camera front-facing, for example) the 1:1 device should be returned to the case as soon as possible.
- ✓ Students must use the District-issued case for their 1:1 device. Personally owned cases are not recommended and damages sustained from not using would not be covered through the maintenance fee.
- ✓ Although the cases are reinforced to help protect the 1:1 device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### **Charging**

- ✓ A 1:1 device must be brought to school each day in fully charged condition.
- ✓ Each 1:1 device will include an AC adapter. This adapter should be used to charge the 1:1 device at home.
- ✓ Students will be permitted to charge the 1:1 device in the classroom, at the teacher's discretion.

### **Screen Care**

The most commonly damaged feature of a 1:1 device is the screen. The 1:1 device screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- ✓ Do not carry the 1:1 device by its screen.
- ✓ Do not put pressure on the top of a 1:1 device when it is closed.
- ✓ Do not store a 1:1 device with the screen open.
- ✓ Do not place anything in the protective case that will press against the cover.
- ✓ Make sure there is nothing on the keyboard before closing the lid.
- ✓ Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- ✓ Each 1:1 device will be labeled with a District asset tag.
- ✓ Asset tags may not be modified or tampered with in any way.

### **Storing Your 1:1 Device**

- ✓ When students are not monitoring their 1:1 device, they should be stored in a secure location. (Nothing should be placed on top of the 1:1 device when stored in the locker)
- ✓ A 1:1 device should never be stored in a vehicle.

- ✓ Students are responsible for securely storing their 1:1 device during extra-curricular activities and events.
- ✓ Under no circumstances should a 1:1 device be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- ✓ An unsupervised 1:1 device will be confiscated by staff and taken to the main office.
- ✓ The District is not responsible for the safekeeping and protection of the 1:1 device.

## ***Software and Security***

The 1:1 device is supplied with the latest Operating System (Chrome OS or Windows 10 Pro) and many other applications useful in an educational environment. The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

### ***Virus/Malware Protection***

Virus protection is automatically installed and updated on each applicable 1:1 device

### ***Content Filter***

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). A 1:1 device, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

### ***Google Apps for Education & Microsoft Office 365***

Our students have access to and will utilize both the Google Apps and Microsoft Office 365 file platforms. The Google Apps suite includes Google Docs, Spreadsheets, Presentations, Drawings, Forms, and Classroom. The Microsoft Office 365 portal includes Microsoft Office Web Apps, OneDrive and OneNote. Most files in each of these platforms can be stored locally on the 1:1 device and will be accessible in the 'cloud' from any computer with an Internet connection.

## ***Personalizing Your 1:1 Device***

Students may add appropriate music, photos, and videos to their 1:1 device. Personalized media are subject to inspection and must follow the Dallastown Area School District Acceptable Use Policy. Students are not permitted to add stickers or decorate the exterior of their 1:1 device and case.

## ***No Expectation of Privacy***

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued 1:1 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, log, supervise, access, view, monitor, track location and record use of a student's 1:1 device. A 1:1 device is subject to confiscation at any time and without prior notice. At no time will webcams be

used to monitor students. By using a 1:1 device, students agree to such access, monitoring, and recording of their use.

## ***Repairing or Replacing your 1:1 Device***

### ***Vendor Warranty***

- The 1:1 device includes a one-year hardware warranty from the vendor.
- The vendor warrants the 1:1 device from defects in materials and workmanship.

### **Replacement Costs**

<b>Full Replacement</b>	<b>Screen</b>	<b>Keyboard/ Touchpad</b>	<b>Battery Charger</b>	<b>Case Replacement</b>
*\$220.00	*\$45.00	*\$55.00	*\$35.00	*\$20.00

*\*Costs are estimated and may vary based on current market prices and model used in the building*

### ***Repair Procedures***

- ✓ Students who need to have their 1:1 device repaired or replaced should make the teacher aware and/or use the building identified help system.
- ✓ A teacher and/or student will generate a helpdesk ticket or will be directed to the student help center
- ✓ Technology services will document the issue and determine if the 1:1 device should be repaired or replaced.
- ✓ If repair is needed due to what appears to be malicious damage, the building administrator will be notified
- ✓ Students will be notified by e-mail when their 1:1 device has been repaired. Repaired devices can be picked up at the designated area in each building.
- ✓ A repaired 1:1 device may need to be restored to its original settings. Locally stored files may not be able to be recovered.

## ***Digital Citizenship***

A District-issued 1:1 device should be used for educational purposes and students must adhere to the Dallastown Area School District Acceptable Use Policy as well as related policies and procedures at all times when using the 1:1 device, on or off campus. Students are expected to understand and comply with this Guide and the Acceptable Use Policy at all times when using the 1:1 device. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- ✓ **Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- ✓ **Protect Yourself** – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
- ✓ **Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
- ✓ **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- ✓ **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- ✓ **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## ***Related Documents***

Available on our district website @: <http://www.dallastown.net/> Located in the parent tab- 1:World Initiative

- *1:1 Device Acknowledgment*
- *DASD Acceptable Use Policy (815)*
- *DASD Mobile Technology Policy (815.1)*
- *DASD Social Media Policy (815.2)*
- *DASD Copyright Material (814)*
- *DASD Bullying/Cyberbullying (249)*