

Vineland Public Schools

1:1 (One-to-One) Handbook



NOTE: This 1:1 (One-to-One) Handbook is intended to promote the responsible and productive use of devices as primary learning resources. The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

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User Agreement

Please fill out, sign, and return this cover sheet prior to using the chromebook.

- All students must submit this completed form in order to be assigned a device for use.
- Families with multiple Vineland Public School students must complete one form per student.

By signing below I acknowledge and agree with the following statements:

- I have read and understand the Vineland Public Schools Acceptable Use Policy, as published on the Vineland Public Schools District website, [Acceptable Use Policy](#).
- All students are required to take their chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their chromebooks each evening. If students leave their chromebook at home, they must immediately phone parents to bring the chromebook to school.
- Normal wear and tear is to be expected however, damage from misuse, loss or theft of the chromebook may result in fines, and/or disciplinary consequence.

By signing below, I acknowledge that I have read and understand the Vineland Public Schools 1:1 Handbook that will apply for the length of the student's attendance at Vineland Public Schools.

I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

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Technology Philosophy

What is 1:1 (One-to-One)?

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.

What Does 1:1 (One-to-One) Look Like?

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.

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Chromebook Care Requirements

Appropriate Care Requirements

Students are expected to take appropriate care of their assigned chromebooks throughout the year at Vineland Public Schools. It is the student's responsibility to ensure that his/her assigned device is functioning properly and kept in good condition. Students are expected to report any concerns immediately to their teacher.

When using the chromebook, keep it on a flat, solid surface so that air can circulate (For example, using a chromebook while on or your lap can cause damage due to overheating).

Wash hands before using the chromebook to avoid grease and dirt buildup on the touchpad, keyboard and screen, which can cause problems with the use of the device.

Liquid, foods, and other debris can damage the chromebook. Refrain from eating or drinking while using the chromebook. DO NOT keep liquid, food or other debris near your chromebook or its storage area.

Never attempt repair or reconfigure the chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the chromebook.

Take care when inserting cord, cables, and other removable devices to avoid damage to the chromebook ports.

Exposing your chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time will cause damage.

Keep your chromebook away from magnets and magnetic fields, which can corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

Take extreme caution with the chromebook screen. The screens are susceptible to damage from excessive pressure or weight. Avoid placing excessive pressure or weight on the chromebook screen.

Refrain from picking up the chromebook by the screen or placing your finger directly on the screen with any force. Picking up the chromebook by the screen or touching the screen with fingers or other objects can cause damage.

Refrain from touching the screen with fingers, pens, pencils, or any object.

Do not leave pencils, pens, papers or other objects on the keyboard when closing the screen.

Always disconnect the chromebook from the power outlet before cleaning.

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Clean the screen with a soft, lightly dampened, lint free cloth using only LCD approved anti-static screen cleaners or disinfecting wipes.

NEVER clean the screen with glass cleaner or other types of household cleaning solutions as they may damage the screen.

Carrying the Chromebook

Always close the lid before moving or carrying the chromebook. Be careful not to leave pencils, pens, papers or other items on the keyboard when closing the screen.

Chromebooks should always be shut down or placed in sleep mode when you are finished using them.

Carefully unplug all cords, accessories, and peripherals before moving the chromebook.

Take precaution when placing the chromebook into or removing it from its charging station.

Putting items on top of the chromebook is likely to cause damage to the device. Textbooks, notebooks, binders, pens, pencils, food, drinks, etc. are not to be placed on the chromebook.

Damage

It is the responsibility of the student who has been assigned the chromebook to care for it.

Students are expected to immediately report any maintenance or repair issues with their assigned chromebook directly to their classroom teacher.

Loaning Equipment to Others

Students are not to lend the chromebook or its components to others for any reason; this includes other family members.

Passwords

Students will login under their assigned Google usernames and passwords. Students will not share their password with other students.

Power Management

It is the student's responsibility to fully recharge the chromebook battery for each school day at home. Chromebooks should be placed in sleep mode if they will be used within 30 minutes.

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For prolonged periods of inactivity, the chromebooks should be shut down completely before closing the lid. This will help conserve the battery. Shutting down will use less battery charge but will start back up a little slower.

Chromebooks should always be shut down or placed in sleep mode when charging.

Dimming the LCD brightness of your screen could extend the battery run time.

Training

Students will be trained on how to use the chromebook using online training tools as well as by their classroom teachers. Training documents and videos are available online for students to refer to when needed.

Security

Avoid using the chromebook in areas where damage or theft is likely.

NEVER leave chromebooks unsupervised. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones or earbuds can be used in class with permission from the teacher.

Theft

If at any point a chromebook is stolen/lost during the school day, the student is to immediately report it to school administration. All chromebooks have the capability of being tracked by the IT department.

If at any point a chromebook is stolen while off school property, it must be reported to the Police Department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekends) to be given to the administration.

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Returning Chromebooks

Students who transfer out or leave the district will be responsible for returning their chromebook, chargers, and all accessories provided by the school. All items must be returned in good condition.

Acceptable Use

The Vineland Public Schools' *Acceptable Use Policy* and *Internet Safety Agreement* sets forth the expectation that students comply with ethical-use guidelines and abide by the federal copyright laws. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Acceptable Use Policy

[Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES](#)

Email and Internet Use

Email accounts are provided by the school. Students will login under their assigned Google usernames and passwords. Students will not share their password with other students. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued device can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the device while students are in school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Vineland Public Schools cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the device and the Internet. Vineland Public Schools will not be responsible for any harm suffered while on the Internet.

Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior.

Students are expected to:

Immediately report any unauthorized activity on the Internet or network.

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Notify a teacher immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their folders or files.

Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

Never arrange to meet an unknown person utilizing social networks from the Internet.

Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

Protect your user account by keeping your password secure and logging off or locking when not on the device. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.

Protect personal information. Never give your full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.

Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Internet Use Off-Site

Vineland Public Schools will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home.

Parents may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.

Monitoring Device Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

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Students should never be left unsupervised while using their device. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Vineland Public Schools personnel will be able to monitor/access students' devices at any point during the day through remote transmission. Students may be randomly selected to provide the Chromebook for inspection.

Students are required to utilize the school-issued device during instructional time. Students may not use their own personal devices as a substitute for the Chromebook unless they have permission from their classroom teacher. Offenders will be subject to disciplinary action.

Privacy

There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. Vineland Public Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Vineland Public Schools equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Macbooks, Chromebooks, laptops, or other equipment.

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