

Lewis County Schools

1 to 1 Handbook



Table of Contents

- Overview..... 3**
- Device Specifications 3**
- Device Plan for Programmatic Levels 3**
- Issuing of Chromebooks 3**
- Using your Chromebook at School 4**
- Using your Chromebook at Home..... 4**
- FERPA Guidance 4**
- Taking Care of your Chromebook 4**
- Protecting and Storing your Chromebook..... 5**
- Repairing your Chromebook..... 5**
- Student/Parent Technology Agreement..... 6**
- Student/Parent Technology Agreement-Signature Form..... 8**

Overview

Lewis County Schools (LCS) encourages the use of technology to further its educational mission and to facilitate effective, leading edge educational practices. It is the general policy of LCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. We want our students to become 'digital citizens' and safely learn, work, play and live in today's global society. Please read and discuss the following guidelines with your child. This is a collaborative effort between the school, student, and parent, each plays a vital role in the success of this program. More and more of what is done in the classroom involves the use of technology, and in providing a device to the student it provides the opportunity to continue progressing and learning even when they are not in the school facility.

Device Specifications

Lenovo 100e Chromebook, Charger, and Case.

If you wish to purchase an additional Chromebook charger visit [Amazon.com](https://www.amazon.com) or another retailer.

Additional chargers will not be provided. Chargers can be found on Amazon by searching for 45W or 65W USB-C Lenovo 100e. Prices will vary...expect to pay between \$20 & \$30.



Device Plan for Programmatic Levels

We will have Chromebooks in grades 2-12. Each programmatic level has a different level of responsibility with the devices.

- 2nd grade will be assigned to the students for in class use.
- 3rd and 4th will be assigned to the students for in class use. If there were to be a school closure 3rd and 4th grade students may have the ability to take them home for that time and bring them back after school reopens. During a normal school day, the Chromebooks will be staying in the classroom.
- 5th – 12th grade- each student will be assigned a Chromebook for school and home use. It will be taken home every night to complete their work. Students are required to keep their devices charged and ready to perform for the next day of school.
- Teacher Chromebooks- All teachers in grades 3-12 will be assigned a Chromebook.

Issuing of Chromebooks

Initial Roll Out- During COVID-19 guidelines and safety protocols will be followed to distribute devices. Each student will be allocated a LCS purchased Chromebook, charger, and case. This Chromebook, charger, and case will be tracked and monitored by the Lewis County Technology Department.

At the close of the school year the Chromebook, charger, and case will be collected and reviewed for damage and misuse. Updates and maintenance will also occur during the summer in preparation for the next school year. When a student is no longer enrolled in LCS then the Chromebook must be returned to the child's school.

Each year the student will be assigned the same device as previous years until device life-end is determined by the county.

Using your Chromebook at School

Chromebooks are intended to be used at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules will be accessed using the Chromebook. Students are responsible for bringing their charged Chromebook to all classes.

Using your Chromebook at Home

Chromebook use will be filtered and monitored both on and off campus using a district- owned management software. It is recommended that parents/guardians set limits for their student's use of the device while at home and monitor use. Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device and could damage it.

FERPA Guidance

FERPA (Family Educational Rights Privacy Act)- By virtue of the platforms utilized to deliver virtual instruction, it is very difficult, if not impossible, to ensure that personally identifiable information (such as the child's enrollment in a specific special education classroom or other classroom) is protected completely. Team Meetings may be viewed by a parent or caregiver while their student is receiving instruction as other students are also included in the meeting. The same is true of tele-therapy if sessions are group sessions instead of individual sessions.

Taking Care of your Chromebook

- Guidelines detailed in the Lewis County Schools Acceptable Use Policy must always be followed, and the device is to be used for educational purposes only.
- No food or drink is allowed next to your Chromebook. Spills can incur costly repairs.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Chromebooks while the screen is open. Never carry your Chromebook by the screen.
- Chromebooks should be closed and turned off when not in use to conserve battery life. It is recommended that students keep screen brightness at 60--80% to conserve battery life while in use.
- Chromebooks must never be left unsupervised ANYWHERE.
- Chromebooks should only be used by student that it was assigned to.

- The Chromebooks should always be closed and in their protective cases while being carried.
- Do not lean on the top of the Chromebook when it is closed.
- Keep all objects (pens, pencils, etc.) off the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen only with cleaning wipes provided by the school.
- Do not use Windex or other harsh chemicals to clean the screen

Protecting and Storing your Chromebook

Chromebooks will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the Chromebooks. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual user account name and password

Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Lewis County Schools Acceptable Use Policy, you are still responsible for all inappropriate items found on your Chromebook. It is in your best interest to keep both your device and your password secure.

Storing your Chromebook

When students are not using Chromebooks, they should be stored in a locked room or locker. Students should take the Chromebooks home every night and charge them. Chromebooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

If lost or stolen, the device will become unusable. Contact the Lewis County Board of Education at (304) 269-8300.

Repairing your Chromebook

Students are responsible for the care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be turned in to their Advisory teacher. If you are a distance learner, you must contact the Lewis County Board of Education at (304) 269-8300.

Never try to repair the Chromebook yourself or have someone outside the district work on it. This could void our warranty and cause you to incur additional charges.

The Technology Department coordinates ALL repair work for Chromebooks.

Chromebooks Undergoing Repair

Loaner Chromebooks/Devices will be issued when they leave their Chromebooks for repair. These Chromebooks/Devices will need to be turned in at the end of the school day until their device is repaired. Distance Learners will not have access to a loaner device.

Student/Parent Technology Agreement

Lewis County Schools

Lewis County Schools (LCS) encourages the use of technology to further its educational mission and to facilitate effective, leading edge educational practices. It is the general policy of LCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. We want our students to become 'digital citizens' and appropriately and safely learn, work, play and live in today's global society. Please read and discuss the following guidelines with your child. This is a collaborative effort between the school, student, and parent, each plays a vital role in the success of this program. More and more of what is done in the classroom involves the use of technology, and in providing a device to the student it provides the opportunity to continue progressing and learning even when they are not in the school facility.

It is the student's responsibility to follow these guidelines with all LCS technology when used off-site and on-site.

As a technology user, I will abide by all West Virginia State and Lewis County Schools policies including the following guidelines.

❖ **Student responsibilities:**

- ✓ I will use all technology (including but not limited to computers, Chromebooks, cell phones, laptops, netbooks, PDA's, MP3 players, iPods/iPads, and other electronic devices) only for educational purposes approved by LCS and with the direction of approved LCS personnel. I understand that all computers, including the Chromebook and all technology are property of LCS; **their use is not private, can, and will be monitored** and all files stored on computers, Chromebooks, laptops, etc., or the server can be reviewed. **If anything is improperly used, your principal, teacher and parent/guardian will be notified.**
- ✓ I will be assigned a Chromebook and a charging cord. I understand I must treat it with care and follow all rules and guidelines provided by Lewis County Schools.
- ✓ To personalize the device, I may use a decal on the device case, I will not use stickers (stickers are difficult to remove). I will not remove any tags or stickers that are preloaded on the Chromebook.
- ✓ I know that if I damage the Chromebook (or any device), I may be responsible for paying for the repair or a new one.
- ✓ Having the Chromebook is a privilege. It is not a right. I can lose the privilege of having one for varying length of times. I know this **can and will** affect my grades.
- ✓ I will treat all equipment with care and respect. I will not purposely damage equipment – including Chromebooks. **I know if I damage my Chromebook, I may not get a replacement or a loaner.** I know this **can and will** affect my grades.
- ✓ I will not have food or drink near any equipment. I will not interfere with or disrupt other users, service, or equipment.
- ✓ I will not attach devices to school equipment or the network unless I have been given prior authorization; these devices may be confiscated. Devices include iPods/iPads/iPhones, mp3 players, cell phones, tablets, laptops, etc.
- ✓ I will not access, read, print, create, send or post unethical, illegal, immoral, inappropriate, or obscene materials.
- ✓ I will not send harassing messages, pictures or information of any type to anyone from any device including personal devices—resulting in “cyber bullying”.
- ✓ I will not disclose or use my personal information (or another person's) unless approved by authorized LCS personnel for a specific educational purpose.
- ✓ I will not misrepresent myself or hide behind an alias (without authorized LCS approval).
- ✓ I will not use another student's username and password; or allow others to use my username and password.
- ✓ I will not access email from a free or unsecured mail server. Email may be accessed through an “@stu.k12.wv.us” account and only for educational purposes. This email account **can and may be monitored.**
- ✓ I will not use my Google email for email purposes. It is only to be used as an account manager and to create approved logins required for instruction when appropriate. This email account **will be monitored.**
- ✓ I will not participate in instant messaging or post online (social networking, chat, wikis, blogs, etc.) during school unless assigned for a specific education purpose and under the direct supervision of the authorized LCS personnel responsible for the assigned activity. I will not attempt to access social networking, chat, etc., sites on any device, including personal devices during the school day. Social networking includes sites such as Facebook, Snapchat, Instagram, Twitter, Yammer, and many more.
- ✓ **I will not search for inappropriate things online. I know I am being monitored and that I may lose privileges if I do.**
- ✓ In order to preserve bandwidth for all users, I will refrain from any “gaming” except the use of educational games that have been assigned to me and are supervised.
- ✓ I will not use technology provided by LCS for inappropriate or illegal purposes, buy or sell goods for

personal gain, or political lobby. Any inappropriate or unsafe use of LCS technology shall be reported to the adult in charge.

- ✓ I will keep educational files stored on servers to a minimum by utilizing my Microsoft Office OneDrive account or Google Drive account; users should occasionally back up their files.
- ✓ I will not use devices for cheating, taking inappropriate pictures/videos, copying of materials that could be used for cheating, text messaging, circumventing the state/county network/internet filtering, cyber bullying, harassment, or any inappropriate communication.
- ✓ I understand that CIPA (Children's Internet Protection Act) requires that all Internet access be filtered; therefore, I will not use personal devices to circumvent these guidelines.

❖ **Student Fair use and Copyright:**

- ✓ I understand that all information obtained online is, unless specified, private property; therefore, I will not plagiarize information received in any form.
- ✓ I will adhere to copyright laws (including but not limited to: software, documents, pictures, articles, graphic files, audio, music (CD & online), video, text, etc.) and privacy considerations.
- ✓ I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.

❖ **Student Network Security:**

- ✓ I will not download, upload, install, or access any software or files onto any computer, Chromebook, or other devices unless I have the approval of the building network administrator or other authorized LCS personnel.
- ✓ I will not delete the history on any device I use, including my Chromebook.
- ✓ I will use only files I have created or files/programs I am authorized to use; therefore, I will not change, copy, rename, delete, view or otherwise access files unless I have prior permission from the creator or network administrator.
- ✓ I will respect network security and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the adult in charge.
- ✓ I know there is a filter in place that lets LCS know what I'm searching-whether it is a website or words. **This information can and will be shared with principals, teachers and/or parents/guardians.**
- ✓ I will not knowingly create, distribute, or execute any virus, worm, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- ✓ I will use only my assigned username(s) and password(s). I will not share these or any other system passwords and will notify the appropriate adult of any security problems of which I am aware. I understand I am responsible if anyone else uses my username/passwords in an unauthorized manner.
- ✓ I will respect network resources and will not engage in bandwidth intensive applications (This includes but is not limited to internet radio, TV programs, or streaming videos) without permission of the authorized school personnel.

❖ **Parent Responsibilities:**

- ✓ I will supervise my child's use of the Chromebook at home.
 - ✓ I will discuss our family's expectations regarding the use of the Internet and email at home.
 - ✓ I will supervise my child's use of the Internet and email.
 - ✓ I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
 - ✓ I will report, to the school, any problems with the Chromebook.
 - ✓ I will not load onto or delete any software from the Chromebook.
 - ✓ I will make sure my child recharges the Chromebook battery nightly.
 - ✓ I will make sure my child brings the Chromebook to school every day.
 - ✓ I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
 - ✓ I agree to return the Chromebook to school when requested and/or upon my child's withdrawal from Lewis County Schools.
- ✓ I will maintain a record of the passwords used on the device and provide the information to the district, if needed, to track the device.

I am personally responsible for my actions in accessing and utilizing the school's technology resources. If I use technology inappropriately, I can have my privileges suspended for a period of time which can impact my grades. Based on the severity of the violation, I could lose technology privileges permanently. In the case of vandalism or malicious destruction of data or equipment, I or my parents could be expected to pay for repair and/or replacement of damages.

Student/Parent Technology Agreement-Signature Form

Student Information:

First Name: _____ Last Name: _____

WVEIS Number _____ Current School: _____

Address: _____

Phone: _____ Cell Phone _____

Parent Name: _____

Parent Email Address: _____

Is WIFI Internet coverage available at Home: **YES** / **NO**

I have read and discussed this Lewis County Technology Acceptable Use Policy with my child. I have always stressed with my child to always take care of the Chromebook and protect it. If there are any problems my child should discuss it with his/her teacher and/or the county TIS.

I understand that Lewis County Schools provides access to computers, networks, the Internet and other technologies as a tool to facilitate learning and enhance the educational development of all students and that there are consequences if my child does not follow these rules.

As the parent (guardian) of _____ (student's name), I have read the aforesaid concerning the use of technology in school and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to classroom projects assigned. I have also discussed with him/her, the appropriate use of any device (including personal ones such as a cell phone) during the time at school.

Parent/Guardian Name _____ Student Signature _____

Parent/Guardian Signature: _____ Date: _____
(Student may sign if over 18 years of age)

Your child's picture may appear on the school/county web page or newsletter. Guidelines have been set so that a child is not identifiable by name. If you do not wish for your child's picture to appear, please notify the school in writing within five days of signing this form.

RETURN ONLY THIS PAGE

Lewis County Schools Use Only:

Receive by: _____