Caney Valley 1:1 Initiative Guidebook  
Caney Valley Public Schools  
Grades 1st -12th

Overview
At the beginning of the school year, the district will assign a Chromebook to each student. This 1:1 instructional initiative will lead the way toward continuous improvement in the following District goals:

- Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world
- Utilize research-based, leading-edge instruction and learning opportunities in face-to-face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Project Objectives
This initiative seeks to

- Enhance and enrich teaching and learning
- Ensure equitable access to instructional technology
- Improve student outcomes through the 4 C’s:
  - Creativity and Innovation
  - Critical Thinking and Problem-Solving
  - Communication
  - Collaboration

Chromebook
The Chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.
Distribution of the Chromebooks Grades 8th -12th
The distribution of the Chromebooks will take place prior to the beginning of the school year. A student will be given a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. Each student will receive the device, power cable, and case. Earbuds or headphones will not be provided but purchasing this equipment would be recommended.

Assignment of the Chromebooks Grades 1st - 5th
Each teacher in grades 1st-5th will have a set of Chromebooks in his/her room. The teacher will assign a Chromebook to each student, to be used by that student during class, for the year. The assignment of the Chromebooks will take place at the beginning of the school year. A student will be assigned a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. The device will stay in the classroom, but it will be the student's responsibility for its safety and care.

Assignment of the Chromebooks Grade 6th-7th
The 7th hour teacher will have the Chromebooks for students in 6th & 7th grade. Those Chromebooks will be checked out to that student at the start of the year. The 6th & 7th grade students will have an early bell Chromebook pick-up only for them. They will proceed to their 7th hour class and pick up their Chromebooks. They will keep these Chromebooks with them throughout the day for their use and will be held responsible for the device. At the end of the day they will check that Chromebook into their 7th hour teacher. No other student will use their Chromebook during the school year. If the student does not pick up their Chromebook by the 8:00 am bell they will not be allowed to get their Chromebook until the end of 1st hour. If the student is “excused” late they will still not be allowed to interrupt a class in session to retrieve their Chromebook. They will have to wait for the changing of classes to check out their device.

District Responsibilities for the use of the Chromebook
The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District’s expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Chromebook Periodic Welfare Check
Every 9 weeks a Chromebook check will be done by the Caney Valley Teachers to assess for damage that needs to be addressed on each student's Chromebook device. The teachers will have access to a Google form shared with them on Google Drive. Once the Chromebook check has been completed students will be called to the Library to check in their Chromebook for repair.
**8th - 12th Parent and Student Responsibilities**

As with any District-owned property (ex.: textbooks), parents and students will be responsible for returning the Chromebook and charger in good working condition. The student and his/her parent or guardian will be responsible for replacing a lost Chromebook and/or charger or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered to those parents who choose to purchase that coverage, which is highly recommended.

**1st - 7th Parent and Student Responsibilities**

As with any District-owned property (ex.: textbooks), parents and students will be responsible for the assigned Chromebook and charger being in good working condition at the end of the year. The student and his/her parent or guardian will be responsible for replacing or repairing a lost or damaged Chromebook and/or charger due to inappropriate use or neglect of the device through the Library. Plan B or C: Co-Pay Insurance, which is highly recommended, for the device will be offered to those parents who choose to purchase coverage.

**Plan B: Co-Pay Insurance for 6th - 7th grade Students**

Chromebooks are a necessary teaching resource just as important to our students’ education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school years, students in 6th--7th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance Plan B will pay $20 to have the insurance. This insurance must be paid for during the enrollment process. If or when students damage/break their class assigned Chromebook they will need to pay a $10 copay to get it fixed and $10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be $300. At that time the student will be considered to have met their “deductible”. If insurance Plan B is not taken the student will have to pay the full amount of each repair.

**Plan C: Co-Pay Insurance for 1st-5th grade students**

Chromebooks are a necessary teaching resource just as important to our students’ education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school years, students in 1st-5th grades will be assigned a Chromebook that will be kept at school. We have implemented this
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Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CVS technology policies as well as federal, state and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).

**Summer School, 3rd semester, or extended use of Chromebooks out of the regular school year: All 1st -12th grade students.**

If it is deemed that a student needs to use a school issued Chromebook past the regular school year, they are recommended to purchase an extra semester of Chromebook insurance. An extra semester or summer insurance will be $15. Since the chromebook will be brought home this fee will be the same for all students. All students taking out insurance for the summer will need to complete the full insurance plan form.

**Digital Educational Accounts**

Caney Valley Schools will be creating digital educational accounts for your child in grades Pre-K through 12th grade. CVS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student’s name and e-mail address, must be provided to the web site operator. For example, digital accounts may include but are not limited to: Google accounts which include most Google services, Sumdog, Quizlet, Prodigy, Renaissance Learning, Edmentum, CK-12.

**Digital Citizenship Tips for Teens**

For teens, we offer five simple rules of digital citizenship to help them create a world they can be proud of -- and inspire others to do the same.

- Think before you post or text -- a bad reputation could be just a click away. Before you
press the "send" button, imagine the last person in the world that you’d want to see what you post.

- What goes around comes around. If you want your privacy respected, respect others' privacy. Posting an embarrassing photo or forwarding a friend’s private text without asking can cause unintended harm or damage to others.
- Spread heart, not hurt. If you wouldn’t say it in person, don’t say it online. Stand up for those who are bullied or harassed, and let them know that you’re there for them.
- Give and get credit. We’re all proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people’s stuff may be easy, but that doesn’t make it right. You have the responsibility to respect other people’s creative work -- and the right to have your own work respected.
- Make this a world you want to live in. Spread the good stuff. Create, share, tag, comment, and contribute to the online world in positive ways.

**Damaged Chromebooks**
Students with damaged or malfunctioning Chromebooks may take them to the Library and borrow a device while theirs is being repaired or replaced.

**Chromebook Care Guidelines**

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<th>DO NOT...</th>
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<tr>
<td>always carry the device with care and a closed lid</td>
<td>deface the device with writing, drawings, stickers, labels, etc.</td>
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<tr>
<td>keep the Chromebook in the district-issued protective case</td>
<td>lift by the screen or place heavy objects on the device.</td>
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<tr>
<td>carefully insert cords, cables and removable storage devices</td>
<td>deface or remove any district labeling</td>
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<tr>
<td>only clean the screen with a soft, dry microfiber cloth or anti-static cloth</td>
<td>lift the device by the screen or close the device with pens inside</td>
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<tr>
<td>report any damage or issues immediately to the Media Center</td>
<td>use cleaning solvents or other liquids on the screen</td>
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<tr>
<td>charge the Chromebook every night</td>
<td>place the device in a backpack at any time</td>
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Guidelines for Appropriate Use
With the opportunity afforded by using District technology comes the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will
● Use the Chromebook and other district technology resources only for academic purposes during instructional time.
● Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
● Use only assigned accounts.
● Maintain confidentiality about usernames and passwords.
● Communicate only in ways that are kind and respectful.
● Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
● Give credit when using the words or works of others.
● Prevent damage to the Chromebook by following the “General Care” guidelines provided in this handbook.
● Report the loss or damage of the device immediately to the Library.
● Charge the device at home and have it ready to use every day, every class period.
● Leave their Chromebook charger at home to prevent it from being lost or stolen.
● Keep the sound muted or use headphones or earbuds when the noise might disturb others.

Students will NOT
● Allow other people to use their assigned device.
● Remove their Chromebook from the protective carrying case.
● View, use or copy passwords, data, or networks to which they are not authorized.
● Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
● Leave computers unsupervised or logged in to any District-managed system.
● Harass, bully or threaten anyone.
● Use offensive or inflammatory language of any kind.
● Misrepresent themselves or others.
● Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
● Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, GoGuardian or other network configurations.
● Reset or wipe their device.