

One to One Device Procedures Handbook

Kankakee School District 111

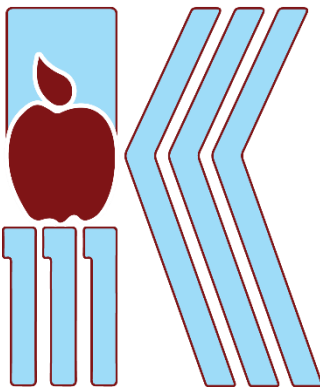


Table of Contents

About the KSD 111 1:1 Program	1
TAKING CARE OF YOUR ASSIGNED 1:1 DEVICE	1
General Policies	1
MANAGING YOUR FILES & SAVING YOUR WORK	2
Saving documents on Google Docs	2
Printing	2
Security and Passwords	2
Access to Student Social Networking Passwords & Websites	2
SOFTWARE ON 1:1 DEVICES	2
DIGITAL CITIZENSHIP	3
CHARGING YOUR 1:1 DEVICE'S BATTERY	3
NON-FUNCTIONING 1:1 DEVICES	3
RECEIVING AND RETURNING YOUR 1:1 DEVICE	3
Receiving Your Device	3
Device Check-in	3
Check-in Fines	3
Current Fines per Item:	3
Digital Citizenship	4

Kankakee School District 111

About the KSD 111 1:1 Program

The focus of the One to One Program in Kankakee School District 111 is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. The 1:1 Device is an additional learning tool that will increase access to technology, which is essential for the future. The individual use of technology is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. One to one devices encourage students to solve problems and think critically by stimulating analytical thinking. Technology does not take the place of our teachers, but yet adds an additional resource to be used in the instructional setting. The policies, procedures and information contained in this document apply to all computing devices used within KSD 111 schools, and include any other device the District considers to fall under this policy, including, but not limited to, Chromebooks, iPads, and classroom computers.

TAKING CARE OF YOUR ASSIGNED 1:1 DEVICE

Students are responsible for the general care of the device that was issued to them by the District. Devices that are broken or fail to work properly must be reported to the school's media center staff.

General Policies

- Students are responsible for bringing their **fully charged device** to school each day, unless specifically instructed not to do so by their teacher.
- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment. All 1:1 devices are particularly sensitive to damage from excessive pressure on the screen.
 - ✓ Close the device screen before moving it.
 - ✓ Do not lean on the top of the device when it is closed.
 - ✓ Do not place anything near the device that could put pressure on the screen.
 - ✓ Do not place anything in the carrying case that will press against the cover.
 - ✓ Do not poke the screen.
 - ✓ Do not place anything on the keyboard before closing the lid.
 - ✓ Clean the screen with a soft, dry cloth or anti-static cloth.
 - ✓ Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your device while it is in use.
- To conserve battery life device should be shut down before moving them.
- 1:1 devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Kankakee School District.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for charging their device's battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damages or misuse.
- Those devices that are provided with a protective case should remain in the protective case. This includes Chromebooks, iPads, and other devices.

Failure to comply with the General Policies listed above may result in the loss of 1:1 privileges for a time period to be determined by the school administration.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving documents on Google Docs

Students will be logging into KSD111's GSuite for Education domain and saving documents to their Google space. With each individual's Chrome login, the student can access his or her schoolwork from any computer or internet capable device that has Internet access. The Kankakee School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

Printing

- **At School:** Printing functionality will be available on a limited basis at school. Teaching strategies teachers use in their classrooms will encourage and facilitate digital copies of homework when necessary.
- **At Home:** Chromebooks and iPads will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint> . Kankakee School District 111 will not be responsible or support the setup or maintenance of at home printing.

Security and Passwords

Students are responsible for the material that is viewed or listened to on their assigned device and Google Account. To that end, students need to ensure that their unique password is kept safe and secure. If a student feels that their password is known by others, they need to request a password change through their grade level administrator.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SOFTWARE ON 1:1 DEVICES

All software and apps on the device will be managed through the District. Chromebook apps and extensions can only be added after being recommended and approved by teachers and site administrators. These app and extensions will appear in the KSD111 Chrome App store. All other 1:1 devices will not be able to have additional apps installed by students, rather this will be managed through the District.

DIGITAL CITIZENSHIP

1:1 Devices are for educational purposes, it is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyberbullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

CHARGING YOUR 1:1 DEVICE'S BATTERY

1:1 Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening.

NON-FUNCTIONING 1:1 DEVICES

1:1 Devices that are broken or fail to work properly must be taken immediately to their Media Center. If deemed necessary, a replacement may be issued.

RECEIVING AND RETURNING YOUR 1:1 DEVICE

Receiving Your Device

1:1 Devices may be available to all students in grade levels Kindergarten and higher at each school. Parents and students must sign and return the Kankakee School District 111 [Student Device Agreement documents](#) before a 1:1 Device can be issued to their child. This document confirms that student and parent understand the Device Procedures Handbook.

Device Check-in

If a student transfers out of KSD111 during the school year, the device must be returned prior to the student's last day in Kankakee School District. If the student transfers schools within the district they must check-in the device before transferring. They will be assigned a different device if required by their new school.

Check-in Fines

If a student's device, AC power adaptor, and/or case have been damaged or defaced, the student will be billed either for the repair or replacement of the device, the adaptor, and/or case.

Current Fines per Item:

● Chromebook: up to \$245	● iPad: up to \$479
● Chromebook Power Adapter: \$30	● iPad Power Adapter: \$19 for plug, \$19 for cable
● Chromebook Case: \$22	● iPad Case: \$36
● Any device not listed but checked out to students: replacement cost	

If a student 1:1 Device is not returned during year-end check-in, if required, or prior to transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's device, the student's grade reports/ transcripts may be withheld and the matter may be turned over to local law enforcement.

Digital Citizenship

It is understood that if a student does not follow the expectations of appropriate behavior regarding the device there will be an appropriate and proportionate consequence. The list below is not an exhaustive list of infractions and accompanying consequences, but rather serves as an example. Students may earn office discipline referrals for misbehaviors related to the device and its usage.

Infractions	Possible Consequences
Being off task, including but not limited too: <ul style="list-style-type: none"> ● multiple tabs ● being on wrong sites ● working on other class's work ● music/games/videos instead of work 	Teacher's classroom procedures for off task behavior will be enforced. Repeated off task behavior will result in building behavior management plan going into effect.
Not following Staff directives, examples include: <ul style="list-style-type: none"> ● refusing to shut down or close lid when requested ● refusing to close inappropriate tabs or apps 	Teacher's classroom procedures will be enforced. Repeated behavior will result in building behavior management plan going into effect.
Being unprepared: <ul style="list-style-type: none"> ● Chromebook not sufficiently charged ● Lack of earbuds ● No Chromebook in class 	Natural Consequences: <ul style="list-style-type: none"> ● Lack of Chromebook to complete tasks ● Cannot listen to assignment/must listen quietly so as not to disturb others
Misuse of Internet: <ul style="list-style-type: none"> ● downloading of music/video/games ● copyright violations ● illegal file-sharing sites ● inappropriate websites 	= removal of items from drive = school procedures for plagiarism = Repeated offenses will result in building behavior management plan going into effect.
Misuse of School District email: <ul style="list-style-type: none"> ● Cyber Bullying ● Inappropriate images ● Using email to sign up for inappropriate sites ● Changing display name 	= District policy for bullying will be put in effect = District policy will be enforced = cancellation of membership to site =Natural consequences; Changing name back
Disrespect for Property <ul style="list-style-type: none"> ● intentional damage to device ● damaged or lost charger ● lost or damaged case 	=\$219.00 - \$479.00 replacement fee =\$30.00 - \$40.00 replacement fee =\$22.00 - \$36.00 recovery fee