

The focus of the One to One device program at Pittsburg School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential. One of the learning tools of these twenty-first century students is the use of assigned personal devices, one device to one student. The individual use of a One to One device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with a One to One device integrates technology into the curriculum anytime, anyplace.

The information within this document applies to all One to One devices used at Pittsburg School, including any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their classroom.

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## **1. Annual Receipt of Your One to One device & Check-In**

### **1.1.Receiving Your One to One device**

One to One devices will be distributed each fall during a yearly One to One device Orientation, which both students and parents are required to attend. Before receiving a One to One device, students and parents must complete and return the following:

- Student Pledge for One to One Device Use, page 8
- One to One Device Usage Agreement Form, page 9
- Acceptable Use Policy (part of the Student Handbook)

### **1.2.One to One device Check-In**

One to One devices will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of Pittsburg School during the school year, their device must be returned at that time.

### **1.3.Check-In Fines**

School assigned One to One devices and accessories must be returned to Pittsburg School at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Pittsburg School for any other reason must return their device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device, or if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Pittsburg Police Department.

The student will be responsible for any damage to the device, consistent with the District's Usage Agreement Form and must return the device and accessories in satisfactory condition. The student may be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

### **1.4.One to One device Identification**

Student One to One devices will be identified in a manner specified by the school.

## **2. Taking Care of Your One to One device**

Students are responsible for the general care of the device they have been issued by the school. One to One devices that are broken or fail to work properly must be taken to the School Office for an evaluation of the equipment.

### **2.1.General Precautions**

The One to One device is school property and all users will follow this policy and the Acceptable Use Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device and accessories must remain free of any writing, drawing, stickers, or labels that are not the property of Pittsburg School.
- The device must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their device's battery charged daily.

## **2.2. Carrying One to One devices**

Care must be taken when placing the device into backpacks, folders and/or workbooks to avoid placing pressure and weight on the device screen.

## **2.3. Screen Care**

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is open or closed.
- Do not place anything near the device that could put pressure on the screen
- Use care when placing the device in a backpack or carrying case to avoid other items putting pressure on the screen
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **2.4. Storing Your One to One device**

When students are not using their devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the device when stored in student lockers. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. One to One devices should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage in the library.

Do NOT leave your One to One device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

## **2.5. One to One devices Left in Unsecured Areas**

Under no circumstances should One to One devices be left unsecured. Any One to One device left unsecured is in danger of being stolen or damaged. If a One to One device is found in an unsecured area, it will be taken to the office. Violations may result in loss of One to One device privileges and/or other privileges.

## **3. Repairing or Replacing Your One to One device**

Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, Pittsburg School, using this policy, will determine the cost of the repairs. Students will be charged for repairs caused by abuse.

### **3.1. Repairs**

Students are required to report any damage to or malfunction of their One to One device must be reported to the school office as soon as possible. The school district will provide repair or will contact a designated vendor to provide repairs as necessary.

The Superintendent, Building Principal and/or IT Department will determine if negligence was involved in the incident and will review each case. Fees may be waived and/or payment plans will be accepted based on merits of each case.

### **3.2.Claims**

All claims for accidental damage or maintenance must be reported and a damage/loss form filed with the high school office. In cases of theft or loss students or parents must file a report with the office before the device can be replaced by the school district.

## **4. Using Your One to One device at School**

One to One devices are intended for use at school each day. In addition to teacher expectations for One to One device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their One to One device to all classes, unless specifically instructed not to do so by their teacher. The device is the property of Pittsburg School. Therefore, school staff and administration have the right to check any material stored on a student's One to One device at any time.

### **4.1.One to One devices Left at Home**

If a student does not bring their One to One device to class, they are responsible for getting the course work completed as if they had their device present. Violations will be handled by the classroom teacher, according to their classroom policies. Repeat violations may be handled by the administration.

### **4.2.One to One device Undergoing Repair**

Loaner One to One devices may be issued to students when they leave their One to One devices for repair. There may be a delay in getting a One to One device should the school not have enough to loan.

### **4.3.Charging Your One to One device's Battery**

One to One devices must be brought to school each day in a fully charged condition. Students need to charge their One to One devices each evening. Repeat violations (minimum of three days – not consecutively) of this policy may result in students being required to “check out” their One to One device from the library for a specified time period. Only charge your One to One device with the provided charger.

### **4.4.Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

### **4.5.Sound, Music, Games or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device and can be used at the discretion of the teacher.
- Student may install apps provided they are school appropriate. One to One devices are subject to inspection at any time by any Pittsburg School staff member.

### **4.6.Printing**

Printing will be available to select printers, while at school. Documents can also be saved to Google Drive and printed from there using a desktop computer.

#### **4.7.Home Internet Access**

Students are allowed connect the device to wireless networks outside of school. This will assist them with One to One device use while at home.

### **5. Managing Your Files & Saving Your Work**

#### **5.1.Saving Your Work**

Students may save work on the device, however it is recommended that students store documents in Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. One to One device malfunctions are not an acceptable excuse for not submitting work. If the device becomes full, the student will need to delete any personal items or Apps to make room for required items.

#### **5.2.Network Connectivity**

Pittsburg School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **6. Software on One to One devices**

#### **6.1.Applications**

Pittsburg School will synchronize the devices so that they contain the necessary apps for schoolwork. Students are allowed to load additional apps on their One to One devices for educational purposes only. Periodic checks of One to One devices may be made to ensure that students have not removed required apps.

#### **6.2.Inspection**

Students may be selected at random to provide their One to One device for inspection. These inspections may include an inspection of all materials saved on or accessed by the device.

#### **6.3.Procedure for Re-loading Software**

If technical difficulties occur or inappropriate apps are discovered, the device may be restored to its original state. The school does not accept responsibility for the loss of any information in these cases.

#### **6.4.Software Upgrades**

The device may require periodic restarts to complete updates. It is recommended that the device be turned off and restarted at least once a week.

### **7. Acceptable Use**

**See Pittsburg School's Acceptable Use Policy.**

#### **7.1.Parent/Guardian Responsibilities**

Parents must be aware that their students are able to access Internet, including social networks. As with any device, periodic parental monitoring is recommended for safety and appropriateness in accordance with sections 7.2 and 7.3 of this policy. If unsure of appropriateness, use or any other questions, the school welcomes and encourages contacting school staff.

## **7.2. Student Responsibilities**

- Students will use One to One devices/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to One to One device/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Pittsburg School’s designated Internet system is at your own risk. Pittsburg School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Pittsburg School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off the device after they are done working to protect their work and information.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to show the device to a teacher or administrator immediately.

## **7.3. Student Activities Strictly Prohibited**

- Illegal installation or transmission of any copyrighted materials. If you are unsure, ask a teacher.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any site promoting academic dishonesty.
- Changing of One to One device settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for commercial or financial gain.
- Use of the device camera to take and/or distribute inappropriate or unethical material.

## **7.4. Student Discipline**

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Pittsburg School Student Handbook.

## **Student Pledge for One to One Device Use**

- I will use my Chromebook in ways that are appropriate, meet Pittsburg School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Pittsburg School.
- I will follow the policies outlined in the Chromebook Procedures Handbook and the school's Acceptable Use Policy while at school, as well as outside the school day.
- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not use of the Chromebook camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the case provided. I will keep my Chromebook in the case provided by Pittsburg School anytime I am not using the Chromebook.
- I will not place decorations (such as stickers, markers, etc.) on my Chromebook or provided case.
- I will not deface the serial number on any Chromebook.
- I will file a report in case of theft, vandalism, and other acts to the administration of Pittsburg School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Chromebook, and all accessories, in good working condition.

# One to One Device Usage Agreement Form

## Device Assignment

<b>Chromebook</b>	Serial Number:
Pittsburg School District Asset Number:	Date Assigned:

I agree that my student and I have read and will comply with all procedures within this “1:1 Chromebook Procedures” document. I understand that this policy covers one (1) Chromebook as described below and that the Chromebook remains the property of Pittsburg School. Individual school Chromebooks and accessories must be returned to Pittsburg School at the end of each school year. Students who withdraw or terminate enrollment at Pittsburg School for any reason must return their individual school Chromebook on the date of termination.

Parent/Guardian (Please print first & last name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

I agree to the stipulations set forth above and in other documents including the 1:1 Procedures, Pittsburg School’s Acceptable Use Policy, and the Student Pledge for Chromebook Use.

Student Name: \_\_\_\_\_

(Please print first & last name):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Phone Number(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**STUDENT ELECTRONIC MAIL ACCOUNTS**

Students will have an electronic mail account to use as a tool for communications. The Student Acceptable Internet Use Policy, The Code of Conduct guidelines and standards will be enforced with use of the electronic mail. These accounts are for academic and school purposes only.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on the district servers would be private.

The following behaviors are not permitted on the district network:

1. Altering your displayed name or other e-mail settings with your account.
2. Forgery or attempted forgery of electronic messages
3. Using others' passwords or sharing your own password

Acceptable Use:

Whenever you are sending an e-mail, your name and user ID are included in each mail message. You are responsible for all e-mails originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

The guidelines for any violations will be the same as outlined in the Student Acceptable Use Policy and Code of Conduct.

I hereby certify that I will abide by the conditions set forth in this document.

Signature of the User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Pittsburg School Board: Adopted – August 8, 2016  
HB: S T OS  
Grades: 9-12