

HENRYETTA HIGH SCHOOL

1:1 Initiative Guidebook

Overview

At the beginning of the school year, the district will assign a Chromebook to each student. This one-to-one 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 (GAPE) 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

Distribution of the Chromebooks will take place at 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.

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.

Parent and Student Responsibilities

As with any District-owned property (ex.: textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and his parent or guardian will be responsible for replacing a lost Chromebook 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.

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 HHS technology policies as well as federal, state, and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).

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 seeing 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 work 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 Chromebook Manager (Mrs. Snyder) in **HS Rm. 13** and borrow a device while theirs is being repaired or replaced. Each student will be **issued a receipt** for the borrowed device that he or she is to keep at all times until the loaner is returned.

A student must have purchased insurance on their device to receive a loaner device.

General Care of the Chromebook

- Do not place food or drink near the device
- Insert cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (ex.: **backpack**).

- Clean the screen only with a soft, dry microfiber cloth or antistatic cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any District labeling.
- **Although the Lenovo chromebooks are reinforced** to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect the device.

Guidelines for Appropriate Use

With the opportunity afforded by using District technology come 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.
- Use Web 2.0 tools as an extension of the classroom while they are at home.
- 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 “General Care” guidelines provided.
- Report the loss or damage of the device immediately to Mrs. Snyder in HS Rm. 13.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Digitally publish work whenever possible, but students may print hardcopies in the HS library, the office, in HS Rm. 16, or HS Rm. 13. **for a charge of 10 cents per page.** Students are allowed to set up their home computers with the Google Cloud Print solution.

Students will NOT

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- 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, or other network configurations.
- Reset or wipe their device.

Parent Signature

Student Signature