



Guiding Today's Learners into Tomorrow's Leaders

SIMONS MIDDLE SCHOOL

ONE-TO-ONE

DEVICE HANDBOOK

Procedures and Information for Students and Parents

The device will allow student access to a wealth of information from educational applications, web-based tools, and websites. The device is an educational tool not intended for gaming, social networking, or high-end computing, and all users will be expected to follow the district's Acceptable Use Policy as well as other state and federal laws, board policies, and school rules.

This document provides an overview for students and families about the general use of technology, rights and responsibilities for the possession of the device, the proper care of the device, proper educational use and good digital citizenship. Additionally, all students and parents must sign the SMS Technology Responsible Use Policy prior to being issued a device.

Introduction

Simons Middle School is committed to providing students with access to a highly personalized education that will prepare all students for success at the next level. As part of the vision to create a complete personalized experience, all Simons Middle School Students will be issued a Dell Chromebook 11 3180 within the first two weeks of school.

The Chromebook is essentially a laptop that runs Google's Chrome Operating System. Chromebooks have virtually no internal memory so all work is stored in the cloud (online), which means that the devices rely heavily on the internet. Chromebooks use Google Suite, a set of tools in which all students will have access.

Each Chromebook issued to the student is property of Simons Middle School. This device will be loaned to the student, and must be used in accordance with District and School Policies and Procedures and any applicable laws – both at home and at school. Use of this device, as well as access to the schools network, and internet access are a privilege not a right. Students are expected to use all school technology ethically, especially in regards to the integrity of assignments and work produced using the device.

General and Acceptable Use

All users of district-issued or personally owned devices that use the school's network must follow the expectations outlined in the Fleming County Schools Acceptable Use Policy as well as the expectations and guidelines outlined in the Simons Middle School One-to-One Device Handbook. Failure to follow these expectations will result in applicable disciplinary consequences.

1. Students and parents have read the Simons Middle School One-to-One Device Handbook.
2. Each Chromebook is assigned to an individual student. Students should never “swap” or “share” computers. Students are responsible for the care of their devices and should use caution while transporting their device.
3. All devices will have a Fleming County Schools label with an identification number as well as a label to identify the Chromebook number; labels may not be covered, modified, removed, or tampered with in any way.
4. Students may never share their password with another student. Passwords should always be kept confidential.
5. Students may not alter the original pre-set school profile on any device. This includes, but is not limited to: downloading or installing any software or other materials at any time without permission from school administration, changing the device name, altering preloaded system software or applications, altering security software, jailbreaking the device, attempting to bypass Flemings County School's web filter or firewall, and/or taking apart the Chromebook to access internal parts.
6. Students will pick up their device each morning from their designated teacher. At the end of the day students will plug in their device and leave them in the assigned slot in the device cart. Failure to charge the device may result in disciplinary action.
7. Students are responsible for saving or backing up their documents frequently through the “cloud.” Teachers and/or Simons Middle School will not be responsible for the loss of any student work.
8. Devices will be checked occasionally to determine if students have the appropriate device and to ensure that they are not accessing inappropriate content. If inappropriate content is found on the device, disciplinary actions will result. Internet access, e-mail, and other media accessed, created, or stored on the Chromebook are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason.

9. If the device is lost or stolen, students must immediately report the loss or theft to the classroom teacher and the school administration.
10. If the device is damaged or not working properly students need to report the incident to the classroom teacher who will notify the Library Media Specialist. Students, parents/guardians, teachers, or others are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair or alteration of the device which will void the current warranty.
11. Students will be responsible for purchasing and bringing to class their own set of ear buds or headphones for use with their Chromebook. Earbuds will be available for purchase in the school media center.
12. Students and parents/guardians understand that the Fleming County School District does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material while students are at school, the district does not have the ability to monitor student technology use at home. While off school grounds parents/guardians are solely responsible for monitoring student's use of technology with school or personally owned device.
13. Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone-number, school name, birth-date, etc.
14. Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or sexually explicit material is strictly prohibited and will result in disciplinary and possible legal action. Ignorance of these regulations is not an excuse.
15. Computer hacking, trespassing, harassment, bullying, threats, or fraud via the Chromebook or the school's network will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.
16. Nothing done on a district-issued device is private. Furthermore, parents/guardians, students and others do not have a right or expectation of privacy for any use of the Chromebook or school network.
17. Students are prohibited from playing non-academic Internet and app games during any class time, this includes during enrichment time.
18. School rules concerning appropriate communication are to be observed and followed while using technology. Email and messaging apps should be used only for legitimate and responsible communication. Rude, abusive, threatening, or otherwise inappropriate language is not permitted and will result in disciplinary action.

19. The use of the Chromebook camera or recording functions is prohibited unless permission is granted by the classroom teacher/administrator. If permission is granted, the camera or recording feature is only to be used as directed the teacher/administrator for a particular assignment.
20. Illegal transmission of copyrighted material is strictly prohibited and will result in disciplinary and/or legal action.
21. Students are expected to treat their device with care and respect. The device should be kept clean and free of marks at all times. Engraving or otherwise defacing the device will result in disciplinary action.
22. Students may place stickers on their assigned Chromebook as long as they are appropriate. ALL stickers must be removed by the student prior to the end of the school year.
23. Device “skins” are allowed as long as the content of the skin is appropriate. The current device used by students is the Dell Chromebook 11 3180. While students are permitted to purchase a case for the device they use at school, the case must still ensure the device will comfortably fit into the charging slot in the device cart.
24. Students are encouraged to help each other in learning to operate their device. Such help should be provided verbally without touching the other person’s device. Students should only operate/touch their device.
25. Any inappropriate or careless use of a device should be reported to a teacher/staff member immediately.
26. Students are responsible for ALL repairs to their personally assigned Chromebook, including hinge covers and screens. Screen replacements are contracted through a company that will fix/replace them for a low cost, currently this price is \$80. Hinge covers cost \$3.00 for one or \$5.00 for the pair. Hinge covers can be purchased through the library.

General Care and Cleaning

1. Devices should only be used while on a flat, stable surface such as a table. Devices on soft surfaces can overheat or if they are dropped they can break.
2. Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
3. Devices should be protected from the weather, water, or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
4. Avoid stacking or placing heavy objects on top of your device such as textbooks, instruments, sports equipment, etc.
5. Students should use care and caution when plugging in the devices as well as when they are plugging items into the USB Hub.
6. Refrain from applying pressure on the screen area of the device.
7. Only use a soft, lint-free, slightly damp cloth to wipe your device screen. A gentle cleaner such as a window cleaner can be used, but do not spray it directly on the computer. Lightly spray a cloth and wipe down the computer.
8. If the device gets wet, shut it down immediately and allow it to dry thoroughly before using again.
9. While carrying the computer, use both hands. Hold and lift the device by the base, not by the screen.
10. Students are not permitted to take their devices to breakfast, lunch, outside during break, or on field trips. If a student has last lunch, the device must be kept in their backpack and/or off of the table in a safe location.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these policies and procedures, and District Acceptable Use Policy as well as applicable laws. Failure to follow the policies and procedures set forth by the Fleming County School District, Simons Middle School, and the classroom teachers and staff at Simons Middle School may result in one or more of the following consequences:

- Behavior marks in accordance with the Student Behavior Plan
- Cancellation of student use or access
- Loss of computer and/or technology privileges
- Revocation of cellular device privileges
- Repayment for damages
- Restitution
- Parent conference
- Student conference
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws
- Other disciplinary action

Repeated or severe infractions may result in permanent termination of any and all technology privileges for the current school year and beyond.

The privilege to possess a Simons Middle School Chromebook may be revoked at any time for any infractions.

Digital Citizenship

Digital Citizenship refers to the norms of appropriate, responsible technology use. While working in a digital and collaborative environment students should display good digital citizenship. Prior to being issued a Chromebook, all students at Simons Middle School will be taught the basic norms or appropriate technology use.

Repair and Damage

If for any reason the device is lost, stolen, or damaged during the time that it is issued to the student, whether intentionally or due to negligence, the student and their parent/guardian are responsible for the cost to replace or repair the device. Students, parents/guardians, teachers, or others are not authorized to attempt repairs themselves, or contract with any individual or business for the repair or alteration of the device which will void the current warranty.

Students are responsible for their own assigned device including repairs and replacement parts. The current contract for a screen replacement is \$80 each.

FAQ's

Q. When will students receive their devices?

A. Students will receive their device within the first two weeks of school. Students must complete the Digital Citizenship Curriculum prior to being issued a device. Students must also sign the District Acceptable Use Policy and the Student Pledge found in the device handbook. Parents/guardians are also responsible for signing the District Acceptable Use Policy and the Parent Permission and Release Page.

Q. What happens if the appropriate forms are not signed and returned?

A. If the required documentation is not returned students will still be issued a district device. If you have questions or concerns about your student using a device or would like to send a device from home instead, please talk to the school about how to ensure the student can participate fully. Every attempt will be made to collect the appropriate paperwork.

Q. Can students bring their own device?

A. Students may bring their own device from home as long as it meets the same technical requirements and specifications as the school device. The required documentation will still need to be submitted as students will still need to gain access to the District's network.

Q. Who will receive a device?

A. All students at Simons Middle School will receive a Dell Chromebook.

Q. What professional development support will teachers have access to?

A. A range of professional development opportunities will be available for teachers at Simons Middle School. All teachers will have training using Google Classroom and Canvas. Other teachers will be identified to participate in various other trainings that will help them to administer instructional programs such as Achieve3000, ALEKS, History Alive, etc. As needs are identified throughout the school year, other professional development offerings will be arranged and offered to staff members.

Q. Will students be able to take devices home?

A. Students will **NOT** be permitted to bring their devices home. Under special circumstances parents/guardians may request students be permitted to bring home their District owned device. After certain conditions have been met and a release has

been signed by the parent/guardian, the student's teacher will be responsible for signing out the device and ensuring its return.

Q. What if families do not have internet access at home?

A. There are many activities and assignments that students can do from home with and without their device. Teachers will not assign work that must be completed on the device as homework, unless ample time is provided for students to complete their assignments during the school day. Students can download or upload assignments at home and at school so that they can work on them at their leisure. All students will have access to cloud based services through Google which will allow them to work from home.

Several other options do exist for students without internet access at home including access to free Wi-Fi hotspots in the community such as at McDonalds, the library, etc.

Q. What happens if a student fails to return a device or pay a fine?

A. As outlined by Fleming County School Board policy students, parents/guardians must ensure all fines and fee are paid or the following consequences may occur:

- Loss of student privileges (including 8th Grade Party, field trips, student rewards, etc.)
- Withholding of all report cards, diplomas or certificates of progress until restitution is made.
- Refusal to issue any additional textbooks, library books, district-issued electronic devices, accessories for the devices, or media materials until resolution is made (school will provide access to instructional materials necessary to complete course requirements).

Student Pledge and Parent Release Signature Page

1. I will take good care of my school-issued device.
 - a. Cords and cables must be inserted carefully into the device to prevent damage.
 - b. Devices must never be left in an unlocked locker or any unsupervised area.
 - c. Report any software/hardware issues to your teacher as soon as possible.
 - d. Keep the device in a well-protected, temperature controlled environment when not in use.
2. I will never loan out my school-issued device to other individuals.
3. I will keep food and beverages away from my device since they may cause damage to the device.
4. I will not disassemble, jail break or hack into any part of my or any school-issued device or attempt any repairs.
5. I will use my school-issued device in ways that are appropriate and meet the school's expectations- whether at school, at home, or elsewhere.
6. If I use my device in a way that is inappropriate, I may be disciplined by the school.
7. I will deface the serial number sticker or other labels on any school-issued device.
8. I understand that my school-owned device is subject to inspections at any time without notice and remains the property of Fleming County Schools.
9. Nothing that I do with my device is private, and nothing I have on my device is private.
10. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
11. I understand that if I damage or lose my device, or if it is stolen, I will have to pay a fine.

I have read and agree to abide by the rules and guidelines in the SMS Device Handbook and the Fleming County Schools Acceptable Use Policy.

Student Name (Please Print)

Homeroom Teacher

Student Signature

Date

By signing below, you agree that you have read and understand the guidelines in this document, and accept issuance of a district-owned device to your student. You understand that you and your students are responsible for damage, loss, or theft of the device while in his/her care and agree to pay for replacement or repair of the device.

Parent/Guardian Name

Parent/Guardian Name

Date

