Frewsburg Central School District

1:1 Device Handbook

We are excited to offer students the opportunity to use a Frewsburg Central School District issued laptop both in class and at home to enhance their academic experience. A 1 to 1 (1:1) initiative means that there is one device assigned to one student. This handbook highlights key information about our 1 to 1 and the responsibilities of both students and parents/guardians for participation in this program.

One-to-One Computing:

This offers many benefits to our modern day classroom and learner.
Our district's expectation is that the students will have their computing laptop with them for use in all their classes and for continued use at home. The laptop will help increase student engagement. Students can access learning materials and engage in real-time inquiry as their questions arise. Adaptive learning software has evolved to a point that students can track their own learning and have confidence in their progress. Laptops also support problem-based learning, allowing students to research, collaborate, and produce a final product to share with peers, teachers and parents.

Parent Portal: FCS Student Management System: This system provides students and parents access to their grades and attendance. Families can track the progress of their student(s).
Google GSuite: This safe/secure environment allows students and teachers to collaborate with each other and work on their files anywhere that they are both online and offline.
Lightspeed Mobile Device Manager: Web filtering: Filtering keeps the computer safe and prevents students from going to inappropriate or harmful websites on and off campus even when using your internet.
Student Devices:: A convertible device that can be used as both a tablet and laptop computer. It is running Windows 10 and Office 2016. Students are able to write directly on the tablet surface.

Advantages for Learning:

From the teachers' perspective, a major advantage is that students are ready to start learning when the bell rings. Laptops no longer have to be handed out on a daily basis. Ten to twenty minutes of instruction time is lost each time a laptop has to be passed out and collected.

PARENT/GUARDIAN RESPONSIBILITY

In order for students to take a FCSD laptop home, a student and parent/guardian must sign the Acceptable Use Policy(filled out at beginning of school year), agree to and follow applicable school board policies and procedures, and sign the Student Technology Use Agreement form.

The parent/guardian could be held responsible for the cost of repair or replacement at the date of loss if property is:
- Not returned
- Intentionally damaged

- Lost because of negligence
- Stolen but not reported to school and/or police in a timely manner (within the next school day)

***The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as per Board Policy #7311.

Monitor Student Usage

The parent/guardian will monitor student use of the computer while away from school. The best way to keep students safe and on-task is to participate in what they are doing.
Suggestions:

- Have your child share his/her passwords with you so that you can monitor activities. (Students should only share passwords with parents/guardians)
- Laptop should be used in common spaces in your home NOT isolated behind closed doors.
- Ask your child to show you what he/she is doing. Ask questions about his/her work.

Support Online Safety

Student laptops will have Lightspeed Mobile Device Manager installed on them. This will limit the student's browsing on the Internet. General categories that are blocked as follows:

- Sites that include material deemed obscene, promote violence, gambling, pornography, or harmful to minors
- Non-School monitored forums and chats
- Sites promoting hacking or containing security risks (malware, viruses, etc.)
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable

Parent/Guardian Responsibility

Repairs:

Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Technology Specialists will assist students with having these fixed. These issues will be remedied at no cost.

Loaner Laptops:

Temporary replacements known as "loaners" are available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to the loaner. Students are encouraged to store their files in their Google Drive. This will prevent loss of files when moving from one device to another.

Accidental Damage vs. Negligence:
Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the student, the student will be subject to discipline based on the Code of Conduct and may be subject to the cost of repair or replacement. Students must report damage to their school within two school days of the damage being done.
[LOSS OR DESTRUCTION OF DISTRICT PROPERTY](#)

Lost Equipment:
If the laptop is lost, the student or parent must report the loss to the school immediately by calling the main office at 716-569-7055.
Students should report minor losses (pen, pen clip, power supply) to the Help Desk located in the Library. Support for educational projects and technology will be provided at the student led help desk located in the high school library during 1st period, 9th period and by appointment. Students at the RHJ Elementary school will be provided support from the Technology Integration Specialist and Library Media Specialist. The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the full cost for lost equipment.

Stolen Equipment:
If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (within five school days).
If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).
Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student. After investigation, if a laptop is deemed stolen, the district will cover its replacement and the student will be issued a replacement computer.

Laptop Camera:
Each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.
Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement
- Scanning and uploading printed documents

Listening to Music:
At School Listening: Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
At Home Listening: Listening to music on your laptop (for example, from a streaming website) is allowed at home with permission from parents/guardians.

Watching Movies:
At School Watching: Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
At Home Watching: Watching movies on your laptop is allowed at home with permission from parents/guardians.

Gaming:
At School online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education. At home online gaming is allowed at home if all of the following conditions are met:
- The content of the game is school appropriate
- You have permission from your parent/guardian
- The game is in support of education
- All school work is complete
- No download of any kind is needed
- You are not allowed to load personal software onto your computer

Printing:
Any documents that require printing should be printed at school. This means there should be no school required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:
- Save the file on a thumb/flash drive and use the home computer to print.
- Sign into your Google account on home computer to access your Google Drive storage and print documents to home printer.
- Email the file to the student's Google email account. Use the home computer to access the Google Drive, and print from the home computer.

Prohibited Actions:
Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components
- Putting unauthorized stickers or additional markings on the laptops, cases, batteries or power cord/chargers. If you are questioning whether something is allowed, please ask.
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. Student laptops will not allow students to install software on them
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students
- Modifying the device's operating system in any way
- Students may not open the device case for any purpose
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Behaviors and Discipline Related to Student Computer Use:
Tech-related Behavior Violations:
- Email, instant messaging, internet surfing, computer games (off-task behavior)
- Cutting and pasting without citing sources (Plagiarism)
- Cyber-bullying
- Damaging, defacing, or endangering laptop or accessories
- Using profanity, obscenity, racist terms
- Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network
- Using an electronic resources account authorized for another person
Technology Specific Violations:
- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's Internet filter

STUDENT AUP

Kindergarten Technology Skills

TOPIC	OBJECTIVES
Digital Citizenship	- Staying safe online like staying safe in the real world - Not sharing of passwords - Traveling safe on the internet
Rules for handling computers	- Carrying the laptop - No food or drink - Plugging into charging station - Being "kind" i.e. not dropping it, pushing on keyboard to hard, etc..
Introduction to computers	- Naming computer components/hardware - Logging into - Start and restart the computer - Shut down properly
Desktop features	- Icons on desktop - Opening icon/program from desktop
Using the mouse	- Mouse skills, movement and control - Introduce skills of open, close, move, resize, and minimize a window .
keyboarding	Basic keyboarding skills
Internet	Introduction to these skills - Opening a web browser - Typing URL address - Using search engines - Opening a new tab - Identify & uses of back arrow - Refresh icon

First Grade Technology

Topics	Objectives
Digital Citizenship	● Staying safe online like staying safe in the real world ● Not sharing of passwords ● Traveling safe on the internet
Rules for handling computers	Review rules from kindergarten ● Carrying the laptop ● No food or drink ● Plugging into charging station ● Being "kind" i.e. not dropping it, pushing on keyboard to hard, etc..
Introductions to computers	Reviewing parts of the computer and vocabulary
Keyboarding	● Basic keyboarding skills ● Capital and lowercase letters ● Symbols, enter, backspace
Word processing (Microsoft word and powerpoint)	● Changing text, font, color, size, bold, italic, inserting picture & shapes, saving, drawing ● How to use icons in the tool bar
Introduction to Google Suite	● Google slides ● Google docs ● Gmail

Mouse skills	Reinforcing these skills ● Introduce skills of open, close, move, resize, and minimize a window . ● Saving files to different locations
Desktop skills	Reinforcing these skills ● Icons on desktop ● Opening icon/program from desktop
Internet	Introduction to these skills ● Opening a web browser ● Typing URL address ● Using search engines ● Opening a new tab ● Identify & uses of back arrow ● Refresh icon

Second Grade Technology

Digital Citizenship	- Staying safe online like staying safe in the real world - Not sharing of passwords - Traveling safe on the internet - Social media
Rules for handling computers	Review rules
Introduction to computers	- Review parts of computers and vocabulary, - Uses in society: careers
Keyboarding skills	Continue to increase skills
Word Processing: Microsoft Word & Powerpoint	- Review icons in toolbar and what they do. - Inserting a graph/chart - Saving a file - Keyboard shortcuts
Introduction to Google Suite	- Google docs - Google slides - gmail
Internet	Reinforcing these skills - Opening a web browser - Typing URL address - Using search engines - Opening a new tab - Identify & uses of back arrow - Refresh icon

Third Grade Technology

Digital Citizenship	● Staying safe online like staying safe in the real world ● Not sharing of passwords ● Traveling safe on the internet ● Social media
Rules for handling computers	Review rules
Introduction to computers	● Review parts of computers and vocabulary, ● Uses in society: careers
Keyboarding skills	● Continue to increase skills
Word Processing: Microsoft Word & Powerpoint	● Review icons in toolbar and what they do. ● Keyboard shortcuts ● Intro to spreadsheets
Google Suite	● Google docs ● Google slides ● Gmail ● Google Sheets: introduction
Internet	Reinforcing these skills ● Opening a web browser ● Typing URL address ● Using search engines ● Opening a new tab ● Identify & uses of back arrow ● Refresh icon ● Toggling between two tabs
Computer based testing	Working with programs to increase their CBT skills

Grades 4, 5, and 6

Skills from the prior grades will be used in the classroom on a daily basis with our 1 to 1 setting. Technology classes will be curriculum based projects. Integrating programs such as Scratch, Coding classes through Code.org, digital storytelling, Photoshop, and other digital resources.

Digital Citizenship	● Social media ● Leaving digital footprints ● Rights and Responsibilities ● Digital Law ● Cyberbullying
Internet	● Refining web searches
Technological Awareness	● Trouble shooting minor computer problems ● Careers & jobs
Spreadsheets: Microsoft or Google sheets	● Formatting ● Printing ● Calculations ● Charts and graphing ● Design and management.

Grades 7th and 8th

Digital Citizenship	- Social media - Leaving digital footprints - Rights and Responsibilities - Digital Law - Cyberbullying
Technological Awareness	- Trouble shooting minor computer problems - Careers & jobs
MS Excel in Computer Apps 1 & 2.	- Formatting - Printing - Calculations - Charts and graphing - Design and management.
Google Sheets	- Formatting - Printing - Calculations - Charts and graphing - Design and management.

General Care of Laptops:
- Never eat or drink over or near the laptop. Food and beverages should be at least two (2) feet from the laptop
- Never pile things on top of laptop
- Never leave it on the bottom of the locker
- Never leave the locker set to open without entering the combination (reminder: Do not share your locker combination with other students)
- Never leave the laptop or laptop accessories unattended for any reason
- Center the laptop on the desk
- Lock the computer before walking away from it
- Close the lid of the laptop before walking with the laptop
- Follow all directions given by the teacher

Care of Laptops at School:
- Charge the laptop fully each night so that it is ready for classroom use
- Use the laptop in a common room of the house (parent's choice)
- Store the laptop on a desk or table; never on the floor
- Protect the laptop from extreme heat or cold, food and drinks, small children, pets
- Keep the laptop clean and free of stickers or other decorations (Clean laptops with a soft damp cloth when the laptop is powered off)

Care of Laptops at Home:
- Completely shut down the laptop before traveling anywhere including between home and school
- Do not leave the laptop unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination
- Use your backpack or the bag provided by the district to carry the laptop
- If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school.

Student Technology Equipment Use Agreement Form

FREWSBURG CENTRAL SCHOOL
26 INSTITUTE STREET
FREWSBURG, NEW YORK
Phone: (716) 569-7000
STUDENT TECHNOLOGY EQUIPMENT USE AGREEMENT

Parent/Guardians,
We are excited to offer your student the opportunity to use a Frewsburg Central School District issued laptop both in class and at home to enhance his/her academic experience. Please read the handbook that highlights key information about our program and the responsibilities of both students and parents/guardians for participation in this program. The handbook can be found on the District website www.frewsburgcsd.org and is located under District>Enrolling New Students.

<u>**After reading the handbook, please sign and return**
this form in order for your student to receive their device.</u>

Student Agreement
- I have read the 1 to 1 Device Handbook
- I have read the Frewsburg Central School District Acceptable Use Policy
- I will bring my device (laptop or other District issued device) to school each day with a full charge and ready to use.
- I will not leave my device unattended at any time while at school or in a public place.
- I will not remove the District barcode label or mark the devices in any way with markers, stickers, scratches, engravings, etc.
- I will not remove the hard drive and/or modify the device's operating system in any way.
- If I have problems with the device, I will stop using it and ask my teacher or building staff for assistance.
- I understand that I may lose my technology equipment privileges as a result of inappropriate behavior, and may be financially responsible for damage to or loss of any District issued device.
- I will return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

_____   _____   _____
Student Name (Please Print)   Student Signature   Date

Parent/Guardian Agreement

- I have read the 1 to 1 Device Handbook
- I have read the Frewsburg Central School District Acceptable Use Procedure
- I understand that my child may lose his/her technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.
- The District is authorized to seek restitution as per board policy #7311
- I understand my child must return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment (laptop, stylus, and charger).
- I accept responsibility to monitor and ensure appropriate use of the internet and websites when my child accesses the internet outside of the District's network.

_____   _____
Parent/Guardian Signature   Date

Student Initials indicating receipt of device: _____ Date: _____ (done during day of device handout)