

Blair Community Schools'
Digital Learning
Student/Parent Packet
2020-2021

Blair Community Schools
“ Where All Students Learn”

Blair Community Schools' Digital Initiative

The Blair Community Schools is proud to offer our students Chromebook devices for use at home and school. The one-to-one program, which provides mobile computing and wireless technology to our students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

We are very pleased to be able to offer this exciting product to enhance your learning and we know our students will treat each device with extreme care and pride.

Background Information for Chromebooks and Digital Learning:

The focus of the 1-to-1 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 for that future, and one of the learning tools of these 21st century students is the Chromebook.

The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas.

The Chromebook is a next generation device that makes learning more engaging and accessible. 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. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum any time, any place.

It is our belief that there are many tangible advantages to Chromebooks in Blair Community Schools' classrooms, the most important among them include:

- Chromebooks will allow us to do more collaborative, project-based work.
- The Chromebook will consolidate many functions for students because they offer unlimited resources, including, but not limited to the following: textbooks, notebooks, lab books, calculators, email, calendars, cameras, video recorders, maps, world atlases, language dictionaries, etc.
- We will operate more efficiently and sustainably. Teachers will provide digital resources electronically, and students will have access to those resources in class.
- Chromebooks will allow us to create "Digital Learning Experiences" for the students of the Blair Community Schools by moving from traditional textbook selection to digital textbooks. Digital textbooks can revolutionize teaching and are not simply the digital form of static textbooks.
- Using a portable digital device will itself be an important 21st Century skill that our students should learn. The future is rather clear on this point: professionals in all career fields will be using mobile devices like Chromebooks in their work.

Effectiveness of these changes:

There are many indications that leveraging technology can **improve the opportunity for educational access, improve student engagement and achievement, and improve learning productivity:**

- According to the U.S. Department of Education and recent studies by the National Training and Simulation Association, technology based instruction can reduce the time students take to reach a learning objective by 30-80%. According to a meta-analysis and review of online learning studies by the U.S. Department of Education, on average, students in online learning conditions performed better than those receiving only face-to-face instruction.
- According to Project RED, a national research and advocacy initiative focused on how technology can revolutionize education, continuous access to a computing device for every student leads to increased academic achievement and financial benefits, especially when technology is properly implemented. www.ProjectRED.org
- Online collaboration contributes to improved graduation rates and other academic improvements, according to Project RED.

Student engagement

Today's students are "digital natives"- they are growing up in a decidedly digital world. Digital learning educates students using the same technology they use for communication and entertainment outside of school – smartphones, tablets, and laptops. It is not that students are only engaged by technology, but instead the passive, one-size-fits all education practices are not adequately adaptable to each student's needs and aptitude.

Richer, more personalized classroom experiences

The digital learning environment has modular lesson plans and content, adapts to individual learning, monitors student performance, and encourages small- and large-scale collaborations among students.

Equity

Digital learning can improve the opportunity to learn for ALL students by ensuring access to a full range of tools, resources, content, and courses regardless of zip code or socioeconomic status.

Content

Digital content includes richly diverse fields of knowledge, supporting opportunities for interaction with materials, resources, and experts beyond the classroom. Digital content is always up-to-date and virtually infinite, supporting a wide variety of interests and topics.

Cost

Replacing textbooks, as well as tests and other printed materials with digital content, often includes cost-saving expectations. While not all uses of technology improve cost-effectiveness, properly implemented technology has the potential to yield tangible savings in printing, transportation, and warehouse costs.

1.0 GENERAL INFORMATION

For students and parents, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook:

- Students will receive instruction on the proper use and care of a Chromebook.
- Students are to use the Chromebook in accordance with the Blair Community Schools Acceptable Use regulations as signed by both students and parents before receiving the Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Electronic Technology Regulations and Procedures/Acceptable Use of Technology Form, Chromebook Loan Agreement Form, and Chromebook Usage Fee Application Form (Requires a paid user fee to take the device home or parents may also purchase the device outright for their child's use.)
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unsecured in a car.
- Students must take precautions to prevent damage to the Chromebook especially during extreme cold and heat weather conditions.
- The Chromebook comes with access to approved applications (apps). Students may load additional, appropriate apps onto the device. Students must manage their storage space required for schoolwork.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred.
- Chromebooks, covers/cases, and chargers are the property of the Blair Community Schools and must be returned at the end of the school year, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are the property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.
- Student Discipline
 - The discipline procedure in the BCS handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the Chromebook device.
 - Depending on the seriousness of the offense, students may lose Chromebook and/or network privileges as well as being suspended or even in extreme cases expelled.
- Teachers may set additional requirements for use in their classroom.

2.0 CARE, PROTECTING, AND STORING THE Chromebook

The Chromebook is school property and all users will follow this document and the BCS Acceptable Use Policy for this technology. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken as soon as possible to the media center for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of BCS.
- Chromebooks must never be left in an unsecured car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

2.2 Carrying and Transporting Chromebooks

- The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school.
- Chromebooks should always be within the protective case provided by the school.
- Students are responsible for the Chromebooks when participating in an away activity.

2.3 Screen Care

- The Chromebook screens 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 Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen or hinge.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 Chromebook Care

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Only labels or stickers approved by the school may be applied to the Chromebook.
- Chromebook cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school will be responsible for repairing Chromebooks that malfunction. Students will be responsible for the cost of repairs to Chromebooks that are damaged.
- Chromebooks that are stolen while on school property must be reported to the administration.
- Chromebooks that are stolen while off school property must be reported to the law enforcement and the administration.

2.5 Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by a serial number and username.
- Students are not allowed to change the password that has been set by the school without administrative permission. Under certain circumstances, passwords need to be changed if they are compromised, but will only do so through the administration.
- Tampering with the Chromebook security measures and removal of profiles are forbidden. Violations of this guideline will result in disciplinary action and possible loss of technology use privileges.

2.6 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in the student’s locker.
- Nothing should be placed on top of the Chromebook when stored.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home.

2.7 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas.
- Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways and any other unsupervised areas. Any Chromebook left in these areas is in danger of being stolen.
- If an Chromebook is found in an unsupervised area, it will be taken to the office.
- Restrictions on Chromebook access will be applied in accordance with our Chromebook Loan Agreement form.

3.0 USING YOUR Chromebook AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly leaves their Chromebook at home, they will lose at-home privileges of the Chromebook and will have to leave their Chromebooks in school with their homeroom teacher.

3.2 Chromebook Undergoing Repair

- Students will be provided with paper/pencil assignments until Chromebook is repaired.

3.3 Charging your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition.
- Students need to charge their Chromebooks each evening.
- Repeat violations will result in students losing at-home privileges.

3.4 Screensavers/Background Photos

- Students screensavers/background will have an identifiable picture of the student on their Chromebook. This allows easy identification of the Chromebook user.
- Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.
- The device must remain password protected.

3.5 Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.0 SOFTWARE/APPS ON Chromebooks

4.1 Originally Installed Software

- The software/apps originally installed by BCS must remain on the Chromebook in usable condition and be easily accessible at all times.
- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.
- Students are responsible for keeping all apps updated.

4.2 Additional Software/Apps

- BCS may provide additional paid apps for devices as needed throughout the year.

4.3 Inspection

- Students may be required to immediately provide their Chromebook for inspection.

4.4 Procedure for Re-loading Operating System

- If technical difficulties occur or inappropriate apps are discovered, the Chromebook will be restored to its original state.
- The school is not responsible for the loss of any apps or documents deleted due to the restoration of the device.
- Periodically, Chromebooks will be synced and scrubbed for continued efficient use.

5.0 ACCEPTABLE USE

5.1 Statement of Responsibility

- The Blair Community Schools ACCEPTABLE USE POLICY states that the Superintendent of Schools will develop regulations and procedures related to the appropriate use of electronic technology in the instructional programs and activities of the school district.

- Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. There is no expectation of privacy. Any communication or data is subject to review by network or school administration.
- In compliance with the Children’s Internet Protection Act, all Internet traffic passes through a content filter. This process is in effect for Internet access while on or off of the BCS network. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

5.2 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

5.3 Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to BCS Acceptable Use Policy. This policy is available online and in the student handbook.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via BCS designated Internet system is at your own risk. BCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping BCS protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- Monitoring all activity on their account(s).
- It is good practice to turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive any electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to contact a teacher or administrator.
- Returning all Chromebook equipment to the school district at the end of each school year.

6.0 LOSS OR DAMAGE

- The Chromebook Usage Fee is needed for you and your student’s protection against damage and loss of the loaned Chromebook equipment in your care.
- Repairs or Replacement Costs
 - Total value will be determined at the time of loss or damage.
 - In no case shall the value be greater than \$220.00.
 - Lost or Stolen without negligence – user may be required to pay up to the value of the device.
 - Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
 - Repair Costs to be paid by User:
 - Repairs – actual cost of repair
 - 1st Incident – 33% of repair cost
 - 2nd Incident – 66% of repair cost
 - 3rd Incident – 100% of repair cost

- Parents/students will cover the full cost of the power adapter, cord, and/or cover.
 - Power Adapters-\$20.00
 - Covers - \$35.00
- In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Social Media Guidelines for Students

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Web sites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyberbullying is not tolerated. The actions that may be taken against participating individuals are clearly outlined in the student handbook.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Adapted From:
Social Media Guidelines Wiki

Parent Chromebook Guide to Student Use

Blair Community Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe browsing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as he/she works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school-work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. **Read and share with your child the BCS care and use policies.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.
10. **Please explain to your child that his/her Chromebook may be inspected at any time.** Your child should have NO expectation of privacy of any materials found on an Chromebook.
11. **Remind your child to bring his/her Chromebook to school daily.** If your child leaves his/her Chromebook at home, he/she is responsible for getting the course work completed as if he/she had an Chromebook present.

Blair Community Schools Electronic Technology Regulations and Procedures

The Blair Community Schools ACCEPTABLE USE POLICY states that the Superintendent of Schools will develop regulations and procedures related to the appropriate use of electronic technology in the instructional programs and activities of the school district.

The school's information technology resources, including email and Internet access, are provided for educational purposes.

Adherence to the following regulations and procedures is necessary for continued access to the school's technological resources:

Staff/Students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - May not view, use, or copy passwords, data, or networks to which they are not authorized.
 - May not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Use personal mobile devices on the guest network only.
 - Report security risks or violations to a teacher or network administrator.
 - May not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
 - May not infringe copyrights (no making illegal copies of music, games, or movies, etc).
 - May not plagiarize.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - May not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - May not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - May not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - May not send spam, chain letters, or other mass unsolicited mailings.
 - May not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Staff/Students may, if in accord with the regulations and procedures above:

- Design and post web pages and other material from school resources.
- Responsibly use social networking and Internet communication resources with a teacher's permission and within the regulations and procedures stated above.
 - Social networking sites and resources (YouTube, Twitter, etc) can be useful tools in the school environment, and may be utilized in the classroom. Certain guidelines should be followed:
 - Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
 - Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.

- If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
 - All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- Use the resources for any educational purpose.

Consequences for Violation

- Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring

- School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.
- Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I have read and agree to abide by the Blair Community Schools Electronic Regulations and Procedures for use of the Internet with school and personally owned devices.

Student Signature: _____ Student's Name Printed: _____

Parent Signature: _____ Date: _____

Blair Community Schools
Chromebook Loan Agreement

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following requirements be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my son's/daughter's use of the Chromebook at home.
- I will discuss expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair or clean the Chromebook.
- I will report to the school any problems with the Chromebook.
- I will not load or delete software/apps from the Chromebook.
- I will make sure that my son/daughter has sufficient battery power for the school day.
- I will make sure my son/daughter brings the Chromebook to school every day.
- I understand that if my son/daughter comes to school without his/her Chromebook, I may be called to bring it to school.
- I agree that the Chromebook will be returned to the school when requested and any time he/she ceases attendance.
- I understand that my son/daughter will not be allowed to bring their personal Chromebook to school. Only school-issued Chromebooks may be used at school.
- Any use deemed irresponsible or inappropriate by the district may result in the loss of his/her right to possess and/or use this Chromebook and may also result in disciplinary or other action.
- By my signature below, I agree to all terms contained in the Chromebook Loan Agreement.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else, I will follow the policies of the Blair Community Schools—especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will leave the protective cover/case on at all times.
- My Chromebook is my responsibility and will stay in my possession at all times.
- I will not remove assigned programs, profiles, or files from the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the charged Chromebook to school every day.
- I agree that email or any other Chromebook communication shall be used only in compliance with this Agreement.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my Chromebook using the procedures recommended by the school.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Blair Community Schools.
- I will not remove the protective cover, unless instructed to by school personnel.
- By my signature below, I agree to all terms contained on the two pages of this Chromebook Loan Agreement.

Student Signature: _____

Student's Name Printed: _____

Parent Signature: _____ Date: _____