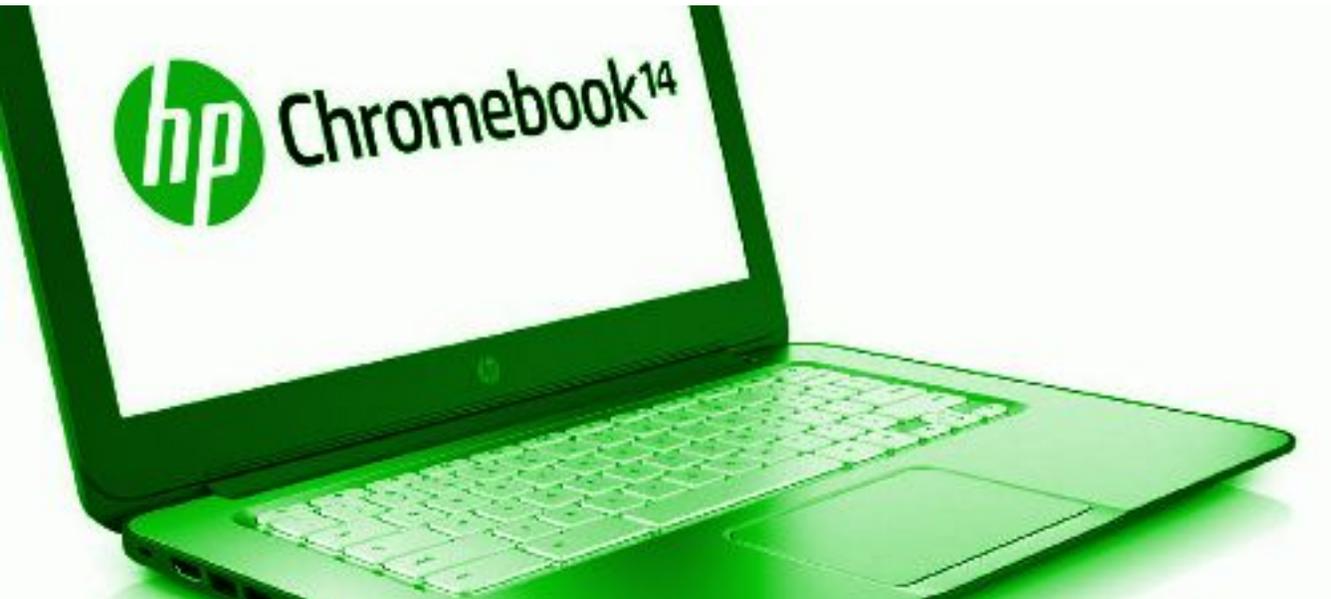


WEST BRANCH LOCAL SCHOOLS

Warrior 1:1 Program and Handbook



Overview

The one-to-one technology and blended learning initiative combines traditional instructional strategies with an online component. It is the goal of the district to provide a technology-rich educational experience for every child. The district realizes that in a 21st Century workplace, it is critical for students to understand how to effectively use technology. As with any technology, there are expectations for proper care, handling and use. We have reviewed these expectations and within this document are guidelines to make sure student experiences with their laptop, both at school and at home, are of value.



West Branch Local School District

Warrior 1:1 Program & Handbook Guidelines and Associated Information

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Vision, Purpose, Objectives:

Vision:

The West Branch Local School District is determined to promote this Vision:

Effective infusion of technology into daily high quality instruction and assessment, therefore preparing students to be college and career ready in the 21st century.

West Branch's desire is to instill in its students 6 key skills:

Critical Thinking, Research, Collaboration, Adaptability, Communication and Presentation. The Chromebook and use of Google Apps for Education, online assessment compatibility, ease of management, and overall cost were determining factors when chosen by the administration and technology department.

Purpose:

The Chromebook will be used in a variety of ways in the classroom. It is designed with new intelligent features that make work easier and bring teachers and students together. The focus is to provide students with multiple opportunities to research, collaborate, and create. Students will enroll in their teachers' Google Classrooms where they will view, complete and turn in assignments online. They may research and respond to questions, or other educational materials, collaborate on a document or presentation with other classmates, or create something new with one of the apps available to them. Students will use the Google Apps for Education menu and house the work they create in their Google Drive. This work can be accessed by the student from any computer by logging into their Google Drive. All students will receive a uniform login format.

Program Objectives:

The students and staff in the Warrior 1:1 Program will utilize devices in the classroom setting and beyond to further enhance instructional practice through technology integration. The students and staff will utilize available resources electronically on an as needed basis for instructional advancement.

The students and staff will collaborate using multiple google applications. The teaching and support staff will be provided with professional development opportunities to advance professional practice related to Google tools, educational resources, and technology integration.

Warrior 1:1 Program

Chromebook Care

As part of the West Branch Local School District's 1:1 program, we want students and parents to feel protected in case of accidents. We have chosen a case we feel can provide level of protection for the device the district and you are using each day. The *Higher Ground* case offers full protection for our student's devices and can protect from drops that may occur accidentally. The case should remain on the device at all times.

The district also recommends that students keep their devices in locations at home where their use can be monitored by parents and/or guardians. In addition, parents are encouraged to review with their children the appropriate use of technology and the proper care for their equipment.

Chromebook Insurance Cost

Each student/parent/guardian in the affected grade levels will be offered insurance on their Chromebook for \$17.50 per device annually.

Insurance will cover the following:

- Accidental damage to the device. The school will repair the device up to 3 times per year, if the damage to the device is deemed accidental.
- Any damage sustained from intentional or negligent acts will not be covered and the repair costs will be the responsibility of the parent.
 - The family will be responsible for damage or loss as the result of neglect or intentional abuse.
 - Using or carrying Chromebooks at any time without the school-issued case will be deemed an 'intentional or negligent act.' Any damage that occurs to the Chromebook without the use of the case will not be covered and the repair costs will be the responsibility of the parent.
 - The case should remain on the device at all times.
- Loss or theft will not be covered. The West Branch Local School District must be presented with a police report of the loss - or be notified immediately so a report can be filed and an investigation can take place.

No Insurance:

- Costs for repair will be billed at the cost of replacement parts and will not be marked up.
- Labor costs will not be added to the cost of repair.
- The cost of the repair shall not exceed the replacement cost of the Chromebook.
- If damaged, the student or parent should report the damage immediately to a classroom teacher, district technology staff, or building principal. A "loaner" device will be issued and the technology staff will inspect and initiate repairs as warranted.

Typical Repair / Replacement Costs (Most Covered by the Insurance):

**Prices are subject to change*

HP ChromeBook G5

Screen:	\$ 39.99
Keyboard/Palmrest/Touchpad	\$ 79.99
Motherboard	\$ 129.99
Shield Case	\$ 19.99
LCD Bezel	\$ 24.99
AC Power Cord	\$ 39.99
<i>- Not Covered by Insurance</i>	
Speaker Set	\$ 11.99
Total Chromebook Cost:	\$ 309
Higher Ground Case	\$ 49.95
<i>- Not Covered by Insurance</i>	
Power Pocket Case	\$ 9.95
<i>- Not Covered by Insurance</i>	
Shoulder Strap	\$ 9.95
<i>- Not Covered by Insurance</i>	

HP ChromeBook G6ee

Screen:	\$ 39.99
Keyboard/Palmrest/Touchpad	\$ 79.99
Motherboard	\$ 129.99
Shield Case	\$ 19.99
LCD Bezel	\$ 29.99
AC Power Cord	\$ 34.99
<i>- Not Covered by Insurance</i>	
Speaker Set	\$ 11.99
Total Chromebook Cost:	\$ 329
Higher Ground Case	\$ 49.95
<i>- Not Covered by Insurance</i>	
Power Pocket Case	\$ 9.95
<i>- Not Covered by Insurance</i>	
Shoulder Strap	\$ 9.95
<i>- Not Covered by Insurance</i>	

**Prices are subject to change*

Chromebook Acceptable Use Policy:

- *Parents/Guardians should sign off on this AUP prior to device usage.*
- The Google Chromebook and any accessories that have been issued to students are the property of the West Branch Local School District. The device is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students.
- Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- Parents/guardians and students should be aware that access to the Internet outside of the school district is filtered by our management software, however, these filters are still at times susceptible to questionable content..
- The District has the right to randomly inspect any device, application, or peripheral device. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will attempt to include two additional district administrators prior to remotely accessing his/her device. The technology official will notify the parents/guardians of the student after a remote access connection has taken place.
- Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student, friend, or sibling.
- Students must have their Chromebook and chargers with them at school. Students should bring the Chromebook to school fully charged. The insurance does not cover the cost to replace a lost power cord /charger. Students should transport and keep the device in the case provided to them by the District.

- Use of the Chromebook for anything other than teacher directed or approved activities during instructional time is prohibited. This includes but is not limited to internet or computer games and other entertainment activities, outside email, instant messaging, chat, and use of the internet for anything other than school-related research.
 - Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed.
 - Students are not allowed to download or install any applications/software or other materials. District technology staff will perform or direct all approved installations.
 - Chromebooks are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
 - Students will not use the Chromebook for illegal purposes. Students will not deliberately use the device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities.
 - Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Chromebook Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.
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Wireless Connectivity

The district recognizes that not all families have internet access. Families are not required to obtain internet access for their student. However, the district can provide families with a list of sites around the area where students can go to access the internet when needed.

The district also recommends that students keep their Chromebooks in locations at home where their use can be monitored by parents and/or guardians. In addition, parents are encouraged to review with their children the appropriate use of technology and the proper care for their equipment.

NOTE - If you need additional information, please contact a member of the district administrative team by phone or by email. We encourage you to ask questions, give suggestions, etc.

This handbook is not an all inclusive manual. The board and administration reserve the right to change items pending final legal review and distribution to parents and students with successful implementation of the program in mind.