

# Wythe County Public Schools

## One To One Technology Initiative Guidelines

In accordance with Wythe County Public Schools' vision to *Educate Students for Success in the 21<sup>st</sup> Century*, a One To One Technology Initiative has been created to provide students with a mobile technology device to use at school and at home. The One To One initiative was created to establish equitable access to quality learning tools and technologies to prepare students with 21<sup>st</sup> Century skills and enable them to learn in relevant, real world contexts.

### **One To One Learning Goals**

- To increase student engagement and productivity through personalized learning and equal access to technology
- To increase student achievement and academic rigor
- To help students develop good digital citizenship behaviors and Internet safety skills
- To increase graduation and reduce dropout rates by providing the infrastructure, tools and content necessary to extend learning capabilities and create a personalized learning experience for students
- To extend and expand learning beyond the school day—anytime, anywhere learning
- To provide authentic and relevant learning experiences
- To increase 21st Century skill development in collaboration, communication, creativity, critical thinking and problem solving, digital literacy, and global awareness
- To ensure college and career readiness by equipping every student with the knowledge, skills and experiences necessary for academic and workplace success

### **Ownership**

This equipment is, and at all times remains, the property of Wythe County Schools and is herewith lent to the student for educational purposes only for the Academic School Year. Students who are issued a mobile device may take the device home with them during the school year when the students are enrolled in WCPS; however, the devices remain the property of WCPS and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person. The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

### **Occupancy of the Device**

To help cover the costs of providing the mobile devices to students, WCPS charges each student a fee of \$20 per year per device (*see WCPS Policy JN*). The fee may be prorated at \$5.00 per grading period for new students who move in. This fee goes into a One To One device self-insurance fund that is used to pay for lost, damaged, or broken devices. The One To One Technology fee is non-refundable.

Mobile devices will be assigned to eligible students in the same manner as a textbook. WCPS will record the serial number of each device and the student to which the device is assigned. This device will remain with the student for the remainder of the school year unless he or she withdraws from school, at which time the student and his parents/guardians are responsible for returning the device to the school.

Students will be assigned the same device each year they are enrolled in WCPS.

The student's right to use and possess the device and all peripherals terminates no later than the last day of the school year unless earlier terminated by WCPS or upon student withdrawal from the school through dropping-out, suspension, expulsion, or transfer.

The equipment will be returned when requested by Wythe County Schools, or sooner, if the student withdraws from Wythe County Schools prior to the end of the school year. The student must return the device to the school from which the device was originally assigned. The school principal/designee will be responsible for seeing that devices are returned in a timely manner. Failure to return the device to the school on the designated date may result in criminal charges being sought against the student, parent, and or the person who has the device.

### ***Usage of the Device***

One user with specific privileges and capabilities has been assigned to each tablet for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The WCPS network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Serial numbers are located on the tablets. This identification may not be tampered with throughout the use of the device. Additional stickers, labels, tags, or markings of any kind are not to be added to the tablet.

The student may not make any attempt to add, delete access, or modify other users' accounts on the tablet or on any school owned computer. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the tablet. Consequences for failure to comply with the responsibilities and guidelines will be handled accordingly by the building principal.

### ***Responsibility of the Student***

The One To One Tablet is an important learning tool and is to be used for educational purposes only. In order to take the Tablet home each day, students must be willing to accept the following responsibilities. When using the Tablet at home, at school, and anywhere else:

- Students must comply with the WCPS Acceptable Use Policy as well as all other WCPS policies and procedures while also abiding by all local, state, and federal laws when using their devices, regardless of where and when that use occurs (e.g., at home/at school, before/after school).
- Students must bring their devices to school every day in a fully charged state.
- Students must treat their devices with care and never leave them in an unsecured location.
- Students must promptly report any problems with their devices to their school's Media Center.

- Students may not remove or interfere with the serial number and other identification tags on their devices.
- Students may not attempt to remove or change the physical structure of their devices.
- Students may not attempt to install or run any operating system on their devices other than the operating system supported by WCPS; that is, students must not root their devices or make other modifications to the device's operating system.
- Software may not be removed or loaded onto the Tablet without permission.
- Students will not give out personal information when using the Tablet.
- Email or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- Students will honor their family's values and abide by school procedures when using the Tablet.
- Students should maintain security of all account information and passwords assigned to them and not share these with any other students.
- Students are responsible for backing up their data to protect themselves from data loss.
- Students shall follow their school's procedure for repairs. This information can be found in the school's media center. Students may not attempt to repair their own Tablet. When cleaning the screen, students should use a soft, dry cloth.
- Students will return the Tablet when requested. Occasional, updates and maintenance may be required from time to time.
- Students will turn in their Tablet upon withdrawal from their school.
- Students must file a police report if the Tablet is stolen.
- Consequences for failure to comply with the responsibilities and guidelines will be handled accordingly by the building principal.

### ***Responsibility of the Parents/Guardians***

Students are issued a Tablet to improve and personalize his/her education and equip them with 21<sup>st</sup> Century learning skills to be college and career ready. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Tablet:

- Paying the annual One To One Technology Device fee and any other charges incurred under this program, such as a deductible for loss or damage to the device;
- Taking reasonable precautions to ensure that their students take care of their devices and abide by WCPS Acceptable Use Policy.
- Supervising the use of their child's use of the Tablet at home.
- Discussing family values and expectations regarding the use of the Internet and email at home.
- Make sure students recharge the battery each night so they are prepared for school the next day.
- Making sure students bring the Table to school every day. If a student comes to school without the Tablet, parents may be called to bring it to school.
- Attempting to repair the Tablet at home is not allowed. Please follow the school's procedures for repair requests.
- Promptly reporting the loss of or damage to the device immediately to the school.
- Ensuring that students return the device when directed. Occasional updates or maintenance may be required throughout the school year. Students must return the Tablet at the end of the school year,

when they withdraw from the school which issued the device, or when directed to do so by WCPS.

- Understanding students will file a police report if the Tablet is stolen.
- Remind students of consequences for failure to comply with responsibilities and guidelines.

WCPS strongly encourages parents/guardians to work with their children to develop good digital citizenship and Internet safety skills.

### ***Digital citizenship and Internet Safety***

One of the goals of WCPS's One To One student technology initiative is to help students develop good digital citizenship behaviors and Internet safety skills. These include, but are not limited to:

- Using the One To One devices for learning and collaboration on school projects.
- Learning and respecting copyright laws. For example, students will learn that using copyrighted music, images, programs, video and other content without the permission of the copyright owner is an infringement of copyright law.
- Respecting the privacy of fellow students and faculty by not using the devices to photograph or otherwise record anyone without that person's permission.
- Demonstrating respect and kindness toward others by not engaging in any cyberbullying.
- Demonstrating respect for the laws of the Virginia and the United States by not engaging in hacking or other illegal computer-based activities.
- Demonstrating respect for oneself by using good judgment when posting information and opinions to social media.

### ***Responsibility for Electronic Data/Monitoring***

Students are solely responsible for any apps or extensions on their devices that are not installed by WCPS employees. Students are responsible for backing up their data to protect from loss. Until ownership rights transfer to the student as described above, students, like all users of WCPS technology, have no rights, ownership, or expectations of privacy to any data that is, or was, stored on their device and are given no guarantees that data will be retained or destroyed, other than data covered by the federal Family Educational Records and Privacy Act (FERPA).

All activity on school division-owned computers, networks, and other electronic devices may be monitored by school authorities.

Parents and guardians should note that students' Internet access is monitored and filtered while the students are at school in accordance with state and federal law; however, students may be able to access unfiltered Internet content when they connect to networks outside the control of the school division, such as public Wifi hotspots or home networks. WCPS is not responsible for any content students access when they are connected to networks outside the control of the school system.

### ***Technical Support and Repairs***

The Tablets are the property of WCPS and therefore WCPS will provide technical support and repair services. Students, Parents/Guardians may not attempt to make repairs on their own nor take the device to a third-

party for repairs. Each school will have procedures set up in their media center to request repairs. Students must fill out the repair request and place it between the keyboard and tablet screen before turning the device into the media specialist. Students do not have to turn in the power cord with their device for repairs. WCPS will have the sole discretion on whether to repair or replace the device.

If a student's Tablet is in need of repair or replacement, students need to understand that the school has a limited number of loaner devices. The student may not opt to keep an inoperable device to avoid doing classwork. All attempts will be made to find a device for the student to borrow temporarily. However, it will not be guaranteed that the loaner device will be accessible for students to take home with them. Students will not be penalized in the case of legitimate replacement issues. When needed, alternate assignments will be made to ensure students' grades will not suffer.

### ***Responsibility for Lost or Damaged Property***

To help cover the costs of providing the mobile devices to students, WCPS charges each student a fee of \$20 per year per device (WCPS Policy JN). This fee goes into a One To One device self-insurance fund that is used to pay for lost, damaged, or broken devices. Each school will maintain a repair/replace account for the One To One tablet devices.

WCPS has purchased extended warranties for the devices, but certain things may not be covered. During the time that the warranty is in effect, WCPS will repair or replace damaged equipment resulting from normal use that is covered by the warranty. Any damage or repair not covered by the warranty will be the responsibility of the student and his/her parent/guardian. Loss of the device and breakage caused by dropping the device are examples of damage not covered by the warranty.

The \$20 annual fee serves as a premium for the One To One device self-insurance fund. In the event that a student loses or breaks a mobile device, WCPS will charge the student the following deductibles to recover a portion of the cost of replacing or repairing the device.

<b>Device</b>	<b>First-Time Loss/Replacement</b>	<b>After First Time</b>
Lenovo Yoga	\$50.00	Full replacement cost
Google Chromebook	\$50.00	Full replacement cost
Charger (AC adapter)	\$15.00	Full replacement cost