



Roxbury Public Schools

1-to-1 Technology Initiative Program Handbook For Grades PreK to 12



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Program Overview

In order for the Roxbury Township Public Schools to prepare our students of today for tomorrow, we need to provide them with an engaging, personalized curriculum that will inspire and empower them to flourish as ethical and global citizens.

All students have unique needs, abilities and interests and educational technology enables students to experience a more personalized curriculum to gain the skills necessary to be successful in college and career. Our commitment to creating digital learning environments will be evident through our 1-to-1 technology initiative.

The long-term goals of the 1-to-1 initiative are to:

- Increase student engagement with the curriculum
- Personalize instruction to meet student's needs, abilities and interests
- Foster the growth of the 4 C's - Collaboration, Communication, Critical-Thinking, and Creativity

Keeping these goals in mind as we progress through our planning and implementation of this 1-to-1 technology initiative, we believe will result in a transformation in our learning environments that will accelerate student learning.

Why 1-to-1?

- Equity - providing each student with a device ensures all students have access to high quality, digital resources.
- Digital Curriculum - more high quality curriculum resources are moving to electronic delivery. Students can have learning experiences that were not possible before, such as online discussions around a reading assignment, weekly student podcasts, and collaboration with educational experts from around the globe.
- Personalized Learning - learning environments become student-centered so a student can spend as little or as much time as needed to master content - anytime, anywhere.
- 21st Century Skills - digital technologies enable students to communicate and collaborate in an environment in which they are extremely comfortable.
- Digital Citizenship - students can learn to utilize technology appropriately and responsibly.

Chromebooks Overview

For the 1-to-1 technology initiative, the device that has been chosen is a touchscreen chromebook. A chromebook is a laptop computer that runs the Chrome operating system and is entirely web-based relying on a wireless environment to access the Internet.

G Suite for Education

One of the primary tools students will be using will be the G Suite for Education suite which consists of many apps including the ability to create Documents, Presentations, use email, and store their work in the cloud using Google Drive.

While chromebooks do have a limited amount of offline storage for files, it is recommended that students store all their documents in the cloud using Google Drive. This will also ensure documents are not lost should the chromebook need to be reset.

Chrome Apps and Extensions

Other tools that students may use in their classes are educational apps or extensions available through the Chrome Web Store. Some apps or extensions will be automatically installed for student use. Students cannot download and install their own apps and extensions because we review these programs for safety and privacy before allowing them to be installed. Students must abide by the rules outlined in the Acceptable Use Policy. We do encourage students to share educational apps or extensions that they are aware of with their teachers for review.

Classlink

Classlink is our single-sign on portal that enables students and staff to login one area for access to all of the applications that are used in our District. All applications available in this portal have been reviewed for safety and privacy.

Content Filtering

The Roxbury School District complies with the Children's Internet Protection Act (CIPA) by providing filtering of controversial and inappropriate websites. This filtering is available both at school and while at home. However, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Receiving your Chromebook

Chromebooks will be distributed during scheduled times to students once the Technology Acknowledgement Form indicating you have read the Acceptable Use Policy, this Program Handbook, and Policies 7523 and 5513 have been electronically signed off in the Genesis parent portal by both the student (for grades 7 to 12 only) and his/her parent or guardian.

In addition, Roxbury Public Schools requires each student to purchase insurance for student issued chromebooks. The annual cost is \$28 per school year or \$14 per school year if eligible for free and reduced lunch.

This coverage does not cover the chromebook cover/case or the cost of loss, theft or intentional damage of a device. Please note that all repairs and/or parts must be completed through the Roxbury Technology Department. You will be liable for the cost of the device if you choose to use outside parts and/or repairs as you will have voided our agreement with our vendor.

Returning Your Chromebook

Chromebooks are District-owned devices and students may be requested to turn in their chromebooks and any accessories for maintenance or inspection at any time. Students must also turn in their chromebooks and accessories upon graduation from Roxbury High School or if they transfer, withdraw or are expelled from school. If the chromebook and accessories are not returned in good working order or not returned at all, access to student data on Genesis will be suspended until payment for the chromebook and/or accessories is received. If applicable, transfer documents will be held until payment is received. If payment is not received, it will be reported to the Roxbury Police Department as theft.

Sound

Sound must be muted on the chromebooks at all times during school hours unless permission has been given by a teacher for instructional purposes.

WebCam

Recording through the chromebook webcam is prohibited during school hours, unless permission has been given by a teacher for instructional purposes.

Printing

You can setup printing on your chromebook at home by following these steps from Google - <https://support.google.com/chromebook/answer/7225252?hl=en>. Printing is not enabled in school because we are trying to encourage electronic collaboration and grading.

Expectations for Use of Your Chromebook at School

The chromebook is expected to be brought to school, **fully charged**, everyday. Students are responsible for bringing their chromebooks to all of their classes. Students are expected to comply with all rules outlined in the Acceptable Use Policy and any teacher directives when using their chromebooks at school.

If a student leaves his/her chromebook at home on regular basis or if it is determined that a chromebook has not been in use for an extended period of time, that student may be required to present their chromebook to the Technology Department for a mandatory inspection to ensure it is in working order. If a student does not bring their chromebook when requested, their account and/or chromebook may be disabled and a fine for the chromebook assessed in Genesis.

Expectations for Use of Your Chromebook at Home

It is expected that students will use their chromebooks at home to assist them with completing schoolwork and that they will follow the same rules in the Acceptable Use Policy that they follow during the school day. A wireless internet connection will need to be setup on the chromebook for access in completing any teacher requirements. If a student does not have a wireless internet connection at home, there may be other options available through a student's cable television service, such as WiFi services from Optimum.

Students should leave their chargers in a safe place at home and remember to plug in their chromebook to charge each night. If a chromebook is plugged in each night, there is no need to transport the charger back and forth to school as the battery will last all day.

Caring for your Chromebook

General

- No food or drink should be near the chromebook.
- Heavy objects or books should never be placed on top of the chromebook.
- Cords, cables and removable storage devices need to be inserted and removed carefully from the chromebook.
- Chromebooks should not be left in extreme heat or cold conditions, such as in a vehicle.

Cases

- Each student will receive a case to store their chromebook.
- The chromebook should remain in the case **at all times**, even during classroom use.
- No other case or backpack can be used to transport the chromebook.
- No other books or items should be stored in the district-provided case.
- While the cases will provide some protection, they are not guaranteed to prevent damage. Students still need to take extra care in protecting the chromebook.

Touchscreens

- Only a dry microfiber or anti-static cloth should be used when cleaning the touchscreen.
- Do not use any liquid cleaners either sprayed directly on the screen or sprayed on a cloth.

Lockers

There will be times when students will need to store their chromebooks in their school locker or gym locker.

- Do not place books or other items on top of chromebook case.
- Do not leave chromebook in locker at school overnight.

Asset Tags

For security purposes each chromebook is engraved with the following:

*Property of Roxbury Public Schools
If found please contact the Technology Department at 973-584-8121.*

In addition, an asset tag will be on each chromebook for identification and tracking. The engraving and tag should not be modified or tampered with and no other stickers, drawings, labels, engraving, or decals may be put on the chromebook.

Unsupervised areas

- Do not leave a chromebook in unsupervised areas such as the cafeteria, hallway, bathroom or any other area where it cannot be securely locked.
- Any chromebooks that are found will be taken to the office, media center, or technology for tracking purposes.
- If a student's chromebook is found unsupervised on numerous occasions, that student may be put on a period of probation where they will be unable to take their chromebook home. The student will be responsible for checking it in and out of the media center each day for a period of time to be determined by school administration.

Intentional Damage, Loss or Theft

Any intentional damage or damage beyond reasonable use must be reported to the main office or Technology Department immediately. You will be financially responsible for any intentional damage to the device or components of the device (e.g., cracked screen, lost battery charger, etc.). A chart that indicates the cost of a chromebook, if a complete replacement is necessary, as well as the costs of various components that could be damaged can be found at the end of the handbook.

If it is believed the device has been lost or stolen, the parent/guardian is required to file a police report immediately with the Roxbury Police Department in addition to notifying the main office. In accordance with Board of Education Policies 7523, School District Provided Technology Devices to Students and 5513, Care of School Property, the student and his/her parent/guardian will be responsible for the cost of the chromebook and any accessories.

Right to Privacy

The Roxbury Public Schools may, without prior notice or consent, access, monitor, log or record use of student Chromebooks. Webcams will never be used to monitor students. The Roxbury Public Schools complies with the Anti-Big Brother Act with adoption of Policy 7523, School District Provided Technology Devices to Students which must be reviewed and signed off by both students (in grades 7 to 12) and parents. Some of the ways in which the chromebooks and content are monitored are listed below.

Management of Chromebooks

The District utilizes Google's Management Console to manage the chromebooks for changing security settings, updating software, and adding or removing apps and extensions. Google's Privacy Policy for Education can be found at:

<http://www.google.com/edu/privacy.html>

Learning Management Systems

Teachers will be using various Learning Management Systems, such as Google Classroom or Lightspeed Relay Classroom in which they can deliver assignments and/or remotely view and project student screens to assist with understanding of a topic.

Classlink Single Sign On Portal

The classlink single sign on portal tracks what applications students are using in the portal to assist the District in analyzing student engagement with content and usage of applications to help guide purchasing decisions.

Technical Support

- Students that are having technical issues with their chromebooks should bring their device to their school's designated tech location for check-in and documentation of the problem. A loaner chromebook will be provided, if available.
- The Technology Department will investigate the issue and repair it if possible.
- Once the chromebook has been repaired, the student will be emailed to pick it up from the designated tech location.
- If after investigating, it is found that the technical issue is due to intentional misuse or neglect, the student will be responsible for the repair of the damage and/or the entire cost of the chromebook and any accessories and the incident will be reported to school administration.

Disciplinary Actions

As outlined in this handbook, there are times that students may be subject to disciplinary actions for not following the information outlined in this handbook or the Acceptable Use Policy. Examples of reasons for disciplinary action include:

- Resetting a chromebook to factory default settings.
- Removal of school issued apps or extensions.
- Use of a proxy server to bypass content filtering.
- Any attempt to use outside parts and/or repairs that void the agreement with our vendor.

Disciplinary action will be determined by school administration.

Additional Information

A resource site has been created for students, parents, and teachers at <https://sites.google.com/roxbury.org/rox1to1>

For additional questions or information, please contact Teresa Rehman via email at trehman@roxbury.org or phone at 973-584-8121.

Item Type and Description	Cost Range
ACER OR DELL CHROMEBOOK	\$316 - \$366
AC ADAPTER	\$10 - \$14
BATTERY	\$32 - \$40
MAINBOARD	\$175 - \$227
WIRELESS LAN	\$7 - \$8
USB BOARD	\$3 - \$4
POWER CORD	\$3 - \$4
CABLE LVDS FOR TOUCH	\$4 - \$5
HD CAMERA	\$5 - \$8
LCD HINGE W/BRACKET - R FOR TOUCH	\$1 - \$2
LCD HINGE W/BRACKET - L FOR TOUCH	\$1 - \$2
THERMAL MODULE	\$7 - \$8
LCD LED TOUCH PANEL 11.6	\$108 - \$130
TOUCHPAD	\$5 - \$6
SSD BOARD 32GB	\$30 - \$35
LCD COVER	\$8 - \$10
LOWER CASE	\$3 - \$5
UPPER CASE W/KEYBOARD (US)	\$18 - \$23
SPEAKER SET (W/R&L)	\$2 - \$3
Microphone	\$1 - \$2
CHROMEBOOK CASE/COVER	\$25 - \$32