

# Cowan Community Schools

1:1 Technology Handbook for Students and Parents  
2022-2023 School Year



This 1:1 Handbook is intended to provide a summary of the student and parent responsibilities of our district's technology initiative. Students are expected to strictly follow the expectations that are provided in this document.

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## **Rationale and Goals**

In today's society, students must have authentic experiences with the regular use of technology as a part of their educational experiences. These experiences not only provide a wealth of information available for students in their regular work in the classroom, but they also build a level of expertise that is needed to be successful in future career opportunities. Technology requires that students collaborate with others, communicate effectively, think critically, and be creative in solving problems or completing tasks. Students must be able to transfer what they know and apply it to new circumstances. They must be able to adapt to learning new technology, evaluate the quality of digital tools, and effectively apply available technology resources. At Cowan our teaching and learning goals with the use of technology include the following:

- Extend student learning beyond the walls of the classroom
- Provide equal access to technology and tools to all students in order to provide equal opportunities for all students
- Prepare students to be safe, responsible, and innovative digital citizens
- Engage students in real-world problems by collaborating with others in the classroom and around the world
- Enable students to take responsibility for their own learning
- Provide students with the tools to be successful in their future endeavors in college and/or their careers

## **Responsible Use Agreement**

### **Introduction**

Cowan Community Schools (CCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. As a result, each student at Cowan Community Schools will receive their own school-owned Chromebook to use both at school and at home throughout the school year.

### **General Guidelines**

- The CCS network is intended for educational purposes.
- All activity over the network and using district technologies will be monitored, documented, and retained.
- Students are responsible for appropriate and ethical educational use of all technology resources at all times.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Filtering tools will be in place to provide a level of protection for students while at school and away from the school campus.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Access to technology resources is a privilege not a right. A violation of the Acceptable Use Policy or these guidelines (1:1 Handbook) can result in the loss of technology privileges as well as other disciplinary action.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data or the files of another user, without the consent of the individual, principal, or technology director will be considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
- Users of the district network or other technologies are expected to alert technology staff or building principals immediately of any concerns for safety or security.

### **Privacy and Safety**

- Students are expected to follow all of the expectations outlined in policy [7540.03](#) on Student Technology Acceptable Use and Safety.
- Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- Students should never share personal information online including phone number, address, social security number, birthday, financial information, or any other personally identifiable information over the internet without adult permission.
- Users should never agree to meet in person someone they meet online.
- If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult or supervisor.
- All students, and those staff members who work directly with students, shall receive annual training on social media safety, cyberbullying, and appropriate responses.
- Passwords should never be shared with anyone.
- Do not open, use, or change files that do not belong to you.
- A student should never use another student's password or account, even with the permission from the student. Any need to have access to another user's account should be addressed to a teacher or principal.
- All information saved on a student's Google Drive, internet browsing history, and overall computer logs are not guaranteed to be private. Corporation administrators reserve the right to inspect or view your files at any time. Items found in violation of this handbook or the Acceptable Use Policy will be handled accordingly.
- Students shall not access social media for personal use from the district network, but shall be permitted to access social media for educational use in accordance with their teacher's plan.

### **Plagiarism and Copyright**

- Students are not to plagiarize (or use as their own, without citing the original author) content, including words or images from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.
- Students must respect the rights of copyright owners, including in their use of materials found on, disseminated through, or posted to the internet.

- Copyright infringement occurs when a work that is protected by a copyright is reproduced without explicit permission from the copyright holder.

### **Email**

- Cowan will provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted by grade level or school policy.
- Currently, any outside emails to students are blocked. Students can only send and receive email from Cowan staff members.
- Students should not send any personally identifiable information through their email and should not attempt to open files or follow links from unknown or untrusted sources.
- Students should use appropriate language and should only communicate with other people as allowed by district policies or teachers.
- Students should not send mass emails, chain letters, or spam.
- Users are expected to communicate with the same appropriate, safe, and courteous conduct online as offline. Email usage will be monitored and archived at all times.

### **Responsible Use**

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content.
- Students should use only known or trusted sources when conducting research via the internet. When in doubt, ask a teacher or administrator.
- Students should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Cyberbullying**

- Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking, will not be tolerated.
- Students should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted person and create for the targeted person an objectively hostile school environment.
- Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Students should remember that online activities will be monitored and retained.
- All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Cowan has an anonymous reporting tool available on our website for students to report bullying to appropriate staff members.

### **Limitation of Liability**

- Cowan will not be responsible for damage or harm to personal files, data, or hardware.
- While Cowan utilizes filtering and other safety and security measures there is no guarantee as to their effectiveness.
- Cowan will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Consequences:**

- Notification of parents.
- Suspension of network, technology, or computer privileges for up to a full school year.
- Detention or suspension from school and school-related activities.
- Cowan Schools cooperates fully with local, state, or federal officials in any investigation concerning violations of computer crime laws.

### **Device Management and Student Responsibilities**

Chromebooks, chargers, and cases will be distributed each fall to students. The cases provided are work-in cases which allow the device to stay in the case while it is charging or being used. This provides an added level of protection in order to help keep the devices safe. **Each year, parents and students must sign the 1:1 Technology Handbook Policy during enrollment in addition to the Acceptable Use Policy when enrolling at Cowan before a device will be issued to a student.**

### **Cost to Families**

CCS has worked hard to provide each student with a Chromebook, charger, and work-in protective case at no cost to parents. Additionally, we have not changed our curriculum offerings for students and teachers. Students will still use traditional textbooks with the additional support of their Chromebooks for any digital resources that are available.

Families will, however, have the option to purchase a yearly insurance plan to protect their student's device. The cost of that plan is \$15 per year per student. (see insurance plan on page 11)

### **Student Responsibilities**

Students are responsible for the care of their Chromebook issued by CCS. This includes while at school, at home, or any other location where the device is taken. Once it is assigned to the student, it is their complete responsibility until the end of the school year. Devices that are broken or fail to work correctly must be taken to the tech department in each building. Loaner devices will be available for students if a lengthy repair or replacement is needed.

### **Handling and Care**

- Keep the Chromebook in the district-issued case when not in use. The case is designed to be a work-in case, so it is highly recommended to keep the device in the case even when using it.
- No food or drink is allowed next to your Chromebook while it is in use.

- Keep Chromebooks and cases free of any writing, drawing, stickers, or labels that are not applied by the CCS staff.
- Students may add appropriate music, photos, backgrounds, or wallpapers as long as these personalized items meet the expectations of school policies. Personalized media are subject to inspection at any time.
- Charging cables or any removable storage devices must be inserted carefully.
- Do not set books on the Chromebook or case.
- Wipe surfaces with a clean, dry soft cloth.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should not be shoved into a locker or wedged into a backpack as this will compromise the screen, causing it to break.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. This could cause damage to your device.

### **Screen Care**

The screen of each Chromebook can be damaged if proper handling instructions are not followed.

- Do not lean of top of the device
- Do not poke or touch the screen with a pencil or pen
- Do not place anything in the case that could put pressure against the cover.
- Do not place anything on the keyboard before closing the lid
- Clean the screen with a soft, dry microfiber cloth. Do not use window cleaner or any other type of liquid on the screen.

### **Transport**

- Always transport your Chromebook in its protective case.
- Students should never carry their Chromebook with the screen open unless directed to do so by a teacher.
- Do not leave your Chromebook in a vehicle for extended periods of time or overnight.
- Do not leave your Chromebook in visible sight when left in a vehicle.

### **Power Management**

- Students must make sure to bring their **fully charged** Chromebook to school everyday.
- Loaner Chromebooks will be available for those rare occasions when a Chromebook is not charged or is forgotten at home. Repeatedly bringing your Chromebook back to school without a full charge or forgetting it at home may result in disciplinary action.
- Once charging cables are provided to students they should be left at home and not brought to school.
- All class work that is missed due to an uncharged Chromebook or a Chromebook left at home is to be made up on the students' own time.
- Replacement of lost, stolen, or damaged charging cables are at the student's expense.

### **Monitoring and Supervision**

- Do not leave the Chromebook unattended in a classroom or during an extracurricular activity.
- Do not lend your Chromebook to a classmate, friend, or family member.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent it in any way.
- Students are responsible for the safety and security of the Chromebook and any activity on the device. Using the Google Management software, all activity on the device is monitored and archived.

### **Accessories (Sound, printing, mouse)**

- The sound on the Chromebook should be muted at all times unless specific instructions are provided from a teacher for instructional purposes.
- Students may purchase small headphones (earbuds) to use with their device. Using earbuds in the classroom will be determined by each teacher.
- Printing will be limited at school. The goal of moving to a digital environment is for students to be able to complete work and submit assignments digitally. On the special occasions when printing is needed, it will be approved by the classroom teacher.
- Students with a wireless home network available may print to their home printers using the Google Cloud Print Service. Again, the goal is for students to be able to complete and submit work online.
- Students that wish to purchase a wireless mouse to use with their Chromebook are able to do so on their own.

### **Loss, Theft or Damage**

- Should a Chromebook be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration.
- If a Chromebook is determined to be stolen the student/guardian should file a police report as soon as possible.
- If the Chromebook is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.
- Students who transfer out of Cowan Community School schools must return the Chromebook, charging cable, and case at the time they leave the corporation. Any optional insurance fees collected as a part of this initiative will not be refunded.
- If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full or the cost of the items will be turned over to a collection agency and/or local law enforcement authorities.



# Cowan Community Schools

## **1:1 Technology Parent/Guardian Agreement**

**This form will be completed by parents at the time of enrollment through PowerSchool.**

I acknowledge that I have received a copy of the 1:1 Technology Handbook for Students and Parents that outlines the student and parent responsibilities to support Cowan Community Schools technology initiative. I understand that I am responsible for reading the policy (available on our website) and I am aware that I will be financially responsible, regardless if I purchase insurance or not, for all damages or loss caused by neglect or purposeful abuse of the Chromebook, charging cable, or protective case. I also understand that the Chromebook, charging cable, and protective case must be turned in at the end of the school year or at the time my student transfers out of Cowan Community Schools. If the Chromebook, charging cable, and protective case are not returned, I will be held responsible for payment in full of the cost of the items.

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Parent/Guardian Signature

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Date

## Cowan Community Schools Student Use Pledge

### As a user of a Cowan Community Schools Chromebook:

- I have signed and will follow the policies established in the 1:1 Technology Handbook as well as the Student Acceptable Use and Safety Policy.
- I will follow the guidelines listed in the handbook for proper care of the Chromebook.
- I will report to school authorities any problems or issues I encounter while using the Chromebook.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep all food and beverages away from my device.
- I understand that resetting the Chromebook to factory settings may occur as a result of any repairs or modifications on the Chromebook, and this reset may result in the loss of data.
- I will not place any stickers, markers, writing, etc. on the Chromebook or case.
- I understand that my Chromebook may be collected as needed for scheduled maintenance.
- I understand that the primary use of the Chromebook is as an instructional tool.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice.
- I will be responsible, regardless if I purchase insurance or not, for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost for Chromebook, charging cable, and case in the event any of these items are lost or damaged due to misuse or abuse.
- I agree to return the Chromebook, charging cable, and case in good working condition at the end of each school year.

# Cowan Community Schools

## **Student Chromebook Acceptance Form**

**This form will be distributed and signed by students (and parents in grades K-6) when Chromebooks are provided to students.**

I understand that the Chromebook, charging cable, and protective case that Cowan Community Schools has provided to me are the property of Cowan Schools. I agree to the terms outlined in the Cowan Schools 1:1 Technology Handbook as well as the Student Technology Acceptable Use and Safety Agreement.

I understand that I will report any damage, loss, or theft of the Chromebook to Cowan Community Schools personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the Chromebook issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the Handbook. I understand that failing to return the Chromebook, charging cable, or protective case that Cowan has provided to me when I cease to be enrolled as a student at Cowan constitutes theft, a felony under state law.

I understand that I am responsible for the return of the Chromebook charging cable in good working condition minus normal wear.

I understand that a violation of the terms and conditions set out in this Student Chromebook Acceptance Form and the 1:1 Technology Handbook will result in the restriction and/or termination of my future use of a Cowan Chromebook.

I have received a student device with a charging cable and protective case.

Student Name: (Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Signature Required for Grades K-6*

Parent Name: (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The 1:1 technology parent agreement must be completed by the parents in PowerSchool during the enrollment process.

## Cowan Cowan Schools Chromebook Insurance Plan



As outlined in the 1:1 Technology Plan Handbook, all Cowan Community Schools Students will receive a Chromebook, charging cable, and protective case for use throughout the school year. There is no cost to the parents for the use of the device throughout the school year. However, students and parents are responsible for any damages caused to the device. If you would like to purchase insurance for your student's Chromebook, it is available through the school district at a cost of \$15 per student for the entire school year.

Any repairs needed due to defects in materials and workmanship of the device will automatically be covered. Without insurance, any other repair or replacement cost will be the responsibility of the parent.

Those that purchase insurance through the school will be covered for the cost of repairs or replacement for the Chromebook against accidental damage, cracked screens, spills, power surges due to lightning, theft, fire, flood, or natural disasters.

It is important to note that insurance WILL NOT cover the cost of any damages caused by a student's negligence or abuse. When a repair or replacement is needed, an investigation will be conducted by the administrative team to determine if the damage was caused by negligence. All decisions are final.

Insurance does not include charging cables or cases.

The insurance coverage may include up to two (2) claims per year only. The first claim has no deductible and will be covered in full as long as the damage was determined to be accidental. The second claim will include a \$40 deductible or the cost of the repair, whichever is less. Any claim beyond the second claim will be the responsibility of the parent.

\_\_\_\_\_ I would like to purchase insurance through the school. I have attached a \$15 check made out to Cowan Community Schools.

\_\_\_\_\_ I will not be purchasing insurance this year and as a result I will assume the risk of any accidental damage caused to my student's Chromebook.

Student \_\_\_\_\_

Grade Level \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_



**Cowan Community Schools  
Chromebook Repair Costs  
2022-2023 School Year**

Insurance Information

Any repairs needed due to defects in materials and workmanship of the device will automatically be covered. Without insurance, any other repair or replacement cost will be the responsibility of the parent.

Those that purchase insurance through the school will be covered for the cost of repairs or replacement for the Chromebook against accidental damage, cracked screens, spills, power surges due to lightning, theft, fire, flood, or natural disasters.

It is important to note that insurance WILL NOT cover the cost of any damages caused by a student's negligence or abuse. When a repair or replacement is needed, an investigation will be conducted by the administrative team to determine if the damage was caused by negligence. All decisions are final.

Insurance does not include charging cables or cases.

The insurance coverage may include up to two (2) claims per year only. The first claim has no deductible and will be covered in full as long as the damage was determined to be accidental. The second claim will include a \$40 deductible or the cost of the repair, whichever is less. Any claim beyond the second claim will be the responsibility of the parent.

Cost Summary

Screen Replacement - \$50

Charging Cable - \$20

Replacement of Individual Keys - No Cost

Replacement of Full Keyboard - \$45

Case (student negligence) - \$20