Phillipsburg High School

1:1 Digital Learning Environment
Student Handbook

Phillipsburg High School will develop the skills of our 21st century learners through the use of innovative technology and engaging learning.

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Background Information

Vision

Provide all students with authentic learning experiences that engage learners through technology integration. Students will learn how to communicate, collaborate, and problem-solve using relevant, project-based activities available anytime, anywhere.

Guiding Principles
Through analysis of current research and consultation with districts who have successfully implemented digital learning initiatives, we also believe the following six guiding principles for digital learning (Papert):
- Equity of Access
- Engagement and Ownership
- Science, Technology, Engineering, and Math
- Writing and Language Arts
- Curiosity and Agency
- Anytime, Anyplace Learning

Equity of Access
Equal access to a flexible and potent computer provides learning opportunities for students who may not otherwise have access to current technology. In contrast to traditional computer-on-a-cart models, where technology intermittently visits a classroom for a special learning occasion, the Chromebooks will be a permanent instructional companion, both in school and at home. Personal device ownership heralds a seismic shift in student learning opportunities. Classroom environments will change as we meet students on their own technology-rich playing field and then ask them to up their game. All students, regardless of socio-economic status, will be equal players.

Engagement and Ownership
Research indicates that 1:1 programs have considerable positive impact on student motivation. Many 1:1 schools report a decline in discipline issues and measurable increase is student engagement. When we trust our students to take ownership of a personal, customizable, potent and dynamic learning tool, we believe our school culture will fundamentally change as well.

Science Technology Engineering and Math
Chromebooks are computational and analytical devices for engineering, math and science. By offering the inherent flexibility of a full Chromebook, students will develop problem-solving abilities and practice higher-order thinking. These skills are now, more than ever, essential to empowering our students for college and career readiness.

Writing and Language Arts
The flat-world technology revolution asks us to rethink our notion of what it means to be educated and literate in the 21st Century. However, one traditional skill remains unchanged: the ability to artfully and effectively self-express voice through writing. Blogs, reports, essays and Tweets; writing across multiple modalities is learning made visual–and a full keyboard is still the most efficient tool to hone these skills.

Curiosity and Agency

We wish to invite students to direct and take ownership of their learning. Their curiosity should not be confined to the classroom or bound by a locked technology device. Students are encouraged to tinker with the Chromebooks, spin software knobs, and delve into a powerful set of learning software and creative programs. Exploration and discovery is a key goal of the 1:1 computing initiative. Students are trusted, and given administrative access to their computers.

Anytime, Anyplace Learning

Personal Chromebooks will be a student's travel companion for his or her entire academic career. Importantly, anytime/anyplace means the lines between school learning and home learning are abolished. With technology access barriers removed, students may work at a time and place of their choosing. Impromptu home learning opportunities are now possible as education moves beyond the walls of a traditional school building.

Goals

- Increase student engagement
- Increase 21st skills through demanding curriculum that is relevant and standards based
- Provide students with equal access to technology at home and school
- Increase a teacher's ability to create, deliver, and assess integrated lessons
- Transform classroom instruction to seamlessly integrate technology where appropriate
- Increase achievement on local, state, and national assessments
- Allow students greater opportunities to show and reflect their creative abilities in all subject areas
- Opportunity for all students to have access and preparation for the marketplace upon graduation
- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

Why use Chromebooks?

1. Chromebooks represent a new "space" in technology: This space is between the mobile space (phones and iPods) and the portable space (Chromebooks and netbooks). This "space" is expanding every day.
2. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web- based device so there is no need for downloading or installing. There is less need for technical support. It also supports the programs that we utilize daily such as Schoology, Google Apps for Education (GAFE), Study Island, and a host of other products.
3. The Chromebook is an engaging device that will transform the way young people learn.
4. Instant-on/all day battery life: it's possible to get on the internet instantly. Battery life on a Chromebook is above and beyond most tablets.
5. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No longer a need for students to carry a USB drive or have excuses like "I forgot to save my homework!"

6. Contextual Learning: the Chromebook is an "anywhere, anytime" learning device. This makes it ideal for projects and learning which take place both in/out of the classroom.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.
8. IT Support: Chromebooks allow our district to properly support students and teachers.
9. Financial Considerations: Chromebooks allow our district to provide the essential technology to our students in a cost effective manner.

Receiving a Chromebook

1. Students and parents will be expected to attend a "Chromebook Orientation" during the school day prior to receiving their equipment. Each student will receive a Chromebook, and an AC power charger.
2. Parents/guardians and students must sign and return the User Agreement and Parent Permission form before a Chromebook can be used by a student at home.
3. Each Chromebook will be labeled in a manner specified by PSD; this will include the serial number.
4. The Chromebook and district-issued Google email account are the property of PSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.

Repairing or Replacing a Chromebook

Students must report issues with their chromebooks as soon as possible. Student can enter a "Chromebook Repair" ticket from the help menu found on the school website or from the Help Desk located in the Media Center. Students can also report to the designated IT room for repairs found at the High school. Chromebooks in need of repair will be evaluated through the IT Department. The district will determine if a Chromebook can be repaired or needs to be replaced. Costs of repairs or replacement will be assessed as necessary, as per this handbook. A "loaner' chromebook may be provided based on the incident and availability.

School District Protection

PHS is self-insuring the Chromebook computers. The cost for insurance is $20 per student. The program affords reduced financial obligation in the event of damage, theft, and loss.

Financial Obligation

In the case where a Chromebook or district-issued accessory is damaged, i.e. accidents, abuse, neglect, or intentional damage, the student/parent/guardian will be charged a deductible fee for needed repairs, not to exceed the replacement cost of the Chromebook. A deductible is charged for each incident and is in addition to the insurance premium payment. Administration will make the final determination of any fees associated. The following chart is designed to provide families a better understanding of possible financial obligations. This is not a complete list of scenarios:

	Description	With Chromebook Coverage	Without Chromebook Coverage
A	First Repair	Covered with $20 Deductible	Cost of repair or replacement
B	Second Repair	$50	Cost of repair or replacement
C	Third Repair	Cost of repair or replacement	Cost of repair or replacement
C	Power Cord	$20	$20
D	Damaged, lost case	$80	$80
E	Theft/Loss Catastrophic Damage (Unrepairable)	Cost of replacement	Cost of replacement
F	Hard drive crash or manufacturer defect	Warranty issue; no cost to student or district.	Warranty issue; no cost to student or district.

Students:
- Are recommended to pay a nominal insurance premium fee.
  - For the 2019-2020 school year the fee is $20.00.
  - Will agree all service and maintenance of the device will be performed only by PHS technicians.
- Will abide by all school district policies regarding technology use (#2360).

- Will agree to the financial obligations for repairs due to damage, theft and loss.
- Will agree to return the device to the district prior to leaving for summer break for routine maintenance and software updates, if required.

Claims

- All insurance claims must be reported to PHS. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- In the event of a lost or stolen Chromebook, PHS may deploy location software, which may aid in recovering the Chromebook.
- Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

General Precautions

- Students are responsible for the general care of the Chromebook they have been issued by PHS. Chromebooks that are broken or fail to work properly must be given to the Technology Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.
- Chromebooks are the property of PHS and all users will follow these procedures and board policies:
  - #7523 School District Provided Electronic Device to Students
  https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=7523&search=7523&id=20223e8f0c7c411baeff704e72125359
  - #2361- Acceptable Use of Computer Network/Computers and Resources
  https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=2361&search=2361&id=20223e8f0c7c411baeff704e72125359

Best practices for use of Chromebooks

At PHS, we believe individual student responsibility is important for students to learn and demonstrate. It is an essential component for students to understand as they are introduced to the digital educational environment.

Students are responsible for the appropriate use of the Chromebook both at school and at home. The Chromebooks are for student educational purposes. All commercial, illegal, unethical, and inappropriate use of these Chromebooks is expressly prohibited.

Chromebooks are now a part of our learning culture and should be treated like necessary school supplies. **Students are expected to arrive at school every day with the Chromebook battery fully charged.** Students that fail to bring these items in or have their battery fully charged will be subject to appropriate consequences.

1. While the Chromebook is considered scratch resistant, the Chromebook can be scratched. Avoid using any sharp object(s) on the Chromebook. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
2. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the technology specialist immediately.
3. There is no "jailbreaking" (bypassing filters and controls) of this device.
4. Never throw or slide a Chromebook.
5. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
6. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of PHS or approved by the building principal.
7. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Student Internet Safety and Technology Use Policy (an AUP) and grounds for disciplinary action.
8. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
9. Chromebooks should be placed vertically in the bottom of the locker or in a backpack/bookbag to avoid putting any pressure on the screen.
10. Chromebooks must never be left in an unlocked car or in any unsupervised area.
11. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
12. **Chromebooks must be charged (at home) for use at school each day. This is the student's responsibility to come to school each day with the Chromebook fully charged.**

13. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.

PLEASE DO NOT ATTEMPT TO CONTACT CHROMEBOOK MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

Help with Technology Problems

If you notice that your Chromebook is not working properly or functioning in a strange or abnormal way, report it to the Tech Team located in 217. Technology staff will normally respond to your request within two school days. A number of loaner Chromebooks will be available if a student device fails or a hard drive crashes.

Internet Safety and Avoiding Scams:
- Don't open, forward, or reply to suspicious emails or other online communication. If you have a question about a particular message, check with the Technology Specialist.
- Be wary of attachments from people you don't know and critically review online offers. Many scams attempt to trick you into installing or forwarding a virus or malicious program.
- Never respond to emails or websites that ask for personal information such as your username, password, date-of-birth, or social security number.
- Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.
- Do not share your network username or password online or with others.
- Do not tamper with the Chromebook filters; they help to block scam sites. The use of anonymous proxies or other technologies to bypass district-filtering programs is prohibited.
- Record your Chromebook serial number and asset tag number for your records.

Athletic Policy

Under no circumstances should Chromebooks and/or carrying cases be left at the practice/game location before, during, or after practice or games. Lockers must be locked at all times. Students will be allowed to return to the locker room to retrieve their Chromebook at the end of practice or a game. **Under no circumstances should the Chromebook be used in the locker room.**

Cyber Citizenship and Digital Ethics

Students are trusted to be civil and courteous when using the Chromebook both on and off the school network. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate cyberbullying by district students.

Carrying Chromebooks

If you decide to purchase a carrying case, it should have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school.

Using Chromebooks at School

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

Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available so having a "loaner" is not guaranteed.

Charging a Chromebook's Battery

1. Chromebooks must be brought to school each day in a fully charged condition, or plugged in at school for students who must leave their Chromebook at school.
2. In cases where the battery does "run out," students may be able to connect their Chromebooks to a power outlet in class.

Sound, Music, Games, Software/Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.

5. Internet games are not allowed to be played on PHS Chromebooks during the school day.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
2. Plagiarism is a violation of PHS rules and code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to PHS discipline. Violation of applicable state or federal law may result in criminal prosecution.

Home Internet Access

CHROMEBOOKS WILL BE FILTERED THROUGH THE PHILLIPSBURG SCHOOL DISTRICT FILTER.
Parents/Guardians, please take the necessary precautions for Internet safety with your child.

REMINDER: PHS provides Internet filtering on the district's network. These filters may not apply to any other locations. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

1. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app.
2. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
3. All activity on the Chromebook and district-issued Google email account, whether conducted at school or off site, is subject to search as District property.

Using the Chromebook Camera

The Chromebook comes equipped with a camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording and posting anything online associated with that individual or group. **Cameras may never be used in a locker room or restroom.**

Network Connectivity

The Phillipsburg School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Frequently Asked Questions

Why is the high school issuing Chromebooks to students?
To provide all students with an authentic learning experience that engages through technology integration. Students will learn how to communicate, collaborate, and problem-solve using relevant, project-based activities available anytime, anywhere.

What grades are participating and who is eligible?
All students in grades 9-12.

What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?
PHS will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully or accidentally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit ($300 in 2019). The District regards the Chromebook as all other materials that are checked out by the student, ex: library materials, sports equipment, etc.

What should I do if my Chromebook gets damaged or stolen at school or at home?
Please report any kind of damage to your teacher or to the PHS Tech Team as soon as possible. If your Chromebook is unsafe or unusable as a result of the damage, you will be able to borrow another district Chromebook until the necessary repairs are made to your assigned Chromebook. Students may be required to complete an "Incident Report Form" for each incident (forms may be obtained from the building office). Failure to report damages will result in financial liability for the student.

What incidents (resulting in damage to the school Chromebook) are NOT COVERED under the PHS insurance fee?
- Damage caused as a result of horseplay in the vicinity of the Chromebook
- Damage caused by liquid on the Chromebook
- Damage caused by closing the LCD monitor on an object (e.g. pen/pencil, calculator etc.)
- Damage caused by excessive heat or by storing items in the carrying case other than an AC adapter (e.g. pen, pencil, calculator, paper clip, etc.)
- Damage caused by accident (dropped from desk, broken in bookbag, etc.)
- Theft resulting from inadequate security precautions
- Missing or lost Chromebook

What is the replacement cost of the Chromebook and accessories?
See page 7 of this booklet.

How is the District paying for Chromebooks?
The Chromebooks were purchased using dollars from the budget for technology and reallocation from supplies and textbook budgets.

How is Internet use for my child monitored ?
PSD uses software that will filter inappropriate Internet sites both in school and at home. The filter will be active both on the PSD network and other networks the student may be accessing. However, it is extremely important parents monitor children's Internet usage and activity. NO FILTER WILL ELIMINATE 100% OF POSSIBLE INAPPROPRIATE MATERIAL.

What if we don't have WIFI at home?
A Chromebook's use is maximized by WIFI. If a family does not have WIFI, a student may use the Chromebook at school, at the public library, at local businesses with WIFI capability, or wherever WIFI is available.

Can students buy their own cover/bag?
Yes, a cover is strongly recommended.

Am I required to take my Chromebook home every night?
Although there is no requirement to take your Chromebook home each night, you will find that most of your teachers will have assignments for you to complete at home that requires the use of a computer. You may certainly use your personal home computer to complete these assignments, but the district Chromebook that is assigned to you will have all of the necessary software already installed. Also, the district expectation is that the Chromebook is to be charged before the next school day.

Who can I contact if I have additional questions about the 1:1 Chromebook initiative?

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