STUDENT DEVICE HANDBOOK

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CPS 1:1 MISSION & VISION

The mission of the Chickasha Public Schools 1:1 Student Device Initiative is to help propel personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing technology devices for all students in grades Pre-K-12. This ensures that students can access what they need from wherever they are.

The primary focus of the CPS 1:1 Student Device program is to provide tools and resources for the 21st Century learner. Excellence in education requires technology integration throughout the curriculum at all grade levels. Increasing access to technology is essential to build college and career readiness skills. The individual use of Student Devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning is a result of the continuous dynamic interaction among students, educators, parents, and the extended community. Technology integration does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Student Devices integrates technology into curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all technology devices used at Chickasha Public Schools. Teachers and administration may set additional requirements for student device use in classrooms.

CPS 1:1 GOALS
- ★ Ensure all students have access to instructional technologies.
- ★ Prepare students for college and career success.
- ★ Enhance how students communicate, collaborate, and create.
- ★ Empower students to participate in global academic forums.

CPS 1:1 RATIONALE

The decision to move to a 1:1 student to device ratio is motivated by our desire to increase student achievement and prepare students to excel in the various paths they will pursue after graduation. This initiative is a part of a comprehensive plan to ensure students have the knowledge and skills to adapt to quickly changing academic

landscapes and compete in job markets that demand digital skills and technological skills.

With or without access to technology, students learn when they collaborate with teachers and peers, interact with the world outside the classroom, apply knowledge to new contexts, analyze and evaluate information, create original products, and publish work for a variety of audiences. Issuing technology devices to students will not change the fundamentals of how they learn, but will enhance and enrich learning environments in ways not possible otherwise.

PREPARING FOR SUCCESS

To ensure a smooth 1:1 transition, the CPS 1:1 initiative will provide teacher training for technology integration strategies and classroom management best practices. The CPS Educational Technology department provides teachers with access to in-class professional development and designs student and teacher learning opportunities that adhere to the nationally recognized ISTE (International Society for Technology in Education) standards. These standards are the foundation for the CPS Tech Integration Scope and Sequence guidelines that will help ensure students' technology skills and knowledge will steadily progress throughout their academic careers.

Students' technology devices will serve as tools that enable them to collaborate with teachers and peers; access, evaluate, and organize unprecedented amounts of information; interact with the world; and apply the knowledge they construct in the classroom to the creation and publication of academic projects and ideas. Students will participate in training sessions that include information on how to use their devices to increase academic achievements, safely use the Internet, and adhere to the guidelines of good digital citizenship.

CPS views parent involvement and support as a crucial aspect of the 1:1 initiative. CPS respects parents' rights to place parameters on students' technology usage and monitor students' online activities and screen time. In addition to giving parents resources and training to support students as they participate in various digital curricula, parent nights will be held several times throughout the year by the CPS Educational Technology department to provide information and demos on how parents can monitor students' coursework and online activities.

DEVICE OWNERSHIP

Chickasha Public Schools retains sole ownership of all devices and grants permission to the student to use the device per the rules and guidelines set forth in this handbook,

the Device Acceptance Agreement, and the district's Responsible Technology Use Agreement. Failure to adhere to these policies and guidelines can result in disciplinary actions deemed appropriate by CPS policy including, but not limited to, revocation of access to CPS technologies and networks and/or device confiscation. CPS reserves the right to monitor and log the use of all technology devices and networks used by students and examine user files and materials when deemed necessary. CPS staff and administration retains the right to collect, inspect, and/or confiscate any school issued device at any time, including via electronic remote access and to alter, add, or delete installed software. There is no expectation of privacy while using CPS computers, networks, or technology (CPS Board Policy BJ).

Permission to use the device extends to school breaks and holidays. For record keeping purposes, CPS reserves the right to audit devices at any time.

DEVICE USAGE, CONDUCT, & RESPONSIBILITY

CPS devices and networks are governed by the following rules and guidelines. Students who do not follow these rules and guidelines will be subject to disciplinary action. These rules apply to any use of CPS network resources on or off campus. Network Resources include, but are not limited to, computers, tablets, printers, scanners or other peripherals (keyboards, mice, monitors, etc), email, web services, servers, network files and folders, and all other technology related equipment (CPS Board Policy BJ-F).

STUDENTS WILL

- ★ Keep usernames, passwords, and personal information confidential.
- ★ Use appropriate language and be respectful of others.
- ★ Observe and respect license and copyright agreements.
- ★ Be responsible for device care and maintenance.
- ★ Take appropriate steps to report damaged, lost, or stolen devices.
- ★ Promptly relinquish possession of a device upon request.

STUDENTS WILL NOT

- ★ Alter, add, or delete files or software not approved by CPS or that are intended to defeat, disable, or delete district web filters, device settings, and/or network configuration settings.
- ★ Attempt to gain unauthorized access to password protected areas of CPS networks.
- ★ Download or stream large, Internet-based music, video, or image files not relevant to school work as this can slow access for all users. The network will be monitored for violations.

- ★ Access, view, download, stream, display, transmit, create, or otherwise possess or disseminate material that contains pornographic, obscene, sexually explicit, pervasively lewd and vulgar, iindecent or inappropriate language, text, sounds, or visual depictions.
- ★ Use district networks or devices to harass, bully, or cyber-bully any group or individual as defined by CPS Board Policy.
- ★ Access the data or account of another CPS student or staff member.
- ★ Engage in any pre-meditated activity that is likely to cause substantial disruption of the school operations and learning environments.
- ★ Forward or generate "SPAM" email, unsolicited commercial email, or "junk" email.
- ★ View, scroll or participate in I.M. (instant messaging), chat rooms, forums, or discussion boards during class unless such activities are related to academic expectations set forth by a teacher.
- ★ Record or stream audio and/or video of staff or students without their knowledge and consent, including, but not limited to webcams, chromebooks, cameras, cell phones, or other digital devices.

DISTRICT CONTENT FILTERING

In compliance with the Children's Internet Protection Act (CIPA), CPS will take every practical step to keep students safe when using technology. CPS will install content filtering software on all devices. It is important to know that web filtering technology is not infallible. The Internet evolves and changes by the second. While the district will employ the most advanced tools available to block restricted content, it is possible that restricted content may not always be blocked.

CPS expects students to use technology appropriately and follow all policies when using the Internet. CPS believes student safety is very important and compliance with district policies and federal, state, and local law is strictly enforced. CPS staff will monitor students' online activities while in school and recommend parents/legal guardians supervise students' technology use outside of school. Students found in violation of the district's CPS Acceptable Technology Use Agreement will be subject to disciplinary action.

DISTRICT CONTENT MONITORING

CPS has the right, but not the duty, to monitor all aspects of students' computer and network use including, but not limited to, sites students visit, students' files and folders, and student communications including email, chats, all forms of messaging, blogging, vlogging, and online discussion boards and/or forums. All district staff have the right and the authority to review or monitor, with or without prior notice, the content of all forms of

electronic communication for any reason. Reasons may include, but are not limited to, retrieval of information, investigation or resolution of network problems, prevention of system misuse, ensuring compliance with legal and regulatory requests, and enforcement of district prescribed policies and guidelines.

CPS reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.
Students waive any right to privacy in anything they create, store, send, disseminate or receive on district computers and computer network systems, including the Internet.

DIGITAL CITIZENSHIP

Individuals who utilize CPS technology resources are expected to abide by the principles of digital citizenship. CPS Staff and Media Center Specialists at each school site teach grade based digital citizenship lessons published. Students are expected to behave with integrity, respect, and decorum when participating in digital spaces. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to ensure students are under supervision while on the network. However, it is not possible to constantly monitor all individuals' network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student or parent should immediately notify a teacher, administrator, or the CPS Technology department.

PRIVACY

There is no expectation of privacy while using CPS computers, networks, or technology. CPS reserves the right to search and/or confiscate district issued devices at any time (CPS Board Policy BJ).

The privacy policy does not extend to the camera on students' devices. CPS does not install software on any district device that allows for access to, or monitoring of, device cameras.

Any student or parent who feels a students' device may have been compromised, hacked, or accessed by an individual or entity outside of CPS should discontinue use of the device and immediately contact a school administrator.

STUDENT INTERNET ACCESS

At school, students can access the Internet through the CPS network. Outside of school, students may use their district issued device to access the Internet through their home network or other public networks. The content filter on district issued devices remains active regardless of the network the device is accessing, so sites that are inaccessible at school, will also be inaccessible outside of school. CPS strongly recommends parents/legal guardians monitor their student's online activities and notify CPS of any concerns.

STUDENT HOME INTERNET ACCESS

Students may use a district issued device to access the Internet at home or in public spaces. Students who do not have home Internet access can check out an Internet hotspot from the Media Center at their school which will allow them to access the Internet at home. CPS District cannot provide home internet access to every student. Limited hotspots are available to check out for students that qualify. Hotspot checkouts are subject to return dates and fines for late returns or loss.

Programs available to help make Internet Service more affordable at home:
- ★ https://www.fcc.gov/acp
- ★ https://oklahoma.gov/occ/divisions/public-utility/telephone/affordable-connectivity-program.html

CHARGING THE DEVICE

For high school students, the CPS 1:1 initiative is a full take home program meaning students may take their devices home and are responsible for bringing them to school, fully charged, each day. It is the student's responsibility to maintain the charging cord. The device should only be charged with a school issued cord.

It is extremely important that students bring their devices to school fully charged each day as teachers will plan lessons and classroom activities based on each student having a device in their possession.

DOWNLOADING PROGRAMS

Approved programs, applications, and extensions will be installed by the CPS Technology Department or be made available for self-install through internal resources pre-installed on student devices. Students may not download, install, or use any software in violation of applicable copyright and license agreements.

PERSONALIZING THE DEVICE

Students may not permanently alter the device with markings, drawings, paint, or etchings of any kind. Students will be responsible for any damages caused by the application or removal of stickers and/or decals.

IMPORTANT: Each device is easily identifiable by a unique, barcoded number (Asset Tag) that is placed on the device by the CPS Technology Department. This tag may not be altered, covered, or removed.

ACCESSORIES

The district will not provide device accessories or peripherals such as mice, stylus pens, earbuds, headphones, sleeves, cases, covers etc. Accessories may be purchased at students' expense. The district will not provide maintenance, repair, or support for any student purchased accessories.

★ The use of headphones/earbuds in class and/or during study times is at the teacher/administrator's discretion.

STUDENT EDUCATION IN SAFE & APPROPRIATE TECHNOLOGY USE

It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others. Students will receive instruction in safe, ethical, and appropriate use of technology, CPS digital resources, device care and maintenance, and basic device troubleshooting.

LEGAL ISSUES & JURISDICTION

Because the district owns and operates the equipment and software that compose our network resources, the school is obligated to take steps that ensure devices and networks are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using CPS resources is subject to the rules stated in this policy. CPS monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. The district reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files suspected of violating this or any other district policy.

DEVICE SAFETY WARNINGS & INFORMATION

Students and their parents/legal guardians are strongly encouraged to review the manufacturer information for all school issued devices to understand more about its capabilities, safety warnings, and required care.

PARENT/LEGAL GUARDIAN RIGHT TO WAIVE PARTICIPATION

Parents/Legal Guardians have the right to waive their student's participation in the CPS 1:1 program by filing a written waiver with the school's main office. The decision to waive the right to 24/7 access can be made at any time during the school year. Parents that choose to waive participation must provide their student with a personal device that meets the minimum requirements set forth by the CPS Technology department.

CPS DISTRICT WIFI NETWORK

The CPS 1:1 policy permits students to bring personal devices such as chromebooks, laptops, tablets, and cell phones and connect them to the district wireless network. Any device connected to the CPS network is subject to the district's CPS Acceptable Technology Use Agreement. Students and staff may use personal electronic devices (e.g. laptops and mobile devices) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

The CPS network should be used for educational purposes and should be consistent with the educational objectives of the district. While accessing the network resources of other organizations, users should adhere to that organization's rules and regulations. Any transmission of information that violates state and federal laws is prohibited.

DISCIPLINE

Any student who violates the rules and expectations relative to this Handbook and/or CPS Acceptable Technology Use Agreement will be subject to disciplinary action. If there is evidence that a violation has occurred, then a CPS administrator or designee will decide appropriate consequences in accordance with school policy and the law.

Disciplinary action could include, but is not limited to, verbal warnings, loss of technology privileges, suspension, or expulsion from school. In addition, inappropriate use of a district device or network may result in the user losing their right to use the device and/or take it home and/or fine(s) assessed due to intentional/negligent damage or lost/stolen devices or accessories.

CPS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices. The interpretation, application, and modification of this policy are within the sole discretion of CPS. Any questions or issues regarding this policy should be directed to the CPS Administration.

DAMAGED, LOST, OR STOLEN DEVICES

Devices that are damaged, lost, or stolen must be reported to the school immediately. Technology personnel will determine if the damage, loss, or theft is due to accidental or negligent conduct. Negligence can include, but is not limited to:
  - ★ leaving equipment unattended and/or in an unlocked area
  - ★ allowing the device to be used by individuals other than parents/legal guardians
  - ★ using equipment in an unsafe environment
  - ★ using the equipment in an unsafe manner
  - ★ not adhering to the care reminders listed in this handbook.

In most cases, a student who reports a lost, stolen, or damaged device will be issued a temporary replacement. In some cases, if it is determined that device damage, loss, or theft is due to student neglect, the student may not be able to take the loaner device home.

If the student leaves the school district and does not turn in the device, CPS will make a reasonable effort to recover the device. If those efforts are unsuccessful, the device will be processed as "stolen".

Devices classified as "lost" or "stolen" will be remotely disabled and rendered useless via district asset control and management protocols.

STOLEN DEVICES

A police report must be filed for any device reported as stolen. Any individual found to be in possession of a device that has been classified as lost or stolen will be subject to disciplinary action up to and including expulsion and prosecution in a court of law.

REPLACING IRREPARABLY DAMAGED, LOST, OR STOLEN DEVICES

CPS will replace devices that are irreparably damaged, lost or stolen. In cases involving student negligence, the district reserves the right to place restrictions on student access to the device including, but not limited to, when and where the student has access to the device.

DEVICE CARE & MAINTENANCE

Students are expected to follow all the guidelines listed in this document and take any additional common-sense precautions to protect their assigned device.

General Care
- ★ Treat this device with as much care as you would your own property.
- ★ Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing.
- ★ Do not remove or interfere with the serial number, asset tag, or any identification placed on the device.
- ★ Do not do anything to the device that will permanently alter it in any way.
- ★ Backup your data. Never consider any electronic information safe when stored on only one device.
- ★ Close the lid of the device when it is not in use to save battery and protect the screen.
- ★ Never walk from one location to another with an open computer. This is applicable at school and at home.

Keep the Device in a Safe Place
- ★ The device should never be left unattended.
- ★ You are required to keep the device in a secure location when not in your possession.
- ★ The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- ★ Avoid positioning the device in a manner that may block airflow to cooling vents.
- ★ Avoid storing the device in a car other than in a locked trunk.
- ★ Avoid exposing the device to extreme temperatures (32°F to 77°F) for prolonged periods

Devices left unattended may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen, including at school, will be the student's responsibility.

CPS 1:1 FAQs

Which students will be receiving chromebooks?
During the 2022-2023 school year, all 9th-12th grade students will receive a Chromebook and charging cable.

Can students keep devices over the summer?
High school students will keep the same Chromebook from 9th grade through graduation. Students will turn in their Chromebooks at the end of every school year before summer break starts and receive chromebooks at the beginning of each school year.

What if a device is lost, stolen, or damaged?
Students are responsible for reporting lost, stolen, or damaged devices. A device protection can be purchased to cover the cost of lost, stolen, or damaged devices.

Are parents/guardians required to purchase the protection plan?
No. Parents that choose to opt-out of the purchase protection plan will be responsible for 100% of the cost for lost, stolen, or damaged devices.

Are students required to participate in the 1:1 program?
No. Parents may choose to opt-out of the 1:1 initiative. As the district moves to digital curriculums that are more cost effective and up to date, it is necessary for students to have access to a computer to complete and submit assignments, so students who are opted out must bring a personal device that can be connected to the CPS District network.

Are students allowed to bring their own devices to school?
Yes, students can connect devices they bring from home to the district's Wi-Fi network. Students that connect their personal devices to the district's network must adhere to the district's CPS Acceptable Technology Use Agreement.

What if my child does not have internet access at home?
Students can check-out a hotspot from the Media Center at each site. These devices give students filtered access to the internet so they can complete assignments. CPS District cannot provide home internet access to every student. Limited hotspots are available to check out for students that qualify.

Free Wi-Fi can be accessed at CPS sites, public libraries, and various restaurants and businesses.

What steps are taken to protect students when they are online?
   ★ All students/parents must read and sign the district's CPS Acceptable Technology Use Agreement before being given access to school devices and network.
   ★ In accordance with the Children's Internet Protection Act, filtering software is used to block access to objectionable material; however, filtering software is not always 100% effective. Every user must take responsibility for their use of the network and avoid objectionable sites.
   ★ Whether students are at home or out and about, all their internet traffic is filtered by the district software.

★ All students will be educated about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Are students allowed to use chromebooks for non-school related activities?
The primary purpose of student issued devices is for students to access digital curriculums and assignments, but students may use them for non-school related activities as well provided they adhere to the district's CPS Acceptable Technology Use Agreement.

Who can I contact for questions?
CPS Administration
Ph: 405-222-6500
Address: 900 W Choctaw Ave, Chickasha, OK 73018
Website: https://www.chickasha.k12.ok.us/

Chickasha Public Schools: Student Device Protection Plan

CPS students (9th-12th) will be issued a technology package including a chromebook and charging cord. The *Student Device Protection Plan, SDPP,* gives parents the option to purchase a **$25 per student** annual protection plan covering the repair or replacement costs of the technology package. *Families are strongly encouraged but not required to participate in this voluntary program. For those who opt-in, the protection plan must be purchased* **BEFORE** *the student takes possession of the technology package. The plan is effective until the last day of school in the 2022-2023 school year. The plan will terminate if the student transfers out of the CPS School District.*

PROTECTION PLAN COVERAGE:
If purchased, the *Student Device Protection Plan* covers damage to the technology package items as follows:
- **100%** of the **FIRST** incident of damage or theft
- **50%** of the **SECOND** incident of damage or theft
- **0%** of any additional incident of damage or theft (After two incidents, the parent/guardian is responsible for **all** repairs and replacement costs.)

Item	With Protection Plan			Without Protection Plan
	1st Incident (**100%** covered)	**2nd Incident** (**50%** covered)	**3rd Incident** (**0%** covered)	
Chromebook (full replacement)	$0	$175	$350	$350
Chromebook Screen	$0	$45	$90	$90
Chromebook Camera	$0	$25	$50	$50
Chromebook Keyboard and Trackpad	$0	$26	$52	$52
Chromebook Bezel	$0	$13	$26	$26
Chromebook Bottom or Top Cover	$0	$16	$32	$32
Chromebook <u>Damaged</u> Charger	$0	$15	$30	$30

*Exact repair/replacement costs will be determined at the time of the repair, on a case-by-case basis. There may be costs not covered under warranty that may be assessed at the time of damage.

- **This plan <u>does not</u> cover lost equipment; only damaged or stolen equipment.**
- **STOLEN CLAIMS MUST BE SUBMITTED WITH A POLICE REPORT.**
- **Evidence of intentional damage or any signs that indicate Student Device was not properly taken care of will not be covered by the protection plan.**

NOTE: Parents/guardians who do **not** participate in the Student Technology Protection Plan are responsible for the **<u>full cost</u>** of any damage or loss (including theft).
Please check the appropriate box.
- ❏ Yes, I would like to purchase the Student Technology Protection Plan for $25.00.
    *Make checks payable to Chickasha Public Schools
- ❏ I am choosing **<u>NOT</u>** to purchase the Student Technology Protection Plan. I understand that I will be unable to purchase the protection plan after my student receives their assigned device.

PARENT/GUARDIAN

I understand that my student is expected to:

- Follow the device care information found in the CPS 1:1 Student Device Handbook
- Bring the device to school fully-charged every day.

I understand that I am expected to:

- Pay the cost of repairing or replacing the device if damaged, lost, or stolen. I understand this cost may be mitigated if I choose to participate in the Student Device Protection Plan.
- I understand I am expected to supervise and monitor my student's use of the Digital Device away from school. By signing I acknowledge having read and agree to the Statements.

STUDENT NAME (Print): _____ Grade:_____

STUDENT SIGNATURE: _____ Date: _____

PARENT/GUARDIAN NAME (Print): _____ Date _____

PARENT/GUARDIAN Signature: _____

LINKS TO BOARD POLICIES AND HANDBOOKS REGARDING TECHNOLOGY:

CPS 1:1 Student Device Handbook	www.chickasha.k12.ok.us
Policy BJ - CPS Internet Access and Acceptable Use Policy	CPS Acceptable Technology Use Agreement (Signed during enrollment)

FOR CPS OFFICE USE ONLY

PAID $25: CHECK ____ CASH ____

DATE PROCESSED: _____ STAFF SIGNATURE: _____