

# **Ross Local School District**

## **1:1 Policy for Grades 1-4**

### **Ross 1:1 Program Overview**

The Ross Local School District is excited to provide students in grades 1-4 with technology to transform their learning experiences. Each student will be provided a Chromebook laptop to be used for classroom instruction. The Ross Local School District is committed to providing students with equitable access to digital opportunities that will prepare them for life after high school. Through the use of technology the district wants to encourage each student to foster problem-solving skills, responsible decision-making skills, communication, collaboration and student-centered learning.

### **Device Distribution and End of Year Check-in Procedure**

- At the beginning of each school year all incoming students in grades 1-4 will be issued a 1:1 device to be used during their school day in each building. When devices are issued, students will be instructed on how to take care of their device.
- Any students who comes into the district mid-year will be issued a 1:1 device from the remaining building inventory, and will be instructed on how to take care of their device.
- At the end of the school year, all student devices will be collected and stored. At the time of end of year checkout, students are responsible for reporting any damage that needs repaired. Teachers and tech support staff will only check to ensure that all 1:1 devices and accessories have been returned and are accounted for.

### **Ownership of the Device**

Ross Local School District (RLSD) retains sole right of ownership and possession of the 1:1 devices. The devices are loaned to the students for educational purposes only for the academic year. RLSD's administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.

### **Student Expectations and Guidelines**

All Ross Local School District (RLSD) students and families must understand that:

- All students using the district network and district devices must comply, at all times, with the student handbook and the district's Acceptable Use Policy. Students should also use their devices and access digital resources in accordance with all local, state, and federal laws and observe and follow fair use policies and copyright laws.
- Students will be issued a loaner device in the event that a repair is necessary on their issued device, depending upon availability of district inventory.

- Students are expected to keep the equipment in good condition. Failure to do so will result in charges for repair or replacement.
- Students should report any damage to their equipment as soon as possible. Report the damage to their teacher or media staff.
- Students should notify a staff member immediately if they come across inappropriate information, images, messages or any dangerous, threatening material that makes them feel uncomfortable.
- Students who do not meet these expectations will be subject to disciplinary action as determined by staff.

**Responsibilities Regarding Electronic Data and Accounts**

- Students should only use their own username and password and not share their account information with another student or access the account of another student.
- All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no expectations of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be filtered on campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.

**Cost of Repair Information**

- **Students will NOT be charged for any repair that is related to manufacture defect. Students WILL be charged for any intentional and/or chronic damage.** Parent notification letter will be sent home with each damage event.

Ross Local School District recognizes that with the implementation of a 1:1 initiative there is a need to protect this equipment by both the District and the student/parent. The following pricing chart outlines the costs of the most common repairs so that both the student and parent understand the cost associated with those repairs.

Carrying Case	\$24
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Chromebook Display	\$50
Chromebook Keyboard	\$30
Chromebook Power Adapter	\$20
Chromebook Trackpad	\$9
Chromebook outer casing (depending on which parts)	\$8-12

### **Care of Devices**

As with any electronic device, there are several important safety precautions to take both at school:

- Avoid getting moisture and liquids on the device/accessories.
- The laptop should be shut down when it is not in use.
- Air vents should be clear of dust, lint, or any other debris.
- The device should never be operated on a soft surface such as a pillow or even a child's lap. It should always be used on a hard, flat surface.
- If the Chromebook begins to feel unusually hot, immediately shut down the device.
- Devices should be left in a secure location when not in use.
- Under no circumstances should devices be left in unsupervised areas.
- Too much pressure may crack the screen. Avoid placing anything on top of or inside of the device.

### **Policy Changes**

The Ross Local School District reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by district administration.