

Ross Local School District

1:1 Policy Handbook for Grades 5-12

Ross 1:1 Program Overview

The Ross Local School District is excited to provide students in grades 5-12 with anywhere/anytime technology to transform their learning experiences. Each student will be given a Chromebook laptop and carrying case. 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.

1:1 Device Distribution and End of Year Hand-in Procedure

- At the beginning of each school year all incoming 5th graders at Ross Middle School and incoming 9th graders at Ross High School will be issued a 1:1 device to be used for their time in each building. When devices are issued in 5th and 9th grade, 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 1:1 devices will be collected and stored for the summer. 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. In the event that all items are not turned in, the student will be issued an obligation for the cost of the missing item(s). Parents will be notified with a listing of any missing items from the end of year 1:1 turn-in for their students within 2 weeks of the date of turn-in.
- For any students who graduate early, or have been withdrawn before the end of the school year, or have been dismissed early for any reason, it is the students and parents responsibility to return all equipment before permanently leaving the district. If 1:1 devices are not turned in, the matter will be turned over to the School Resource Officer, who will pursue all legal avenues to get the equipment returned. In the event that a 1:1 device is not returned, the device will be disabled, rendering the device unusable.

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 need to bring their 1:1 device in their district issued always-on case, fully charged each day.
- Students will not be issued loaner chargers to charge their device, and may not be issued loaner devices if they forget their device.
- 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 as outlined in the technology fee section of this document.
- Students should report any damage to their equipment as soon as possible. Report the damage to the respective building library/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 may not remove or interfere with the serial number and other identification tags, nor should they physically alter the device or carrying case. Under no circumstance should a student take apart their Chromebook or take their Chromebook to a third party for repairs. All repairs should be facilitated through the Ross Technology Department.
- 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.

Technology Fee Information

- The district is implementing a \$75 technology user fee for all students in grades 5-12. Fees are expected to be paid at the beginning of the school year.
- This fee will be collected for each student at the beginning of the school year.
- The technology fee has been implemented to assist the District in acquiring, upgrading, and maintaining technology hardware and software that support the district's 1:1 initiative. This includes the devices, device cases, management software, warranties, and any other district identified ongoing costs that are necessary to maintain and support the district's 1:1 initiative.
- **Students will NOT be charged for any repair that is related to manufacture defect. ALL students WILL be charged for any intentional and/or chronic damage and if the laptop is lost or stolen.** Parent notification letter will be sent home with each damage event.

Costs of Repairs/Replacements

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

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report should be filed by the student or parent as soon as possible, but in most cases no more than 48 hours after the theft or vandalism is discovered. The police report should be presented to the district resource officer. Further, students/parents should contact their school as soon as possible after the device is determined to be stolen, lost, or vandalized. In cases where the device has been stolen, lost, or vandalized, the

student/parent are responsible for replacement cost of the device and/or carrying case.

Care of Devices

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices should be left in a secure location when not in use on and off campus.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways.
- Students are not guaranteed the opportunity to charge their devices at school. Devices are to come to school each day fully charged.
- Too much pressure may crack the screen. Avoid placing anything on top of your device.
- Extreme heat or cold can harm the device. Avoid leaving the device in a hot or cold car.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made through the RLSD Technology Department.

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.