



# Red Wing Public Schools

## 1:1 Student Chromebook Handbook

### 2023 - 2024

## Overview

Red Wing Public Schools provides all students in grades K-12 with a Chromebook device to use for learning and collaboration. This device is the property of Red Wing Public Schools and is intended for educational use only. Students in grades K – 5 will have their Chromebooks checked out to their teacher and will leave them at school to support learning in the classroom. Students in grades 6 – 12 will be allowed to transport their Chromebooks to and from school, much as they do with textbooks or other learning materials. For this reason, **starting in the 2023-2024 school year, only families with students in grades 6 - 12 are eligible for the Chromebook Protection Plan.** Families with students that are only in grades K-5 will not be eligible to enroll in the Chromebook Protection Plan as the Chromebook is checked out to the classroom teacher for classroom use only.

The continued shifting of the world's information to digital form will require today's students to develop a different set of skills than what was necessary just a decade or two ago. Future graduates must be equipped with 21st-century skills of problem-solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize, and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

The primary goals of the Red Wing Public Schools 1:1 program (1 Chromebook per student) are to:

- Support and accelerate student learning
- Leverage technology for individualizing instruction
- Promote collaboration and increase student engagement
- Foster the 21st-century skills necessary for future student success.

Sections in this Handbook Include:

- I. [Student Responsibilities](#)
- II. [Parent/Guardian Expectations](#)
- III. [Terms of the Device Loan](#)
- IV. [General Care Instructions](#)
- V. [Damage and Repair](#)
- VI. [Security and Theft](#)
- VII. [Network Etiquette](#)

## I. Student Responsibilities

1. Students are expected to use their devices for educational purposes only.
2. The device may ONLY be used by the student to whom it was assigned or by the parents/guardians of the student. The student may not loan it to another student unless directed by the school to do so.
3. Students are expected to have their devices present and fully charged at school each day.

4. Students will keep their Chromebooks clean and in good working order. Students will avoid defacing the Chromebook in any way (stickers, writing, engraving, etc.)
5. Students are to alert staff immediately if a device is malfunctioning. Students should not attempt to reconfigure the device in any way.
6. Students will use their school-assigned password for their devices. Students should not share any account passwords.
7. All email communication will go through the RWPS account assigned to the student.
8. For security and safety reasons, students will leave their devices in a secure location when they are not being used for educational reasons. The device should not be left unattended.
9. All District policies apply even when off campus. (i.e. After school sports and activities.)
10. Students must be given permission to take pictures and/or videos of any students and/or staff. Students may not post photos or videos to Social Media without the consent of the students and staff involved. Always respect the privacy of other students and staff.
11. A District-owned Chromebook is subject to inspection at any time without notice and remains the property of Red Wing Public Schools. Students must not circumvent any managed settings, hack, or otherwise attempt to inappropriately access the network or misuse a device.

## II. Parent/Guardian Expectations

1. Supervision is the parent's/guardian's responsibility when their child's internet use is not in a school setting. Please monitor your child's use of the device.
2. The District asks for parent/guardian support to communicate proper electronic device use while at home. The following resources may assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
  - a. NetSmartz: <http://www.netsmartz.org/Parents>
  - b. Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
3. Parents/guardians are encouraged to become familiar with the technology their child is using. The District offers several learning resources on the Technology Department webpage, which can be found at <http://www.rwps.org> > District > Departments > Technology Department > Technology Help Center.

## III. Terms of the Device Loan

1. Parents/Guardians are required to read the handbook and the contained expectations in order for their child to receive a device. If a parent/guardian wishes to refuse a district-issued Chromebook because of objection to the expectations in this handbook, or for any other reason, the parent must complete the *RWPS 1:1 Device Opt Out Request* form, which can be found on the District Technology Department webpage or picked up from any school office.
2. Legal ownership of the device remains with the District. The use of the device is a privilege extended to the students and is conditioned upon compliance with this handbook, the District's Acceptable Use Policy (School Board Policy #524), and all other District policies and guidelines.
3. All devices will be returned at the end of the current school year. Students who graduate early, withdraw, are expelled, or terminate enrollment within Red Wing Public Schools for any reason must return their individual school devices on the date of termination. Students returning to school the following year will be issued the same device, if available. If a student fails to return the device and all accessories (case, cord, charging block, etc.) at the end of the school year or upon termination of

enrollment within Red Wing Public Schools, that student or his/her parent/guardian may be subject to criminal prosecution or civil liability.

4. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this agreement. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
5. The device will be subject to routine monitoring by teachers, administrators, and/or technology staff at any time. Users have no expectation of privacy when using district-owned devices.
6. If technical difficulties arise with the device or non-conforming content is discovered, the device will be restored by the Technology Department. If the device needs to be restored, the District is not responsible for the loss of any content put on the devices by the student such as software, music, video, photos, documents, etc.
7. The use of the device during instructional times is governed by classroom teachers.
8. Each device has an identifying label that must not be removed or altered.

## IV. General Care Instructions

1. Avoid eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
3. Keep the Chromebook in the protective case when not in use. Chromebooks must be in the case issued by the District any time it is transferred outside a classroom.
4. Always close the screen while carrying the Chromebook. Students should never carry their Chromebooks while the screen is open.
5. Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with the lock securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
8. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area when not in use.
9. Chromebooks should not be left unattended at school, particularly in areas such as the cafeteria, unlocked classrooms, hallways, bathrooms, buses, cars, or on school grounds.
10. Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
11. All repairs must be completed through the RWPS Technology Department. Due to warranty guidelines, students and/or their families should not complete or arrange for any repairs.

## V. Damage and Repair

1. Parents/guardians with students in grades 6 - 12 may opt to purchase an annual Chromebook Protection Plan for each device. Students in grades K - 5 do not need the protection plan since devices are always kept at school. The Protection Plan is structured to significantly offset the cost of accidental damages that occur. Please see the chart below for full details.
2. The cost of the Protection Plan is \$15 per device, with a family cap of \$30. Please contact Community Education at 651-385-4565 to discuss payment options if finances are a concern.
3. The Protection Plan must be purchased by September 30 (or within 30 school days of entry for new students). The annual Protection Plan fee is non-refundable and non-transferable.

4. The Protection Plan offers complete coverage for the first instance of covered damage. Additional instances of covered damage will incur a \$10 cost. All Chromebook parts are covered, including the battery, internal and external components, screen, external buttons, microphone jack, charger, etc. This includes parts and labor.
5. Damage or hardware issues must be reported immediately. For instances of hardware failure or accidental damage, a temporary device will be provided, if available, for the student throughout the repair/replacement process.
6. The Chromebook Protection Plan covers the following:
  - a. Accidental damage (including drops, cracked or broken screens, & broken keys)
  - b. Fire/Flood
  - c. Theft (family is required to file a police report)
  - d. Power surge due to lightning
  - e. Natural disasters or perils: smoke, freezing, falling objects
  - f. Mechanical failure
7. The Chromebook protection plan does not cover the following:
  - a. Intentional damage
  - b. Cosmetic damage that does not affect function
  - c. Damage due to spills or submersion in liquid
  - d. Loss of device or charger
8. Cost Comparison Chart:

	With Protection Plan	Without Protection Plan
1st qualified repair	FREE	\$50
Each additional repair	\$10	\$50
1st qualified replacement	FREE	\$315
Each additional replacement	\$10	\$315

## VI. Security and Theft

1. The Chromebook may ONLY be used by the student to whom it was assigned. The student may not loan it to another student unless directed by the teacher.
2. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the devices should be secured or stored in a locked location. During after-school activities and/or away events, students are responsible for securing the device.
3. It is the responsibility of the student to keep personal information secure.
4. Theft must be reported immediately to the building office of the school the student attends:
  - a. Red Wing High School Office: (651) 385-4600
  - b. Twin Bluff School Office: (651) 385-4530
  - c. Burnside School Office: (651) 385-4700
  - d. Sunnyside School Office: (651) 385-4570
5. Students/Parents/Guardians will be required to complete a theft report through the police department for a stolen device before a device will be replaced.
6. District Chromebooks contain software that may assist in tracking and recovering devices. The District will coordinate with law enforcement to track and locate missing devices when possible.

## VII. Network Etiquette

Networked resources are provided for students to conduct research and complete work assigned in our educational program. Communications over a network such as our Red Wing Public Schools network, are public in nature. Users will observe the following guidelines for network etiquette, as well as the expectations detailed in RWPS Board Policy 524: Acceptable Use Policy for Electronic Resources, which can be found at <http://www.rwps.org> > District > Policies, Handbooks and Notices.

**Responsible Use** - The use of your account must be consistent with the educational objectives of the Red Wing Public School District. Students are expected to abide by District Policy #524 (Acceptable Use Policy for Electronic Information Resources). Respect and proper use of educational resources are a large part of the goals and objectives for all students. Inappropriate activities include, but are not limited to the following:

1. Sending or displaying offensive messages or pictures
2. Using profanity and/or obscene language
3. Harassing, insulting, or attacking others
4. Damaging devices, or network resources
5. Violating copyright laws
6. Trespassing in another person's folders, work, files, or data content
7. Wasting limited resources
8. Using the District network for financial or commercial gain

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette when using any system, including email. The student's ID number will be part of the username for email.

1. Be polite. Do not swear, or use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
2. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
3. Note that email and Google searching is not guaranteed to be private. The District has access to all mail, searching, and browsing history. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communication responsibly (e.g. blogs, wikis, podcasting, chat, instant messaging, discussion boards, virtual learning environments. . .)
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, or pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. Do not retrieve, save, or display hate-based, offensive, or sexually explicit material using any school district resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally

**Security** - Protecting personal information and network security are high priorities.

1. Do not use another individual's account or allow your account to be used by others. This includes but is not limited to, modifying content, sending out emails, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
2. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Vandalism** - Vandalism is any malicious attempt to harm or destroy equipment, data of another user any entity, or other networks that are connected to the Internet.

1. Internet vandalism will result in the cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
2. Hardware and software vandalism will result in the cancellation of privileges. This includes but is not limited to modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.