

# CENTRAL DAUPHIN SCHOOL DISTRICT

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## 1:1 Student Technology Handbook



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This manual has been developed by the Central Dauphin School District 1:1 Steering Committee to guide students, parents, and staff into our 1:1 technology initiative. The district is committed to preparing students to live and work in the 21st century by providing the tools and skills necessary to integrate technology, classroom instruction, and student learning. *Please take time to become familiar with the contents of this manual. It outlines your rights and responsibilities related to the CDSD 1:1 program.*

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## **Dos, Don'ts, & Need to Knows**

Chromebooks are issued to enhance your learning experience at the high school. With proper care, your Chromebook should last until you graduate. This page is provided as a brief overview of things to do, and not do, when caring for and using your device. Please refer to the 1:1 Student Handbook for complete details about the program.

### **Things To Do:**

- Always carry and store your Chromebook in the school issued case.
- Immediately report all problems and broken or missing parts to the technology department.
- Chromebooks must be brought to school each day fully charged.
- If you are experiencing technical problems, there are several things you can do yourself to correct many common problems. Refer to the “Parents & Students” section on the school website for self-help information. If you are unable to correct the problem, please contact the I.T. service desk at (717) 346-9452 or email at: [servicedesk@cdschools.org](mailto:servicedesk@cdschools.org).
- Keep your passwords secret. Passwords should only be shared with parents or trusted school staff.

### **Things Not To Do:**

- Do not carry your Chromebook by the screen or walk with the Chromebook while it is open.
- Do not throw or handle the Chromebook roughly.
- Do not sit books or other items on the Chromebook that could damage it.
- Do not store food or other items in the Chromebook case. It is only intended for the Chromebook, charger, and related items such as a computer mouse.
- Do not place decorations (such as stickers or drawings) on the Chromebook.
- Do not use the Chromebook for non-school related purposes.
- Do not send unsolicited messages or try to gain access to others' accounts or files.
- Do not leave your Chromebook in an unsecure location unattended.
- Do not give your Chromebook to another student for any reason.
- Do not physically alter your Chromebook or case in any way.
- Do not attempt any repairs to your Chromebook. All repairs are to be completed by CDSD technology staff only.

### **Things To Know:**

- Insurance is available for purchase on Chromebooks to cover accidental damage. Any damage caused to Chromebooks without insurance will be repaired by CDSD technology staff. Repair costs will be the student's/parent's responsibility. Intentional damage will also result in disciplinary action.
- Students have a school email (username@students.cdschools.org). No personal email accounts are allowed on CDSD devices.
- Chromebook usage is monitored 24/7. Please be aware that internet and application history is not private and can be accessed by administration at any time.
- The Chromebook remains the property of the Central Dauphin School District at all times.

## **Vision**

To support the CDSD mission of ensuring all students a challenging and dynamic curriculum that prepares them to succeed in a changing, global society, the administration is committed to creating an environment where technology use is an integral part of the educational experience. Staff and students will use technology to foster critical thinking; support the curriculum; and improve problem solving, communication, and collaboration inside and outside of the classroom. To that end, the District has created a One-to-One (1:1) Technology Initiative with a focus on at-home and in-school computer and internet access starting in grades 9-12. The 1:1 program will give students access to personalized learning that supports the district's technology plan with teachers continuing to receive ongoing professional development to identify and promote best practice teaching strategies in a 1:1 classroom. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning.

## **Goals and Objectives**

By integrating technology into the classroom, Central Dauphin School District's 1:1 educational initiative will:

- Prepare students for success in the 21st century
- Provide access to digital resources and tools both in and out of school
- Involve students in learning content that has application in the real-world
- Promote collaboration with peers, teachers and experts beyond the classroom
- Promote creativity, problem-solving, engagement, and enthusiasm for learning
- Encourage the use of self-selected digital resources to accomplish learning tasks
- Teach and promote 21st century technology responsibility

## **What is 1:1 Technology?**

One-to-One Computing is a concept where every student is issued a Chromebook computer for use in every class and at home. The student and his/her parent/guardian are responsible for that computer. Through this program, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real-world assignments, seek out legitimate digital information to solve real-world problems, and collaborate with their peers, teachers, and subject area experts in new ways.

## **Bring Your Own Device (BYOD)**

While the district has previously supported the use of personal devices in the academic environment, we now require the use of district supplied Chromebooks at the high school level due to special software and settings, and to provide a consistent platform for teachers to target classroom content. If you use a personal device, we cannot guarantee your child will have access to all of the resources and technical support needed in the classroom.

### **Terms of Chromebook Loan**

- Each Chromebook will be assigned to an individual student and the serial number of the device will be recorded. The issued Chromebook will remain with the student throughout high school, or until the student withdraws from CDS. The Chromebook and all accompanying accessories remain the property of CDS.
- Chromebooks are a necessary instructional tool, just as assigned textbooks.
  - Bring your Chromebook to school every day
  - Make sure it is fully charged
  - Do not leave it unsupervised or in unsecured locations
- The following will be issued to each student:
  - (1) Chromebook Computer
  - (1) AC Adapter and Power Cord
  - (1) Carrying Case

All devices are configured with filtering and monitoring software that is active both at school and off campus.

Students may also elect to acquire additional peripherals such as a computer mouse, or USB storage device for use with their assigned Chromebook. The assigned carrying cases will provide storage space for these devices.

Students who qualify for assistive technology devices as documented in the student's IEP may be issued an alternative device.

### **Technology Insurance Fee & Damage Liability**

Taking care of a computer is a big responsibility. The school district has partnered with GOCARE to provide a Chromebook insurance option, provided by Safeware, for families. You may even insure personal devices through this insurance option. The company will handle all repairs and replacements under the program. Non-insurance repairs will be performed by district staff. Without insurance, repair and replacement costs may be the responsibility of the student/parent.

Costs for yearly insurance plans on district owned devices:

- Non-Touch Chromebooks- \$24.53 per year.
- Touch Screen Chromebooks- \$28.62 per year.

Please see the insurance pamphlet for more details.

Below you will find a chart of estimated costs of repairs for Chromebooks for those choosing not to purchase insurance:

Estimated Repair and Replace Costs without Insurance - Price Ranges Based on Model	
Screen	\$43 - \$130
Motherboard (Broken connectors and ports)	\$100 - \$230
Shell/Case	\$50 - \$110
Keyboard	\$25 - \$100
Power Adapter	\$20 - \$30
Hotspot	\$32
Lost/Stolen/Complete replacement	\$300 estimate

The insurance fee does NOT cover the loss of accessories or peripherals including the power adapters and hotspot.

### Chromebook Care Guidelines

Here are some helpful guidelines on the care of your assigned device. While not all inclusive, they serve as an overview of proper care.

#### General Precautions

- Keep your Chromebook in the school-issued carrying case when it is not in use.
- Do not overload the Chromebook carrying case or pack items that may damage the device. The pocket is designed to carry your charger and a mouse.
- Do not sit on your Chromebook.
- Do not place objects on top of your Chromebook while open or closed. Doing so may cause damage to the screen and internal components.
- Do not pick up or carry your Chromebook by the screen.
- Do not open your Chromebook from the sides.

- Do not touch the screen with pens, pencils, or other sharp instruments.
- Do not leave pens, earbuds, pencils, or papers on the keyboard when closing the screen.
- Keep liquids, food, pets, and debris away from Chromebooks.
- Do not keep food, food wrappers, or drink containers in the laptop carrying case.
- Use your Chromebook on a flat, solid surface so that air can circulate properly and keep the laptop from overheating. For example, placing the Chromebook on a pillow or blanket can block airflow.
- Do not expose your Chromebook to extreme temperatures (below 35 degrees or above 90 degrees Fahrenheit).
- Do not leave your Chromebook unattended, such as in a car or area where it may be damaged or stolen.
- Cords, cables, and removable storage devices should be inserted carefully.
- Please allow the CDSD IT department to conduct all repairs and maintenance. Do not attempt to access the internal components or remove screws. Doing so violates the TIF.
- The district-issued Chromebook, case, and power cord must remain free of permanent markings including but not limited to: stickers, paint and other materials that could be difficult or impossible to remove. Remember that the Chromebook and accessories are the property of CDSD.
- Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
- A label and an asset tag have been applied to your laptop for identification purposes. Do **not** remove or alter these items.

### **Cleaning Your Chromebook**

- Completely shut down the device.
- Disconnect the Chromebook from electrical outlets before cleaning.
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid (including water) on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply cleaner to cleaning cloth and proceed to clean the screen.

### **Battery Life and Care**

- It is your responsibility to bring your Chromebook to school fully charged every day. Electrical outlets may not be available in classrooms for recharging.
- Shut your computer down completely during prolonged periods of inactivity.
- Dimming the brightness of the screen will extend battery life.
- Bring your charger to school should you need to charge the battery.

- Outside of school, use a surge protector when charging your battery if possible...

## **Chromebook Security**

- Do not share your username or password.
- Do not allow others to use your Chromebook while it is logged in with your credentials.
- Supervise your Chromebook while it is not in a secured location. This is true while at school, during after-school activities, and off site.
- In the event of a fire drill or other classroom evacuation, devices may be left in the classroom. Classroom doors will be secured.
- You are encouraged to take your Chromebook home every day. This builds good habits like charging it overnight and having it ready in the same location each morning.
- Do not store your Chromebook in your vehicle. This exposes it to extreme temperatures and potential theft.
- Do not lend your Chromebook to another person for any reason. The device should be used only by the person to whom it was assigned. This includes other family members. Parents/legal guardians may use the device to assist their child with a school assignment or to perform supervisory tasks such as to inspect Internet search history.
- The Chromebook has Internet content filtering software installed. The software may not be removed, altered, or circumvented.
- Internet activities are monitored and activity reports are run periodically to verify appropriate use.
- Even with Internet and content filtering in place, parents are asked to supervise Chromebook use during non-school hours.
- All policies, including the Acceptable Use Policy, are applicable during and after school hours. This includes off-site use.
- Chromebooks and Chromebook accessories must be returned to CDSD upon request or within twenty-four hours of withdrawing from a participating 1:1 school in the Central Dauphin School District. Failure to return a Chromebook may result in full payment for the cost of a replacement, disciplinary action, and/or legal action.

## Acceptable Use

Students are expected to conduct online activities in an ethical and legal fashion. The use of district resources is a privilege, not a right. Misuse may result in the suspension or loss of these privileges, as well as disciplinary, legal, or other actions as deemed necessary. Examples of inappropriate or unacceptable use(s) include, but are not limited to, those that violate the law; are contrary to the Acceptable Use Policy, Board Policy 815, or this Handbook; and any actions or activities that would disrupt the educational environment or hamper the integrity or security of the school network. For more details about the Acceptable Use Policy, Board Policy 815, [please follow this link to the cdschools.org webpage on policies](#).

## Guidelines for Online Safety

As part of the CDSD curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms.

The following are general guidelines:

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never access someone else's email, files, or folders.
- Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws by accurately citing sources -- do not claim authorship of work copied from a web site or other source.

Protect your account by keeping your password secure and logging off or locking your computer when it is not in use. All email, network, and Internet activity is the responsibility of the individual whose account is logged into the computer at the time of the activity. If your account is logged in, you are responsible. Keep your password a secret.

- Protect personal information. Never give full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information about yourself or others.
- Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

## Privacy

There is no expectation of privacy while using school-owned computers or the district network. CDSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school district's equipment. The District will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities while using CDSD's network and computer systems.

## Common Troubleshooting Help

Sometimes, technology stops working. Many problems can be solved easily at home by following a few simple steps. If you are having trouble with your Chromebook, try some simple procedures before contacting the CDSD Help Desk. Places for basic troubleshooting can be found below:

- [www.cdschools.org](http://www.cdschools.org) - Point to a page on the website of basic troubleshooting steps including clearing Chrome cache, bookmarks, power washing, etc.
- **Canvas Help**- Canvas help can be found at the top right corner of every Canvas course. This link will direct you to a page of helpful tips and -instructions for using the Canvas program, including setting up observer accounts, submitting assignments, and using the mobile Canvas apps.
- If you do find that you need additional assistance with you device, please contact the CDSD service desk:



**(717) 346-9452**  
**servicedesk@cdschools.org**

## Elastic Clause

It is not possible to cover all events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community will be taken into consideration. Terms, conditions, and definitions in this handbook are subject to change.