Troy Area School District 1:1 Technology Initiative Student Device Handbook
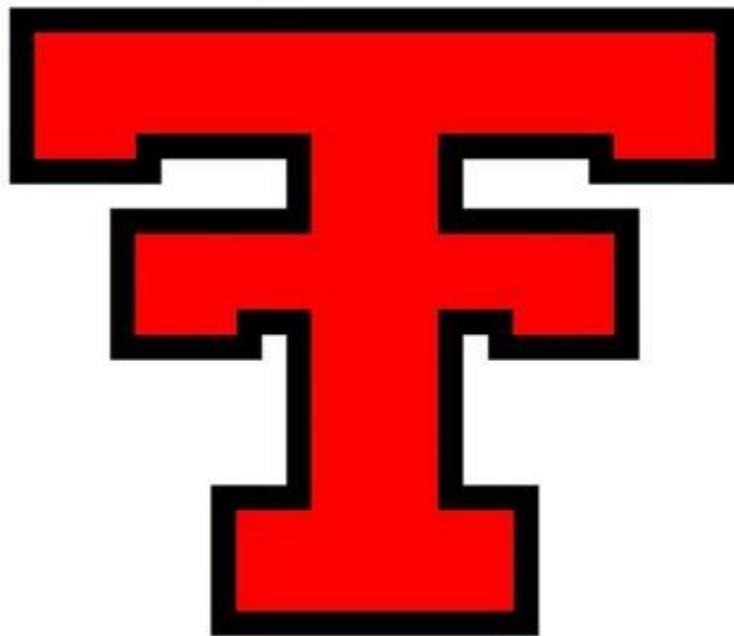
OVERVIEW

Troy Area School District is committed to the implementation of strategies to enhance the education of our students through our 1:1 Technology Initiative. This program is defined as a flexible and personalized educational program that integrates new instructional strategies and a mixture of technology tools with the goal of transforming classrooms from teacher-centered to student-centered personalized learning environments which focus on high academics and the integration of the 21st century skills: Collaboration, Communication, Creativity and Critical Thinking.

The key components of the 1-to-1 program include the expanding role of the classroom teacher, extensive use of a learning management system, and the use of dedicated student computing devices. Teacher roles are expanding to provide a blended approach of traditional and digital learning resources, while mentoring students on how to become self-regulated in their own learning. Mobile devices provide the anytime-anywhere access to learning that is needed for our students to become proficient, life-long learners. Student-centered instructional strategies like project-based learning, active inquiry, computer-based formative assessments, and blended learning are being used in the classroom. The district continues to provide our educators with ongoing professional development for best practices in using technology and effective instructional strategies.

Students in grades 3-12 will be participating in the 1:1 program. Students in these grades will have a device assigned that they will take home every night. The iPad has all of the necessary software needed for their curriculum and learning goals in addition to an internet filter that is active at both school and anywhere the students access the Internet.

Parents and/or guardians do not have to pay a fee for their student's in-school technology use, however; damage to technology by the student, willfully or accidentally, shall incur a fee. An optional insurance program can help reduce the repair costs for accidental damage that may occur. Enrolling in the insurance program should be completed within the first five days of starting school.

Device Agreement

Troy Area School District requires students grades 3-12 to have access to a TASD iPad to support their educational program while striving to ensure equitable digital access. Students are responsible to bring their district-assigned device to class daily, charged and ready to use.

Starting for the 2023-24 school year, every student grades 3-12 will be provided with a district-issued device. It is important to note that personal devices, such as MacBooks, personal laptops, and other non-district devices, will not be allowed. Only devices supplied by the TASD Technology Department will be permitted for use. This is intended to heighten security measures and enhance the overall user experience.

Devices remain District property. It is the responsibility of the student and parent/guardians to ensure the device is properly cared for and remains in good working condition.

- Devices may not be tampered with or repaired by anyone outside of the TASD Technology Department.

- Software, including 'apps', may only be installed as approved by the TASD Technology Department

It is important that each student follows Acceptable Use Policy guidelines and proper use and handling guidelines and makes responsible choices when using the device.

There is no initial technology fee for the device. Technology issues and damage must be reported to the TASD Technology Department. It is important that damage is reported promptly to have devices restored to optimal functionality for the student in a timely manner.

Normal wear and tear, factory defects, and software issues will not result in a repair cost. However, damage to the device, preventable or accidental, will result in a repair fee assessed on an incremental basis as noted below:

Incident #1 - No Charge
Incident #2 - $45
Incident #3 - $100

If damage to a device is determined to be the result of negligent, deliberate, willful, intentional or reckless action, students and parents/guardians will be responsible for the full cost of repair or replacement and face disciplinary action.

Lost or stolen equipment must be reported to the building principal immediately. Students and parents/guardians are responsible for the replacement cost.

The device and charger must be returned at the end of the current school year or prior to the date of withdrawal. Failure to return each of these items will result in an obligation equal to the replacement cost of the items.

Device Distribution

Devices will be assigned to students during Back to School Night or on their first week of school. Students are expected to bring their device to school each day, charged and ready for use. A broken or forgotten device is NOT a legitimate excuse for incomplete schoolwork.

The device and charger must be returned prior to the last day of class or upon withdrawal. Students and Parents/Guardians are financially accountable for any equipment and accessories not returned in working condition.

Device Use and Handling Guidelines

Devices are provided for students to engage in learning activities provided by teachers. Students are expected to follow usage guidelines and to use caution in handling the equipment.
All aspects of District Policy 815 and the Acceptable Use of Technologies applies to the use of the device and Internet access.

https://go.boarddocs.com/pa/troy/Board.nsf/Public#

- Users may not install unauthorized games, programs or files. Users may not attempt to view or configure network or system settings, files, or programs.
- Users are not to disclose personal information to non-district persons such as home address, physical description, or any other information that could threaten the safety and security of students.
- Be cautious in the use and storage of your assigned device. Do not leave it where it could be stepped on or easily bumped off furniture or counter tops.
- The district reserves the right to monitor, track, and log network access and may revoke access privileges.

Care

iPads should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the iPads to avoid damage. Rain, wet hands, and high humidity are risky to iPads and should be avoided. iPads are not to be left in a vehicle, this encourages theft and exposes the iPad to temperature changes outside of their operating limits. This is considered negligence.

Students may not personalize the iPad, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution. If students believe their iPads or cases are in need of cleaning, they should bring the iPad to the District Technology Department. Do not clean the iPad or case yourself. Cases are only to be removed by the District Technology Department staff.
The iPad should be with the student or locked in his or her locker in the school building at all times. Students should always guard their iPad closely. It must not be left on car seats, on

benches, or anywhere that might be tempting to others. Unattended iPads at school are subject to be collected by faculty and taken to the school office or Technology Department.

Loaner iPads
Should the iPad become inoperable, a student will be issued a loaner iPad while their iPad is being repaired. The loaner iPad assumes all aspects and policies of the student originally issued iPad.

Device Return
Devices and chargers must be returned to your school building prior to the last day of school or student withdrawal, whichever occurs first. Failure to return items will result in an obligation equal to the value of the device and/or charger.

Internet Filter
Devices are configured with an Internet filter to prevent users from accessing sites that are inappropriate for educational use. Filtering may be updated periodically to include newly discovered sites that are inappropriate and override blocked sites that are determined to be appropriate. Users may not use software, alter proxy settings, or use any other means to bypass the district's filter.

Service and Support
Students/Parents should refer to the TASD Technology Department for access to technology support. District devices may not be tampered with or repaired by anyone outside of the District's Technology Department.

Damage
Any damage believed by school administrators to have been caused deliberately or through misuse or neglect will be classified as vandalism. Thefts must be reported to your principal immediately. The district will not cover loss or theft, or damage resulting from deliberate misuse or neglect. Students/parents are responsible for replacement costs.

Internet Safety
The internet is a public space. Everyone has access to the information. Even though a profile or forum may be marked private, unwanted persons can get access by posing as another person.

Make sure to tell your children not to post anything on the Internet that they wouldn't want the world to know, such as their phone number, address, screen names, or specific whereabouts.

Posting personal information about themselves, their friends, or their family can be dangerous if the wrong person sees it. They should not post anything that would make it easy for a stranger to find them, such as after school activities or local hangouts.

Remind your children not to post anything that could embarrass them later or expose them to danger. Tell them that they shouldn't post photos or info they wouldn't want adults to see.

Watch your children when they're online and see where they go. Get to know their "online friends" just as you get to know all of their other friends.

Check browser history. Search social networking sites. (your child's name, their friends' names, the school name).

Make sure your child doesn't spend all of his or her time on the computer. Help them find a balance between computing and other activities.

Learn enough about computers and technology so you can enjoy them together with your kids. Encourage discussions between you and your child about what they enjoy online. This way you can direct your children to safe sites that fit in with their interests and it lets them know you want an active role in their lives.

Make sure that your children feel comfortable coming to you with questions. This should apply to all situations, including the computer. If your children feel they can trust you, they are more likely to come to you with tough problems and questions.

Warn them that people may not be what they seem to be. I can say I'm a 12 year old boy named Billy, but I'm not. The Internet provides a cover for people to put on whatever persona's they desire. Predators often pose as children to gain our children's trust. They should talk to you before meeting an online friend in person, and if you think it is safe, any meeting should take place in public and with friends or a trusted adult present.

Respect your child's privacy but make certain they know personally everyone on their 'buddy' list. Kids need privacy; they also need parental guidance and supervision in daily activities.

Harassment, hate speech, and inappropriate content should be reported. If your children encounter inappropriate behavior, let them know that they can let you know.

Don't get hooked by phishing scams. Phishing is a method used by fraudsters to try to get your personal information, such as your username and password, by pretending to be a site you trust.

Type your child's name in a Google search. You may be surprised what is linked to your child's name.

HIPPA, FERPA and CIPA Technology Usage
The Federal Government has many regulations that ensure the safety and privacy of children who attend public school districts. Among these regulations are the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Children's Internet Protection Act of 2000 (CIPA), all of which affect the way we use technology within our district.

Public Display of Digital or Printed Images
During the school year, both teachers and students capture digital still and moving images of students. These images are used for projects or professional development presentations that may be viewed in public forums such as hallways, newsletters, the Internet and conferences. Both HIPAA and FERPA regulations require that the school district request permission of a student's legal guardian before publicly displaying these images.

Technology/Internet Usage by Students
Long-term research studies have shown that the integration of modern technology into the educational process provides a level of student-centered instruction that has never before been achieved; this is truly an exciting time for all of us as instructional technology develops.

CIPA requires that all school districts and libraries have a registered technology usage policy and must have safety measures in place to prevent access to content that is obscene or deemed harmful to minors. Internet usage by students within the Troy Area School District is restricted by a filtering server which meets the requirements of CIPA and our district's state-registered usage policy, the districts technology usage agreement is attached to this form.

After reading this information and the district's technology usage agreement, please complete the form below, detach it and send it to school with your child. By signing the form, you are indicating that you have read and will abide by this agreement. The technology usage agreement and photograph permission will be updated annually. If at any point you wish to change your decision, please contact the school as soon as possible.

Finally, please note that at **no time** will an image of your child also be accompanied by information that will reveal their full identity or in any way reveal details of their academic record.

Signature Page

Items Covered in Handbook	Student Initial	Parent/Guardian Initial
I/We understand the Device Agreement		
I/We understand the Device Distribution		
I/We understand the Device Use and Guidelines, including Care of the device		
I/We understand the Internet Safety		
I/We understand that unless instructed otherwise by a teacher, all students must have their devices with them and charged each day for every class.		
I/We understand and agree to abide by the rules and regulations of the Acceptable Use Policy and the Student Device Handbook. Failure may result in disciplinary action		
I/We understand that the device should be kept in a safe place when not used, to protect against loss or theft. I understand that loss or theft that happens away from school property is the responsibility of the student and parent.		
I/We understand that I/we must report all device damage, theft or loss to school administration as soon as possible.		
I/We understand that devices/cases cannot be decorated or personalized. Devices or protective cases marked with pencil, pen, marker, paint, stickers or any other decoration will be viewed as vandalism. I/We accept responsibility for any associated costs to restore the device's appearance.		
I/We understand that the device and accessories are the property of the Troy Area School District		
I/We understand we have five (5) days from your child's first day of school to opt in for insurance		

HIPPA, FERPA and CIPA Technology Usage Release Form

Student Name: _____ Grade ____

Parent/Guardian Name: _____

I give the Troy Area School District permission to publicly display images of my child.

Please write "NO" here if you do not give permission _____

By signing below, I am indicating that my child and I have read and will abide by the technology usage agreement of the Troy Area School District.

Parent/Guardian Signature: _____ Date: ____ / ____/ _____