

## **Sheldon Elementary School 1:1 User and Responsible Guide, 5th-8th Grade**

The 1:1 program at Sheldon Elementary School is intended to get technology into the hands of our students. The digital tools students will access are used to enhance and transform their learning in ways not previously thought possible. This document details the procedures, information, and guidelines each 1:1 user must follow to show they are responsible for their device. However, there may be additional requirements expected by individual teachers.

Students in the Sheldon School District have access to various content online for the purpose of enhancing student learning. The school has taken precautions to eliminate student access to controversial or inappropriate material. However, users and parents/guardians must recognize it is impossible for the school to restrict access to all controversial or inappropriate material. Teachers, staff, and administrators and the school board are not responsible for students gaining access to such material.

### **Individual User Responsibilities:**

- ❖ Students will collect their devices from their **Home room** each morning before their classes begin. Devices should be kept in assigned case at all times (including transition times, before class begins, etc...) and not taken out of the cases until directed by the teacher.
- ❖ At the end of the day, devices should be **returned to their Home room**'s cart and plugged in (still covered in their assigned case). Keeping the device charged is the responsibility of the student.
- ❖ Each Home room will keep a "charging station" to make sure students can access their devices if the batteries are low. However, it is the discretion of the teacher if the student may access the "charging station." Power Cords should not be removed unless directed by the teacher to do so.
- ❖ The device will be used solely for educational purposes and **it is the responsibility of the user to notify an adult if content could be considered "controversial and/or inappropriate"**;
  - Make sure any information received does not contain pornographic or indecent material, inappropriate information, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software.
  - Students will use social media only when granted permission from an adult for an assignment or project. These sites include, but are not limited to FaceBook, Instagram, YouTube, Pinterest, Twitter, etc...
  - Students will refrain from sites that stream music or video files such as Pandora, Hulu, YouTube, Netflix, TikTok etc...
  - Use of games or websites that host games for non-educational use during class time can only be done when granted permission from an adult and/or teacher.

- At any time, at the discretion of teacher or adult, a device may be taken away from the student who is not following the guidelines set forth in this document and the school handbook.
- Consequences for not following the guidelines of this document will be decided based on type of offense. If major or multiple offenses occur, parents will be notified.

### **Care of 1:1 Device**

The device is school property and all users should follow this document and the policies of the 1:1 program found in the current student handbook.

- ❖ Students should keep cases clean of writing, drawing, stickers, or materials other than that placed on assigned case by teacher or technology coordinator.
- ❖ Devices should be kept in good condition and should be clean of writing, drawing, stickers, labels, bumper stickers, etc. Students are asked to report to an adult if any writing or graphics are added to their device without their knowledge.
- ❖ Students are asked to carry devices safely and responsibly when moving around. For example, using two hands to carry a device instead of carrying it one handed by the screen.
- ❖ Keep food and/or drink away from the device
- ❖ Devices that are found broken or fail to work in some order should immediately be reported to the TA teacher or the Technology Coordinator by the user. Repairs should be done by the Technology Coordinator only.
- ❖ Device should be placed in a secure location (ex. TA room's cart) during lunch, recess, and other non-class time.
  - Refrain from leaving device in an unlocked classroom, locker, cubby, or other unsupervised area.
  - Devices can only be used during after school hours when granted permission by an adult.
- ❖ Avoid extreme temperatures - extreme hot or cold can damage an electronic device.
- ❖ Students should properly handle and care for their devices to ensure the device's proper maintenance and longevity.

### **Damage of 1:1 Device**

Damages are the responsibility of the student as they are the sole user of the device. Whenever a damage occurs, the Technology Coordinator and TA teacher should immediately be notified.

- ❖ Damages that are done to a device are reviewed by the Technology Coordinator and given an estimated cost of repair. Students are then expected to repay the cost for the repair at the discretion of the school and may, for example, be repaid by completing community service hours at school. All decisions about damage will be decided by the

Principal, Technology Coordinator, and Teaching Team. Parents will be notified and informed of the situation and decision.

- ❖ Damages will be documented by the teacher and discussed with the Technology Coordinator.
- ❖ Students should refrain from slamming down keys, excessively turning the devices on or off, forcibly putting device on a work space, etc...
- ❖ Depending on the situation and damage done to the device, students may or may not get a device on loan until the repairs are done. It is up to the student to find an alternative way to complete work by conferring with their teachers.
- ❖ Be careful not to “bump” devices against walls, lockers, doors, floors, etc...
- ❖ Screens are extremely fragile and can easily become broken. Students are expected to protect the integrity of the screen including keeping devices in assigned cases, not stacking heavy items on top of the device, or adding pressure to the screen.
- ❖ Teachers and the Technology Coordinator will review periodically for proper care of the devices.

### **Cell Phone Expectations**

- ❖ From 7:40 AM until you have exited the building from end of day dismissal, cell phones or personal devices should be put away.
- ❖ If cell phones are visible to any adult, the cell phone or personal device is taken and turned into the front office. Student may pick up device at the end of the day. This means put in a backpack or a safe place in a classroom. Cell Phones should not be kept in their pockets.
- ❖ We encourage students to ask an adult if they need to use their phones. The adult will work with students to ensure they can contact the parent using a school phone or student cell phone.
- ❖ If a student needs to use their cell phone or personal device, they may ask an adult for permission at any time.
- ❖ Student Cellphones are not currently permitted to use School WiFi.

### **Software/Apps**

- ❖ All apps or software downloaded should be reviewed by the Technology Coordinator.
- ❖ Periodic checks will be made to review web browsing history and to review what apps or extensions are added to the device.
- ❖ Teachers may add software, apps, or extensions to be used for educational purposes.
- ❖ If a device must be restored to secure the integrity of the device it is not the responsibility of the school for loss of software or files.
- ❖ When an upgrade to the device is available, students are authorized to do so.

### Student 1:1 Device Agreement

\*Please return this page to the school.

**Student Name:** \_\_\_\_\_ **Homeroom/TA:** \_\_\_\_\_

Device #(Tech or Teacher will fill in): \_\_\_\_\_

You are being issued a school-owned 1:1 device (e.g. netbook, iPad, chromebook etc...) for the purpose of conducting school business. Please check below that you acknowledge the responsibility of caring for a 1:1 device:

- I have read and agree to follow the Sheldon Elementary School 1:1 User and Responsible Use Guide

I will:

- Keep food and drink away from the device.
- Keep the device neat, clean and in good working order.
- Take precautions to protect the device from damage, loss, or theft.
- Put device in my Home room cart at the end of the day to charge and in the assigned case.
- Report any damages of device to teacher and Technology Coordinator.
- Use the device in a responsible and digitally ethical way.
- Be responsible for my device and know it is owned by the school

I understand:

- The device can be taken away by the discretion of the teacher and/or adult
- There are consequences for misuse of the device
- That all school discipline rules apply
- The cell phone and personal device expectations and agree to follow the plan set in place by Sheldon staff.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian

By signing this document, I am agreeing to the items found in this document as well as the Sheldon Elementary School handbook.

Parent/Guardian Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_

Parent/Guardian Contact Information:

\_\_\_\_\_ Phone Number (Circle: Home or Cell)

\_\_\_\_\_ Email Address