



1:WORLD HANDBOOK

WYALUSING VALLEY ELEMENTARY SCHOOL
WYALUSING VALLEY HIGH SCHOOL

WYALUSING AREA SCHOOL DISTRICT

WYALUSING AREA SCHOOL DISTRICT

Student & Parent/Guardian

1:World Handbook & Expectations

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Overview

The vision and ultimate goal of Wyalusing Area School District's use of technology is to create an environment where students and faculty use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration in all classrooms for every student. As part of this vision, the District has created the 1:World program in which every student in grades 2-12 will have access to a chromebook.

The 1: World program will give students access to personalized learning that supports the District's Next Generation Learning environment. A district goal is to have one mobile device for every student in grades 2-12 (grades 2-6 on-site only use--grades 7-12 on-site and take home use). Students will have a device assigned to them for the school year and the ability to take the device home in grades 7-12. This will enable teachers and students to continue to work towards creating student-centered, personalized learning environments. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their own learning and teachers will mentor them through this process.

If you should have any questions regarding any of the materials presented, please contact your School Principal at **570.746.1600**.

Device Distribution

Distribution will occur prior to the start of each school year. Exact dates will be posted on the District website and social media. During distribution, students, along with a parent/guardian will be required to sign an Electronic Use Agreement and pay the optional annual insurance fee.

- Students in grades K – 1 will have access to a device for in-school use only
- Students in grades 2 – 6 will be assigned an HP Chromebook for in-school use only
- Students in grades 7 – 12 will be assigned an HP Chromebook for in-school and at home use.

Home Use and Classroom Routines

General Usage Guidelines

- While on school property, you are responsible for the chromebook at all times.
- Keep the case on at all times. Students are not permitted to remove the case for any reason.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers to your device. This will be considered vandalism.
- Do not draw on or mark your device any way. **This will be considered vandalism.** The chromebook and case will remain with the student for the duration of their high school career or until a replacement cycle occurs.

Classroom Habits

- It is at the teacher's discretion if he/she wants the students to use the device during that period.
- Keep the device flat on the center of the desk.
- Close the device lid (if applicable) before you stand up.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device.

Care of the Device While at Home

- Charge the device every night. Students are provided a charger with their device, which must be taken home. Their device should be plugged in to charge every night.
- Use the device in a common room of the home.
- Keep the device on a desk or table. Never place the device on the floor
- Protect the device from:
 - Extreme heat or cold (temperatures below 35 degrees or above 90 degrees)
 - Food and Liquids
 - Small Children
 - Pets
 - Smoking Environments
 - Other potential hazards

Traveling to/from School

- Do not leave the device in a vehicle.
- Devices that are lost or stolen while on school property should be reported to a Teacher or Principal immediately.
- Devices stolen while off of school grounds should be reported to the school district and police. A copy of the report should be provided to the school Principal as soon as possible.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs or replacement. **Any damage must be reported immediately. Failure to report damage, even if the damage was accidental, may be considered negligence.**

Network Access

Use of the District network is governed by the District's Electronic Resources Policy (Board Policy 815).

Email Access

Students will utilize their school issued e-mail account to login to their device and to communicate with teachers and administrators. Under no circumstances shall students use their own personal email to communicate with district employees.

Care

Devices should not be left in temperatures below 35 degrees or above 90 degrees. To avoid damage, food, liquids, or pets are not permitted near the device. Rain, wet hands, and high humidity may damage the device and should be avoided. **Students are discouraged from leaving the device in a vehicle** as this may expose the device to extreme temperatures and make it vulnerable to theft. This is considered negligence. Students may not personalize the device, district provided case, or peripherals in any way. This constitutes vandalism and may be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

Loaned Devices

Should the device require repair, the student may be issued a loaner on a case-by-case basis while their device is being repaired. The loaner device assumes all aspects and policies of the student's originally issued device.

Troubleshooting

Students are encouraged to report any device problems (i.e. software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problems. **Under no circumstances shall the District owned device be taken to a third party for repair or troubleshooting.** All issues relating to the functionality of the device shall be reported to the Technology Department. Failure to abide by this policy, regardless of the resolution, may be considered vandalism and/or negligence.

Damage or Theft

All physical damage to the chromebook must be reported immediately to a school official. The Technology Department may arrange for repair and a loaner as needed. **The parent/student is responsible for all damages to district issued device and may be subject to a cost of repair or replacement. Any damage must be reported immediately. Failure to report damage, even if the damage was accidental, may be considered negligence.**

Headphones

The District will not be providing headphones to students for hygienic reasons. Instead, **we ask that parents/guardians purchase a pair of headphones for their child.** Any headphones that use the standard 3.5mm plug will work. We encourage you to choose unique headphones or customize them so that your child's is easily identifiable. Sharing of headphones is highly discouraged to help prevent the spread of germs.

Device Check-ins

Periodically throughout the 2019-20 school year, faculty and staff will require students to show the condition of his/her chromebook and demonstrate that the device is functioning in the same manner as when it was provided to the students at the beginning of the school year. Results of these check-ins may require follow-up parent notification and disciplinary action.

End of Year Turn-In Procedure

Each student will be required to turn in the device and charger that was assigned to him/her at the beginning of the school year. Collection of the device and charger will take place during the final weeks of the school year.

Insurance Waiver

Parents/Guardians have the option to pay a non-refundable insurance waiver fee to cover any accidental first and second occasion damage to their child's device. The waiver does not cover any damage deemed by Administration to be intentional, negligent, malicious, or vandalistic as defined in 'Board Policy #815 – Electronic Resources Policy'. Insurance Waiver fees are due in full by September 11, 2020. Additionally, the Insurance Waiver **does NOT cover any damage or loss** of school provided accessories such as the case or charger.

Insurance Amount: \$30 per device per year*

*** Exception: Students receiving a device halfway through a school year may have a reduced fee.**

Cost for damages may be as follows:

	Accidental	Not Accidental*
First occasion	No cost / Covered by Insurance	Full repair or replacement** of device determined by extent of damage.
Second occasion	No cost / Covered by Insurance	Full repair or replacement** of device determined by extent of damage.
Third and all future occasions	Full repair or replacement** of device determined by extent of damage.	Full repair or replacement** of device determined by extent of damage.

*Not Accidental includes, but not limited to, intentional, reckless, negligent, malicious, or vandalistic damage, loss or theft.

**Full replacement cost of the device is determined by the type of device and the cost to the District to purchase its replacement. Average cost (as an example only): \$230.00

Replacement of lost accessories/peripherals

The insurance fee does NOT cover the loss of accessories or peripherals. Accessories and peripherals include charger and case. Fees to replace an accessory or peripheral are dependent on the make/model of the specific item. Average costs (as an example only): Charger: \$25.00, Case: \$35

It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss. Failure to pay for damages 30 days after receipt of an invoice may result in charges filed with the District Magistrate.

Electronic Resources Agreement

All users of Wyalusing Area School District's electronic resources are expected to conduct their activities in an ethical and legal fashion. **The use of these electronic resources is a privilege, not a right.** Misuse of these resources may result in the suspension of these privileges, as well as possible disciplinary, legal, or other actions deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, this Electronic Resources Agreement, Board Policy 815, 1:World Handbook, and any that would disrupt the educational environment or security of the school's electronic resources.

It is impossible to control access to all materials available through the Internet, and an industrious user may discover controversial information. Therefore, students will browse the Internet supervised by faculty and staff, as well as with software specific for content filtering and firewall protection. We require parent/guardian permission for student access to Wyalusing Area School District electronic resources. All users must act in a responsible, ethical, and legal manner as they use these electronic resources.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. We provide the guidelines in this document so that you are aware of the responsibilities you are about to acquire. This requires efficient, ethical, and legal utilization of the electronic resources.

The signatures on this Electronic Resources Agreement is (are) binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Responsible Use

The purpose of the electronic resources is to provide access for educational purposes. The district expects the same behavior on the Internet as what is required in class, in any area in the school, on any school property, or at any school function. This includes but is not limited to:

1. Use language that is considered appropriate.
2. Be polite.
3. Share information beneficial and appropriate to the educational purpose.

4. Conform to copyright laws.
5. Use the network in ways that will not interfere with others' use of the network.

The following are not acceptable nor permitted. Violators may be subject to the Student Code of Conduct, the legal authorities or both. The list is not all inclusive:

1. Accessing or attempting to access adult sites, hate sites, sites that promote violence, or sites that promote illegal activities.
2. Chat rooms or any other form of direct electronic communications, (i.e., Instant Message Services) or sites for anything other than an educational purpose.
3. Accessing or attempting to access commercial sites, including those offering products or services. The user shall be held accountable and responsible for any and all costs or damages resulting from unacceptable activities.
4. Accessing or attempting to access information regarding network or system security.
5. **Plagiarism** - Using or attempting to use ideas or words of others as your own.
6. Accessing or attempting to access inappropriate material or material potentially harmful to minors.

Inappropriate material includes, but is not limited to:

- a. Criminal speech and speech in the course of committing a crime, terroristic threats, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities, and gambling.
- b. Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
- c. Inappropriate language, including obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; and false or defamatory material about a person or organization.
- d. Dangerous information that if acted upon could cause damage or present a danger or disruption.
- e. Violations of privacy that reveal personal information about others.

f. Abuse of resources such as chain letters, spamming, and inappropriate use of district group distribution lists.

g. Copyright infringement or plagiarism.

h. Violations of personal safety, such as a student revealing personal contact information about him/herself or engaging in communication that could place the student in personal danger.

Potentially harmful includes, but is not limited to any picture, image, graphic image file, or other visual depiction that:

a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or bodily functions.

b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the body or body parts.

Conduct

All Board policies regarding student conduct extend to student conduct on electronic resources. Electronic devices and data on the Wyalusing Area School District network are the property of others. Attempts to break into other computer systems or unauthorized access is unauthorized use of school property and is subject to disciplinary actions defined in Board policy and student handbooks.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
3. Do not reveal your personal address or phone numbers or that of other students.
4. The system providers have access to all e-mail and e-mail may be monitored. Messages relating to or in support of illegal activities will be reported to the administration for appropriate disposition and may result in loss of user privileges.

E-mail may be used during the school day for school-related purposes only. Private messaging and the use of private e-mail accounts for any purposes are prohibited.

5. Do not use the network in such a way that you would disrupt the use of the network by others.

Security

1. Security on any computer system is a high priority. Users must never allow others to use their password and it is their responsibility to protect their password.

2. If you see a security problem on the network or any electronic resource, it is the responsibility of the user to report it and not to show or demonstrate it to others.

3. Do not use another individual's account.

4. Attempts to log on to the network or electronic resource as a system administrator will result in cancellation of usage.

5. Any user identified as a security risk or having a history of problems with other electronic resources may be denied access to the network or electronic resources by school district administration.

Vandalism and Harassment

1. Vandalism and harassment may result in cancellation of user privileges.

2. Students may have privileges revoked if they change any configurations of the electronic resources.

3. **Harassment** is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending of unwanted mail or misuse of user groups on the Internet.

Procedures for Use

1. Students must follow the procedures given to them by the faculty member.

2. All users have the same rights to use the electronic resources. Therefore, users shall not play games or use the electronic resources for other nonacademic activities. Users shall not waste or take supplies that are provided by the district.

Encountering of Controversial Material

Users may encounter material which is controversial and users, parents/guardians, teachers or administrators may consider inappropriate or offensive. The district shall provide a firewall and content filtering to try to prevent access to controversial materials on the Internet. However, on a global network it is impossible to effectively control the content. An industrious user may discover controversial material. Any decision by the administration to restrict access to Internet material shall not be deemed to impose any duty on administration to regulate the content of material on the Internet.

Penalties for Improper Use

Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subjected to loss of all electronic resource privileges and any other district and/or legal system/authorities disciplinary options.

Responsibilities of User's Access to Internet

1. Students shall notify a teacher or a system administrator of any violations of this agreement taking place by other Wyalusing Area School District students or outside parties.
2. You may not give your password to anyone.
3. You may not use or play games via the network unless it is part of a class assignment or project.
4. You may not use or alter another user's electronic account or data.
5. You may not offer electronic resource access to any individual via your Wyalusing Area School District account.
6. You may not download or create a computer virus.
7. You may not monopolize the resources of Wyalusing Area School District's network. This includes things such as running large print jobs, sending massive amounts of e-mail to Wyalusing users, streaming large files or using system resources for games.
8. You are not permitted to get from or put onto the network or electronic resource any copyrighted material (including software), or threatening or obscene material.

10. Purposely annoying other network users, on or off the Wyalusing system, is prohibited.

11. Illegal activities may not be conducted via the network.

12. All communication and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.

13. Before any file is downloaded, permission must be obtained from the monitoring teacher. The intent of this regulation item is to limit the downloading of music, movies, games, etc.

Frequently Asked Questions

Q: What are the goals of the program?

- To assist in meeting the technology goals and vision of Wyalusing Area School District
- To promote an environment where students have access to anytime-anywhere learning
- To equip teachers with the tools necessary to differentiate instruction for personalized learning
- To prepare students with essential digital literacy skills needed to compete in a global workforce
- To provide for learning opportunities that reach beyond a traditional classroom setting
- To encourage & motivate students to think critically and apply the skills needed for real-world innovation
- To cultivate self-directed life-long learning, responsibility, & collaboration using digital communication and productivity tools

Q: What is the 1:World initiative? *(Pronounced "One to World")*

A: It is a program to provide every student in grades 2-12 with a mobile device. The type may differ by grade level. The device is a tool to enhance education and to help integrate new instructional strategies in order to integrate real world learning skills in the classroom.

Q: How may this program help students academically?

A: This program will enhance student education with modern learning experiences tied directly to real world skills. To help ensure that our students may graduate and be fully prepared for a post-secondary education and ready to compete in our global economy, the District's goal is to provide a learning environment that integrates today's digital tools, fosters critical thinking and problem solving, and encourages students to work collaboratively in team environments. This program is designed to enhance current teaching/instructional strategies through the effective use of technology.

Q: When may I receive the district-issued 1:1 device?

A: Distribution, also referred to as 'roll-out', will occur near the beginning of the school year on dates TBD by Administration. Dates will be posted on the District website and social media.

Q: Who owns the 1:1 device?

A: The School District owns device. It is therefore very important that students take good care of it, leave the tags in place, don't damage it or write on it, as it doesn't actually belong to them. Students & Parents/Guardians may be responsible for accidental or intentional damage. Participation in the District provided insurance program will be required.

Q: Must I use the district provided case?

A: Yes. Students must use the District provided case. It must not be removed for any reason.

Q: May I decorate the District provided case?

A: Yes, you may decorate the case but NOT the device itself. You may use stickers to

decorate the case but pencil/pen/magic marker writing or any other marks on them may be viewed as vandalism. There may be an associated cost to restore the device to the original condition if damage is deemed intentional.

Q: May I take the District device home?

A: Depending on grade level and type of device. Students in grades 7-12 may take the device home as long as the 1:World Handbook has been signed.

Q: May I access the Internet from home with the district device?

A: Yes. The devices will be connected to the internet when at school. You may use the device at home and access your home internet. The device is filtered through the school web filter even at home. For home and other off-campus use, students may need to use public wireless such as those found in many restaurants or use their personal home wireless network. Given the variety of public and private connections, the district may not be able to provide support for connectivity issues outside of the school buildings.

Q: Does the district have the right to access and view my electronic history?

A: Yes, all communications and information transmitted by, received from, stored within, or that passes through Wyalusing Area School District resources may be archived, deleted, monitored, and reviewed for content or usage at any time by the administration. Wyalusing Area School District reserves the right to investigate suspected inappropriate use of the device using all available resources.

Q: What do I do if my device doesn't work or is damaged?

A: An elementary student should contact their classroom to assist in creating a help desk ticket and the WASD technology department will respond. High school students should email the Wyalusing Technology Department (support@wyalusingrams.com) to provide a detailed explanation of the problem and initiate a support ticket for repair. Under no circumstances should students or anyone else take the device to a third party for repair or support. District provided devices are the property of the school district and district personnel may resolve the issues. Any damage must be reported ASAP.

Q: Is there anything special I should do with my device at home?

A: Be sure to plug it in overnight so that you come to school with a fully charged battery. The power adapter for your device should remain at home. The District will have charging stations available while in school. You may be responsible if your device is not ready for classwork every day. It may be viewed as if you have left your textbook at home if your device is not charged and ready to go every morning.

Q: May I loan or swap my 1:1 device with another student?

A: No! Each device is assigned to an individual student. Swapping or trading devices is NOT permitted.

Q: How long may I have the 1:1 device?

A: The device is yours to use during the school year. All devices and power adapters will be collected prior to the beginning of summer break. Once school starts up again, you may receive either the same or a different device. Devices may be replaced by the District per an approved replacement schedule.

Q: Am I required to have internet service at home to use the device?

A: No. Our 1:1 device can be used without an internet connection, referred to as "offline mode". While in offline mode, the device will save work or emails until the next time it connects. We do recommend that you connect the device to your home wireless internet to take full advantage of the device.

Q: Is there anything I need to provide for my child's use of the 1:1 device?

A: Yes. We ask that parents/guardians purchase their own pair of headphones with a standard 3.5mm plug.

Guidelines for Online Safety

Wyalusing Area School District intends to provide a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, and encourages students to work collaboratively in team environments. Through providing this learning environment, we may meet these demands which may allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

- Spend time with your child on-line by having them show you his/her favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the device screen is actively being watched by responsible adults.
- Always maintain access to your child's social networking and other on-line accounts and randomly check his/her e-mail. Be upfront with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent. Teach your child the responsible use of the resources on-line.

Instruct your child:

- To never arrange a face-to-face meeting with someone they met online;
- To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know;
- To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information;
- That what they see and read online may or may not be true.
- Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
- Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school may increase the chances that you'll hear about what's happening online.

- o Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child may stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should let you know.
- o Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it. Remember that anything that is put on the internet is permanent.
- o Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

Cyber-Bullying

Wyalusing Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School District may not tolerate any form or level of bullying by students. For more information, see WASD Policy # 249.

Elastic Clause

This handbook may not cover all possible 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 may be taken into consideration. All terms, conditions, and definitions in this handbook is subject to change at any time for any reason when deemed necessary by District Administration.