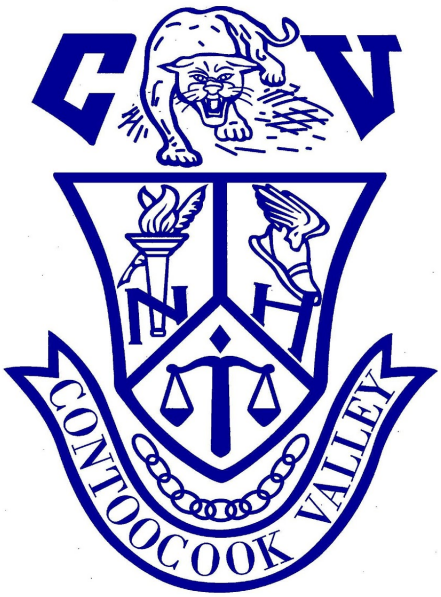
2017-2018

1:1
Parent & Student Handbook



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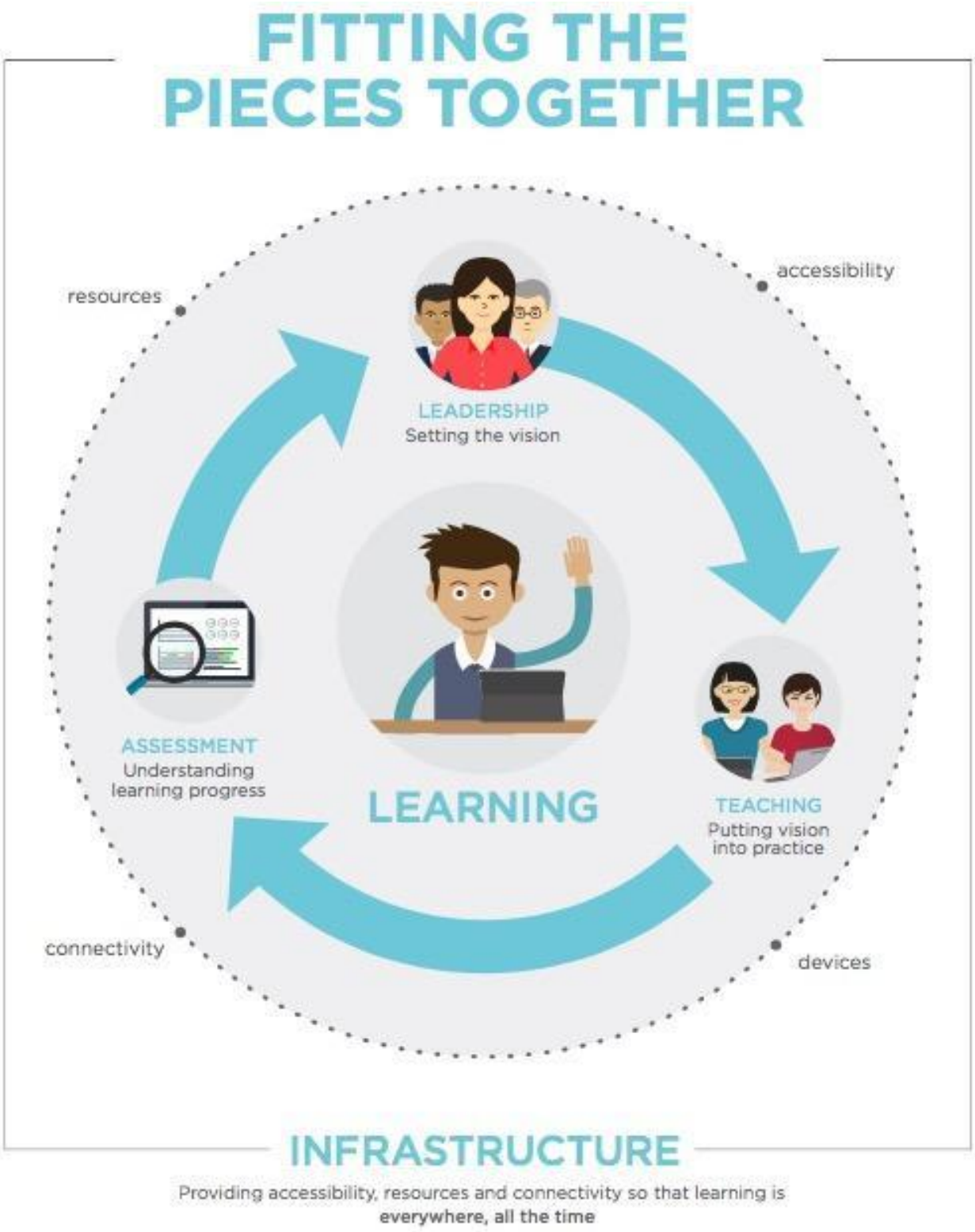


Picture source: U.S. Department of Education, Office of Educational Technology, Reimagining the Role of Technology in Education: 2017 National Education Technology Plan Update, Washington, D.C., 2017, p.6.

Overview of 1:1 Chromebooks and Blended Learning

In an effort to further enhance academic programs currently offered in the ConVal School District, the School Board approved, in February of 2016, the purchase of Chromebook laptop computers for the middle and high schools. As a result of this decision, the first phase of establishing 1:1 (1 laptop computer for every 1 student) learning environments will be introduced this fall in grades seven through ten. Following a measured implementation plan, students in additional grades will receive Chromebooks in subsequent years until the process of creating robust 1:1 learning environments in grades five through twelve is complete.

Purpose of 1:1 Chromebooks and Blended Learning

A driving force behind establishing 1:1 learning environments in the middle schools and the high school is one of ConVal School District's core beliefs: "All means all. We must provide the opportunity for each and every student to reach his/her maximum potential."

1:1 learning environments support the development of *blended learning* opportunities, which focus on "blending together" in robust, technology-enabled learning environments:

- excellent face-to-face instruction,
- collaborative experiences that support students learning *with* and *from* each other, and
- an emphasis on critical thinking, complex problem solving, and effective communication.

Ultimately, the ConVal School District seeks to leverage excellent instruction with the purposeful use of technology to transform and personalize learning experiences, enabling anytime, anywhere learning for promoting greater student engagement and involvement.

Chromebook Management

The School District provides and manages the Chromebooks. They are linked to students' district email accounts and assigned to students for educational use during the school year.

Each student in grades seven through ten receives a Chromebook and a charger. The student keeps the assigned device for the duration of the school year. At the end of the school year, or when the student leaves the district before the school

year is over, the Chromebook is collected, inspected, and maintained by the district technology staff.

While the Chromebooks are assigned to individual students, please note that they remain the property of the ConVal School District and are issued for educational purposes only; all students will need to follow policy EHAA: Internet Safety and Responsible Use Policy for Students (see Appendix A) to use their Chromebook .

Chromebook Communication

In an effort to keep parents and students informed, the ConVal School District's 1:1 and Blended Learning Leadership Team has developed this Handbook, as well as a Frequently Asked Questions (FAQ) online page and student and parent presentations.

Students and parents are also encouraged to contact a member of the 1:1 and Blended Learning Leadership Team with questions not answered in one of the above mentioned resources.

1:1 and Blended Learning Leadership Team			
Building	**Team Member**	**Position**	**Email**
Great Brook School	Sarah Hale	Technology Integrationist	shale@conval.edu
Great Brook School	Jim Elder	Principal	jelder@conval.edu
South Meadow School	Sandra Murray	Technology Integrationist	smurray@conval.edu
South Meadow School	Anne O'Bryant	Principal	aobryant@conval.edu
ConVal High School	Greg Leonard	Teacher	gleonard@conval.edu
ConVal High School	Rachael Bowman	Library Media Specialist	rbowman@conval.edu
ConVal High School	Ashley Jones	Library Media Specialist	ajones@conval.edu
ConVal High School	Helfried Zrzavy	Technology Integrationist	hzrzavy@conval.edu
ConVal High School	Gib West	Principal	gwest@conval.edu
District Office	Brian Grattan	Systems Administrator	bgrattan@conval.edu
District Office	Ann Forrest	Assistant Superintendent	aforrest@conval.edu

Student Responsibilities

Being successful in a blended learning environment requires some new self-management skills.

1. Arrive at school with a fully-charged Chromebook.
2. Attend classes with Chromebook.
3. Log in only under assigned username and password.
4. Protect password by not sharing it with others.
5. Maintain files in Google Drive and sync offline work, when necessary.
6. Maintain Chromebook and charger in good order.
7. Leave all district asset identification labels intact.
8. Report any technical problems.

Chromebook Charging Routine for School Use

Students should arrive at school each day with a fully-charged Chromebook.

To fully charge the battery, the charger must be plugged into an electrical outlet and attached to the Chromebook for at least two hours. Charging to full capacity will take longer if the Chromebook is in use during the charging process.

A fully charged Chromebook battery should last about ten hours, so there should not be a need to charge the laptop during the school day. When charging at school is necessary, students may ask a teacher or staff member for help.

Chromebook Care

In order for Chromebooks to last, it is important that students take good care of the Chromebook they have been issued. Here are some helpful tips:

- Do not personalize the Chromebook by placing stickers on the inside or outside of the Chromebook. Do not remove or damage the Chromebook asset tag.
- To protect the device, always use the Chromebook on a sturdy surface.
- Never place anything between the screen and the keyboard. This will avoid damage when the Chromebook is closed.
- The trackpad of the Chromebook can be damaged if used improperly. *Only use the pads of fingers for trackpad navigation; never use a stylus, eraser or other object on the trackpad.*
- To clean the screen, keyboard, trackpad, and other surfaces, turn off the Chromebook, then wipe it with a soft, lint-free cloth or microfiber cloth. *Never spray any type of chemical cleaner on your screen.*

Best Practices for when the Chromebook is in Active Use

- If you use the Chromebook while charging, do not bend or stretch the AC adapter wire. Leave plenty of room for the wire to reach the computer.
- Make sure that the charging adapter does not create a tripping hazard for others.
- Use a surge protector instead of plugging directly into the wall to protect the Chromebook from lightning strikes and power surges.
- Be safe and keep personal information private by accessing the Internet only through trusted and secure networks.
- Always close any tabs that are not currently in use.
- Do not walk around with the Chromebook while it is open.
- Always protect the Chromebook from:
    - Extreme heat or cold
    - Unstable surfaces
    - Food and drinks
    - Young children
    - Pets

Best Practices for when the Chromebook is not in Active Use

- Properly close the lid of the Chromebook whenever it is not in use. This will preserve the screen and the hinges. It will also help save battery life.
- Always use both hands on the Chromebook when carrying the device from one location to another.
- Make sure to close the Chromebook properly before storing it in a backpack.
- It is recommended that students use a laptop sleeve or laptop case to protect the Chromebook during transport.
- Avoid placing any heavy objects on top of the Chromebook as this may cause damage to the screen. The Chromebook should never be stored at the bottom of a heavy backpack.
- Always store the Chromebook in a safe and secure location. During after-school activities, leave the Chromebook only in a properly secured place.
- Do not leave the Chromebook in a car for prolonged periods of time or overnight. Heat or cold extremes will damage the Chromebook.
- Always keep the Chromebook locked, in a safe location, when you are away for the day or for several days.

Google Suite for Education

As part of the enrollment process, all students are issued a district gmail account ending in @cvsd.me that is managed by the ConVal School District. The @cvsd.me gmail account gives students access to:

- internal email communications with peers and teachers,
- Google Drive for document creation and file management,
- Google Calendar for organization and communication,
- Google Classroom for improved teacher-student workflow and parent communications, and
- Google Docs, Sheets, Slides, and other Google-branded applications such as Blogger, Google Sites, etc.

The benefit of using Google Suite for Education is that the web-based applications enable students to work seamlessly between home and school as long as an active Internet connection is present. Using Google Suite eliminates all problems associated with software incompatibility and the need for external drives to transfer files. (See “Public Internet Access Outside of School Hours” on pages 10-11, “No Internet Access at Home” on page 12, and “Using Google Suite Offline” on page 12 for additional information about what to do when Internet access is not available.)

Google Education Account Usage

- Access entails responsibility.
- The primary purpose of the student email system is for students to communicate and collaborate with their teachers and other students on school activities.
- Students are expected to use responsible and respectful behavior while using school email, just as during face-to-face interactions at school.
- Students are responsible for all messages sent from their accounts.
- Students will protect their account passwords.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities to their teacher or school administrator, such as "spam" communications, inappropriate email, and attempts by strangers to contact them..
- Students will only use their @cvsd.me email to send *school-related* email to other students and staff.

- Email accounts are filtered; thus messages containing certain inappropriate language or content are rejected as undeliverable and redirected to appropriate staff.
- If directed by teachers, school email accounts may be used to sign up for school-related accounts and other collaborative Internet tools.
- Student email accounts will be removed from the system after a student leaves the school district. If necessary, the ConVal School District, at its discretion, may disable any student account at any time.

The student accounts provided by the district are considered district property. The ConVal School District reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the district's email system.

Internet Access and Use

Students will be able to access the Internet wirelessly while at school. It is the responsibility of the student to appropriately use the Chromebook, the network, and the Internet according to the District's Internet Use and Responsible Use Policy for Students (see Appendix A).

The ConVal School District maintains a content filtering system and firewalls as required by the Children's Internet Protection Act (CIPA). The firewall and filtering restrict access to unacceptable sites. The Chromebook-attached content filtering system is cloud-based, so it will be in place both in and out of school.

However, no filtering system is as reliable as regular adult monitoring and supervision. It is the responsibility of ConVal staff to monitor students' use of Chromebooks at school, and it is the responsibility of parents/guardians to monitor students' use of Chromebooks at home.

Students should notify a teacher, an administrator, or a technology staff member, if they have inadvertently accessed information or received messages that are inappropriate, dangerous, threatening, or make the student feel uncomfortable.

Public Internet Access outside of School Hours

Students can also access the Internet wirelessly in the following locations outside of the school day:

- ConVal High School Library/Learning Commons
    - Hours: Mon-Thu 7 am to 4 pm and Fri 7 am to 3 pm

Antrim

- James A. Tuttle Library
    - Hours: Mon and Wed 2 pm to 6 pm, Tue and Thu 2 pm to 8 pm, Fri 9 am to 12pm, and Sat 10 am to 4 pm
    - Phone: 588-6786

Bennington

- Dodge Library
    - Hours: Mon 9 am to 6 pm, Tue 12 pm to 6 pm, Thu 12 pm to 8 pm, Fri 12 pm to 5 pm, Sun 4 pm to 8 pm
    - Phone: 588-6585

Dublin

- Dublin Public Library (24/7/365 access)
    - Hours: Mon – Tue 4 pm to 8 pm, Wed 9am to 12pm & 4 pm to 8 pm, Thu 4 pm to 8 pm, Sat 9 am to 1 pm
    - Phone: 563-8658

Francestown

- George Holmes Bixby Memorial Library (24/7/365 access)
    - Hours: Tue 2 pm to 7:30 pm, Wed 10 am to 5 pm, Thu 2 pm to 7 pm, Fri 12 pm to 5 pm, and Sat 9 am to 12:30 pm
    - Phone: 547-2730

Greenfield

- Stephenson Memorial Library (24/7/365 access)
    - Hours: Tue 2 pm to 6pm, Wed 10 am to 8 pm, Thu 2 pm to 8 pm, Fri 2 pm to 6 pm, and Sat 10 am to 4 pm
    - Phone: 547-2790

Hancock

- Hancock Town Library (24/7/365 access)
    - Hours: Mon and Wed 2pm to 6pm; Tue and Thu 10am to 7pm; Sat: 10am to 4pm
    - Phone: 525-4411

Peterborough

- Peterborough Town Library (24/7/365 access)
    - Hours: Mon, Wed, and Fri 10am to 6pm; Tue and Thu 10am to 8pm; and Sat 10am to 4pm
    - Phone: 924-8040

Temple

- Mansfield Library (24/7/365 access)
    - Hours: Mon and Fri 10am to 5pm, Tue and Thu 3pm to 7pm, and Sat 10:30am to 7pm
    - Phone: 878-3100

Town libraries that are marked as having 24/7/365 access offer 24 hour wireless access to the Internet. This means that even when the libraries are closed, the Internet can be accessed in the area surrounding the perimeter of the building.

If There is no Internet Access at Home

The ability and decision to provide access the Internet at home is the responsibility of parents/guardians.

If Internet access at home is a cost issue, parents/guardians may consider contacting Comcast. The Internet Essentials program offers affordable Internet access to eligible households. Call 1-855-8-INTERNET (1-855-846-8376) or go to https://www.internetessentials.com/ for details.

Using the Google Suite offline

Google Suite offers an offline mode which allows students to work on Google Docs, Google Sheets, Google Slides, and Google Drawings even when they cannot access the Internet. In order to work offline, students need to get prepared to work offline *while they are still online.* Students will be provided with detailed instructions on the offline use of Chromebooks and Google Suite applications. These instructions can be found in Appendix B of this Handbook,

Financial Responsibilities for Damage and Loss

Students will be charged for the cost of repairs if their Chromebooks are damaged, as well as the for the cost of replacement if their Chromebooks are lost.

Parents/guardians are welcome to investigate options for obtaining their own private insurance through their homeowners' insurance or an independent Chromebook insurance company.

It is the ConVal School District's understanding that parents/guardians may contract with these agencies, based on their own policies and may do so even though the ConVal School District is registered as the owner of the Chromebook.

Chromebook Fee

Parents/Guardians have the option of paying an annual $25 Chromebook fee. If parents/guardians choose to pay this fee for the 2017-2018 school year, repairable damage to the Chromebook will be 100% covered. Additionally, if the Chromebook needs to be replaced due to damage or loss, parents/guardians of high school students will be charged only $100 for replacement and parents/guardians of middle school students will be charged only $75 for replacement

Parents interested in paying the optional Chromebook fee of $25 need to do so prior to October 16th. Payments should be made electronically at K12PaymentCenter. If you are unable to make an electronic payment and need to make a payment using an alternate method, please contact Mindy Ryan, ConVal School District's Business Administrator, by phone 603-924-3336 ext. 2029 or by email mryan@conval.edu.

Reporting Technical Problems

When students experience technical problems with their Chromebook, they should report issues to the following staff members:

Great Brook School (GBS)

Sarah Hale, shale@conval.edu
Role: Technology Integration Specialist
Location: GBS Library

South Meadow School (SMS)

Sandra Murray, smurray@conval.edu
Role: Technology Integration Specialist
Location: SMS Computer Lab

ConVal High School (CVHS)

Rachael Bowman, rbowman@conval.edu
Role: Library Media Specialist
Location: CVHS Library

Ashley Jones, ajones@conval.edu
Role: Library Media Specialist
Location: CVHS Library

Helfried Zrzavy, hzrzavy@conval.edu
Role: Technology Integration Specialist
Location: CVHS Library

Appendix A: Internet Safety and Responsible Use Policy For Students

Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications.

Digital Citizenship

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.
6. Protects the ConVal.edu domain from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and

electronic devices used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for malicious damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.
7. Protects the ConVal.edu domain from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

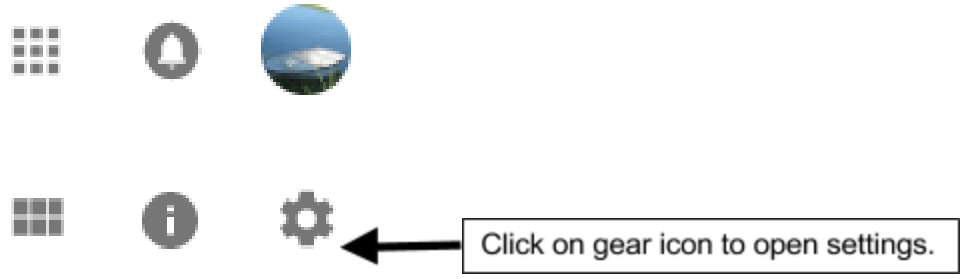
The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Legal References:
U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)
U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)
NH RSA 194:3-d, School District Computer Networks.

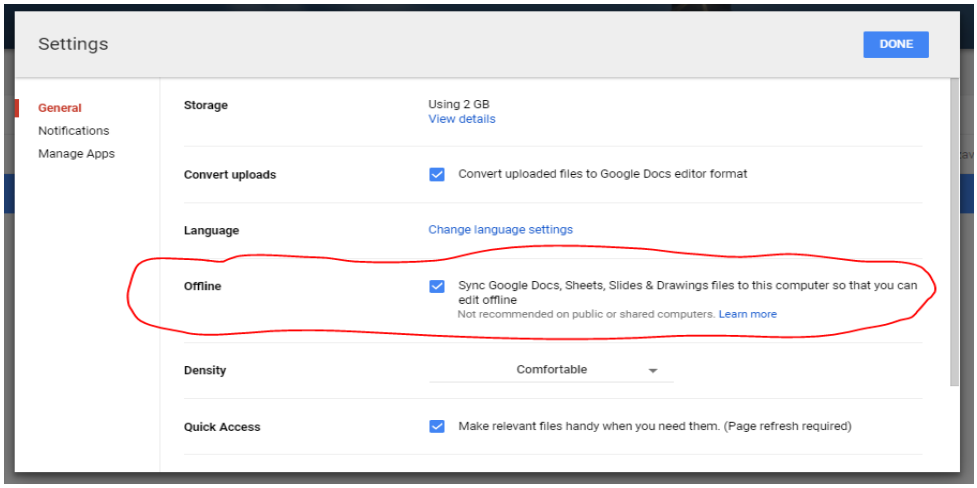
Appendix B: Offline Access to Google Suite Application

To turn on offline access:

1. Open Chrome. Make sure you are signed in to Chrome.
2. Go to drive.google.com/drive/settings.

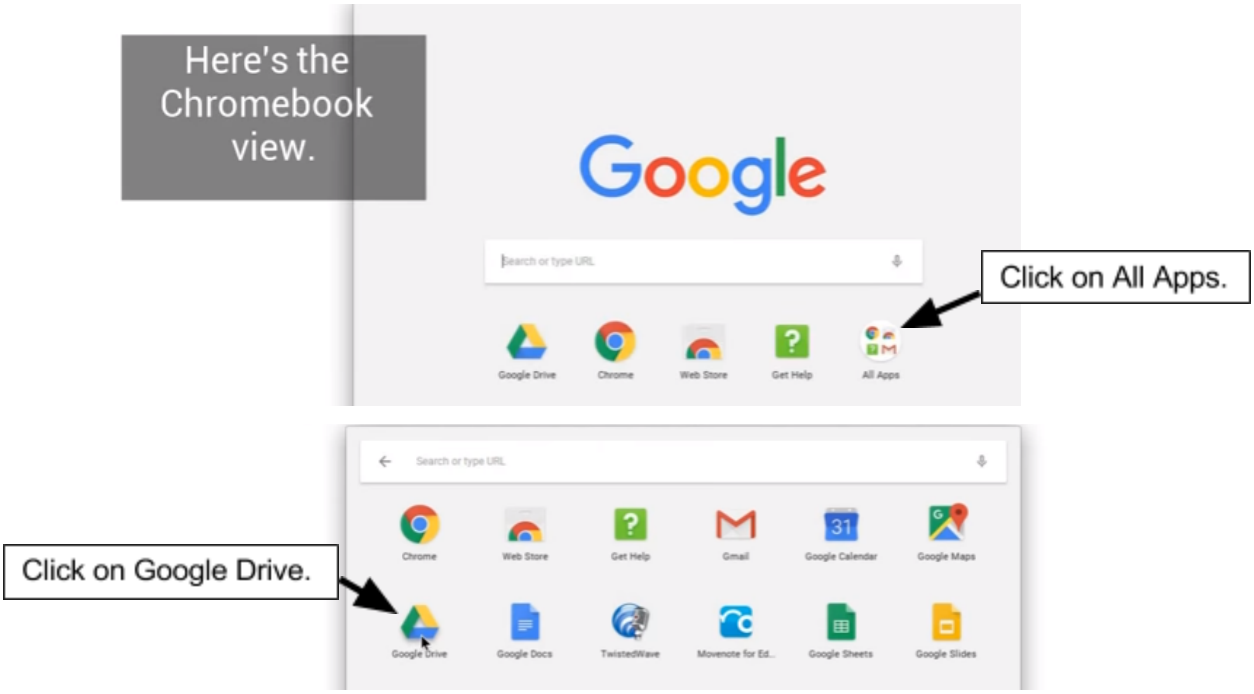


3. Check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline."



4. After checking "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline," stay online and provide the time needed for syncing.

5. When offline, access Google Drive through App Launcher rather than going straight to Google Drive.



6. Open the Google Doc, Google Sheet, Google Slide, and/or Google Drawing on which you wish to work. At the top of the page, next to the name of Doc, Sheet, Slide, or Drawing, you will see a lightning icon. The lightning icon indicates that you are working offline.
7. Some Important Notes:
    - Not all of the features will be available when working offline—revision history, sharing, etc. are not active.
    - You can create, view and edit files, with changes automatically synced back to the cloud as soon as connection is restored.

Appendix C: Chromebook Loan Agreement

CONVAL SCHOOL DISTRICT
STUDENT & PARENT/GUARDIAN CHROMEBOOK LOAN AGREEMENT

For the 2017-2018 school year, students in grades seven through ten will be issued a Chromebook for educational use at school and home. The Chromebooks are purchased by, and remain the property of, the ConVal School District.

By signing this Agreement, students and parents/guardians confirm that they:

1. Have read and agree to abide by the ConVal School District's Internet Use and Responsible Use Policy for Students.
2. Have read and understand the content presented in the ConVal School District's 1:1 Handbook.
3. Have attended a 1:1 and Blended Learning information session.
4. Understand that the student will be charged for the cost of repairs when a Chromebook is damaged, as well as the cost of replacement when a Chromebook is lost.
5. Need to return the assigned computer and charger at the end of the school year to be inspected and maintained by the District's technology staff over the summer.

The signatures below acknowledge receipt of and agreement to abide by the terms of the Chromebook Loan Agreement as outlined above.

Chromebook model: Serial no:

Parent/Guardian Name Signature Date

Parent/Guardian Name Signature Date

Student Name Signature Date

(Students sign when they are issued their Chromebook.)

Acknowledgments

The ConVal School District's 1:1 and Blended Learning Leadership Team would like to gratefully acknowledge the assistance of those who have lent their expertise and materials to the creation of this handbook and to the planning of the 1:1 blended learning environment in the ConVal School District:

Dr. Anna Nolin, Assistant Superintendent, Natick Public Schools
Grace Magley, M.Ed., Director of Digital Learning, Blended Learning Specialist for the Natick Public Schools
Stacy Gauthier, M.Ed., Earth Science Teacher and Team Leader Grade 8 at John F. Kennedy Middle School; Master Teacher, Natick Public Schools
Sandy Lemon, M.Ed., Literacy Specialist at John F. Kennedy Middle School: Master Teacher, Natick Public Schools
Camille Napier Bernstein, M.Ed., English, Communications, and Creative Writing teacher at Natick High School; Master Teacher, Natick Public Schools
Tracy Sockalosky, M.Ed., Social Studies Curriculum Leader and World Geography teacher at Wilson Middle School: Master Teacher, Natick Public Schools