Oxford High School 1:1 Initiative Guidelines

OHS 1:1 Initiative

As part of our school improvement work, we are excited to propose launching a 1:1 initiative at Oxford High School in grades 8-12. A 1:1 initiative would position Oxford High School to allow us to be the premiere school in the area and would ensure that ALL students have access to 21st Century technology. Professional development will be provided throughout.

All students enrolled in Oxford High School will be issued a 1:1 device to be used as an educational tool and should be used in that capacity. Students and families are responsible for any costs associated with repairing or replacing any device due to damage, negligence or theft.

Why 1:1?

More engaged learners. A four-year study of 5,000 middle school students in Texas found that those engaged in laptop immersion programs were less likely to have disciplinary problems (but slightly more likely to be absent from school) than students in schools without laptops (Shapley et al., 2009).

Better technology skills. The Texas study also found that the technology skills of students in the laptop programs improved significantly— so much so that after three years, low-income students in the laptop schools displayed the same levels of technology proficiency as wealthier students in the control schools (Shapley et al., 2009).

Cost efficiencies. Proponents of one-to-one programs also assert that such programs create savings in other areas, including reduced costs for textbooks, paper, assessments, and paperwork, as well as a reduction in disciplinary actions (Greaves, Hayes, Wilson, Gielniak, & Peterson, 2010).

1.0 GENERAL INFORMATION

The procedures and information within this document apply to the Chromebooks that are distributed at the Oxford High School. Teachers may set additional rules, expectations, and requirements for use in their classroom.

1. Receiving your Chromebook

Chromebooks will be distributed during scheduled times with a student's homeroom teacher and will take place during the school day. Parents & students must sign and return the Chromebook Acceptable Use and Student Pledge document, return the Chromebook Option selection document, and provide any applicable payment *before* the Chromebook can be issued to their child.

1.2 Returning your Chromebook

If a student transfers out of the Oxford Public School District during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Oxford High School for any other reason must return their Chromebook with accessories on the date of termination.

Security:

- Students are responsible for the security of their devices at all times. Any loss or theft must be reported to the school, technology staff and/or local police immediately. If you purchase the appropriate insurance, you should submit a claim. If not, a check with the total cost of replacement will be given to the school.
- Each device is issued and registered to an individual student. The student is responsible for their assigned device at all times.
- For the Chromebook, students need to log out of their device to keep their content secure.
- Compliant Internet Filtering (CIPA) and monitoring is available within our school network but is NOT available for home use. It is the sole responsibility of the parents/guardians to monitor and filter their home wireless

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network.
- Wireless network services are available within the High School.

Responsibilities:

- Cost for replacement and/or the repair due to damage, negligence or theft that occur to the device while it is assigned to the student are the sole responsibility of the undersigned parent/guardian.
- Devices and accessories must be returned in good condition and in working order as determined by the Oxford Public Schools Technology staff.
- Devices must be returned to the school if the student is no longer enrolled at the school.
- Students are responsible for the charging of their device and ensuring that the charged device is available for all of their classes. Students should plan on charging their devices while at home for use the next school day. Options for charging at school are limited.
- Personal use of the devices in school should be limited and only allowed with a teacher's permission.
- Taking appropriate care of the device will help ensure the device stays in good condition.

General Care

- Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- Care should be taken to prevent the devices, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
- Avoid exposure to long-term temperature extremes.
- The screen of the devices can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- Do not lean on or place anything heavy against the screen.
- If carrying a device in a backpack, take care it does not receive extreme or uneven pressure against the screen. Dropping or banging a backpack while carrying the device can result in damage to the device.

Security and Identification

- Devices are very portable and can be taken easily. Students must secure the device at all times and take precautions to prevent it from being stolen.
- Devices should not be stored in a vehicle and should never be left in view inside a vehicle.
- Students should ensure the label with their names is present and visible on the back of the device for easy identification.
- All devices must be registered with the school, including the device's serial number.
- All devices must be attached to the management system as set up during deployment. Removing a device from the management system will be subject to disciplinary action.

Downloading Content

- Students are prohibited from gaming, downloading of movies, or any such activities in any Oxford Public School building as stated in the district's Acceptable Use Policy unless explicitly directed to by a teacher.

Personal Media

- Appropriate personal content, e.g. photos, videos, music and personal apps, are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.
- Inappropriate media may not be stored on the devices at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco,

alcohol, drugs, and violence. Possession of pornographic materials associated with minors is governed by both school policy and by law. Students are advised that any infractions of this policy may be dealt with as a criminal offense. Please refer to school policy.

Software and App Updates

● Students should perform all updates on the devices as required.

Device Backup and Data Security

● For the Chromebook, typically all content is saved and stored on the student's Google drive so minimal data is saved to the device itself. The Google drive is accessible from any device with an internet connection.

Use of the devices at School

● Students are required to bring the device to school every day. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.
● Devices must be brought to school each day fully charged. Options to charge at school will be limited. To ensure they are charged, students should charge the devices at home each night.
● Not having a device or not having your device in working order will not be an excuse for not participating in class or not completing assignments.
● Each class may have individual consequences for students who do not bring their devices.
● If students leave their device at home, they are still responsible for getting the course work completed on time.
● Coursework not complete due to not having the device in class will be subject to the same consequences as other incomplete work.

Devices Left in Unsupervised Areas

● The device is the sole responsibility of the student. Under no circumstances should devices be left in an unlocked or unsupervised area. Any device left unattended is at risk of being stolen or damaged. If a device is found and is unclaimed, it will be taken to the main office.

Sound, Music, Games and Headphone Use

● Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
● Students may not wear headphones to listen to music or other media on the devices or other device unless it is directly related to the classroom instruction and directed by the teacher.
● Students may not play non-instructional games on the devices at any time. Instructional games may be used under the direction of the teacher.

Printing

● Many assignments will be distributed, collected and filed electronically with the device. This will reduce the need for some printing. Students will be given instruction on how, when and where to print content from the devices at school.

Internet Access

● Students will be instructed regarding the setup of wireless networks at school.
● Students are prohibited from taking any action to bypass Oxford Public Schools' security and filtering systems on any device or machine while on school property.
● Students are permitted to set up additional wireless networks on their devices for off-campus use. Devices on the school network will have internet activity filtered and monitored.

Appropriate Use

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- Students are responsible for the safety, maintenance and activity of their own device. Students must never loan the device to another student for any reason.
- Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking, and are not permitted during class time.
- Students will not alter the device in any way. Removal of the device from the management system and or removal of security certificates are prohibited and will result in a disciplinary action.
- Unauthorized access to another's devices or accounts, will be treated as theft or hacking and will be handled according to school policy.
- Copyright laws, plagiarism and computer hacking are punishable offenses. If a student is in doubt, it is the student's responsibility to seek guidance from a teacher or the Media Specialist.

Audio/Video Recording and Photos

- Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach or responsible faculty member.
- At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
- No recording in private areas such as bathrooms and locker rooms. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

Managing Files and Saving Student Work

- Students need to manage and save their own work. They are responsible for understanding how to do this with their Chromebook. Assignment instructions will be provided by classroom teachers. Support is available in the media center and by the helpdesk staff.

Privacy

- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Reporting Damage or Other Chromebook-Related Issues

- Students should notify a staff member or contact Tech Support at techsupport@oxps.org immediately if a device is damaged or missing