TECHNOLOGY HANDBOOK

FOR STUDENTS AND PARENTS

Teleschooling

Chromebook Take Home

San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Kari McVeigh, Superintendent, Civil Rights Compliance Coordinator, Title IX Officer, 504 Officer

PO Box 458, Friday Harbor, WA 98250

(360) 378-4133

karimcveigh@sjisd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here using the search engine: https://www.sjisd.wednet.edu/Page/1491

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SJISD Mission

Promote excellence, engaging every student, every day, through superior instruction, high expectations and academic content that is both challenging and individually relevant.

SJISD Vision

Our students will graduate prepared for life's challenges as productive citizens who are happy, healthy and compassionate.

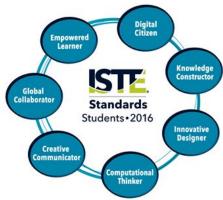# OUR DISTRICT COMMITMENT TO TECHNOLOGY IN EDUCATION

San Juan Island School District supports intentional and thoughtful use of technology in schools and at home.

Increasing technological resources in classrooms can enhance instruction. Students have increased opportunities to access information, pursue inquiry, and use tools to solve problems. Teachers have additional opportunities to provide individualized resources to their students, use technology to differentiate instruction, and provide feedback on assignments. Both teachers and students can experience a greater capacity to communicate and collaborate with peers, colleagues, families, and community leaders.

We believe that providing one device per student promotes equity in education. Our 1:1 student technology program reflects our commitment to provide the necessary tools and skills for collaborating, creating, and learning for all students. As a result, they are immersed in an environment that reflects the technology-rich world students will experience after graduation.

Using technology effectively will require professional learning for teachers, as well as support for students, and a collaborative partnership with families, community members and business leaders. We appreciate your partnership in continuing to improve our technology program

WA STATE ED TECH STANDARDS

1. **EMPOWERED LEARNER** - Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

2. **DIGITAL CITIZEN** - Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

3. **KNOWLEDGE CONSTRUCTOR** - Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

4. **INNOVATIVE DESIGNER** - Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

5. **COMPUTATIONAL THINKER** - Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

6. **CREATIVE COMMUNICATOR** - Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

7. **GLOBAL COLLABORATOR** - Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

ISTE Standards•S © 2016 International Society for Technology in Education.

DIGITAL CITIZENSHIP

San Juan Island School District is committed to preparing students for a rapidly changing world. We have adopted Common Sense Education's K-12 Digital Citizenship Curriculum which is built around the following components:

Eight Components of Digital Citizenship
https://commonsense.org/education

PRIVACY & SECURITY
Developing skills around Internet privacy and safety can help set a strong foundation for students and their digital lives.

SELF-IMAGE & IDENTITY
Students learn to habitually reflect on how they can present themselves online in positive and beneficial ways.

RELATIONSHIPS & COMMUNICATION
Students learn to recognize that their decisions online can have more far-reaching benefits and consequences than their actions offline because of technology's power to connect.

CYBERBULLYING & DIGITAL DRAMA
Students are encouraged to take the active role of upstander and build positive, supportive online communities.

DIGITAL FOOTPRINT & REPUTATION
Awareness about one's own digital footprint and online privacy helps student to self-reflect before they self-reveal.

CREATIVE CREDIT & COPYRIGHT
Students reflect on their responsibilities and rights when it comes to consume, create and share information.

INFORMATION LITERACY
Students develop strategies for uncovering accurate, relevant, and quality information - whether conducting online research for school projects or exploring their personal interests.

INTERNET SAFETY
Help students stay safe by employing strategies such as distinguishing between inappropriate contact and positive connections.

common sense education

1:1 PROGRAM COMPONENTS

CHROMEBOOKS
These devices are designed for students and run Google Chrome OS. Student tasks are primarily accomplished in the Chrome browser on the device with their work is stored in the cloud. In addition, the Chromebook needs little, if any, maintenance since there no downloading or installing of software is required. These devices should have a life expectancy of 5 years or more.

GOOGLE APPS FOR EDUCATION
Google Apps for Education (GAfE) is an integrated communication and collaboration solution, hosted by Google and managed by SJISD. GAfE will provide the ability for students, faculty and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, or home, all within a secure "closed campus" online environment.

ADDITIONAL ONLINE RESOURCES
Students will have access to additional online resources that have been vetted to see whether or not they meet District curriculum standards and State and Federal privacy guidelines for our students.

BASIC USE

LOGIN
Each student's email address will be their primary log in. Students can change their password, but they cannot change their username.

PASSWORD
SJISD cannot recover student passwords. If a student forgets their login information, they can:
1) Email helpdesk@sjisd.org
2) Leave a message at 360-370-7140

Someone will get back to you ASAP. ***Include your account name, your school, and an email address or phone number where you can be reached.***

HOME USE
Devices can be used at home whether or not a WiFi network is available. The devices will have the same filtered web access as they would at school.

Google Suite can be used offline, however the work will not be saved until the device is connected to WiFi again.

STUDENT EXPECTATIONS

DO:

- Transport your Chromebook with the screen closed.
- Avoid doing any harm to myself or others.
- Respect the privacy of others.
- Honor confidentiality.
- Be fair and take actions to minimize inequities.
- Be responsible for keeping my personal and private information secure, including, but not limited to, passwords and other account information.
- Honor property rights and give proper credit for intellectual property.
- Nothing to endanger community relations or human well being.
- Access only information and resources that contribute to my growth as a responsible student and community member.
- Represent the school honorably in all instances involving use of computer resources.
- Nothing to impair the school's computer network or to bypass network restrictions or security.
- Respect all community computer resources as the private property of the school and to utilize these resources solely for educational purposes.
- Know and comply with all rules regarding acceptable computer usage as described in the student handbook.
- Alert the leaders of the school to the presence of any violation of the student code of conduct.

Students can only access a district-owned Chromebook with their district-assigned email email.

DAMAGE OR LOSS

The educational program at Friday Harbor High School includes a Chromebook that will be issued to your student for their use at school and home. We are very excited to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order. The student will keep the same Chromebook until graduation.

Like textbooks, team uniforms, and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the District and liability to students and parents. We know accidents and loss happen. District policies, regulations, and practices require a fine to be levied to cover the repair or replacement cost of District property. With computing devices, like Chromebooks, the cost of damage or loss can be significant.

The District has developed the Chromebook Damage/Loss Program as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized, or lost. Participation in these programs is completely voluntary.

COVERAGE AND BENEFIT: This program covers the Chromebook loaned to your student against accidental damage, theft, vandalism, or loss for the year. This program does NOT cover intentional misuse, abuse, or neglect. If the student did not exercise proper care and/or take appropriate precautions, as described in the student handbook, and this behavior resulted in damage to, or loss of the equipment, the cost of repair or replacement will be the responsibility of the student/parent.

If the Chromebook is accidentally damaged, stolen, vandalized, or lost it will be repaired or replaced on the following deductible schedule:

DEDUCTIBLE:
1st Incident: **$0**
2nd Incident: **$25 ($10 Free/Reduced)**
3rd Incident: **Full cost of repair or replacement**

Students must _immediately_ report damage / loss / theft to their school. A verbal report must be accompanied by a Tech Damage/ Loss form (on SJISD website) of the incident that is turned in to the office secretary.

THEFT: If the Chromebook is stolen, the San Juan Island School District will require a police report be submitted immediately and a copy (along with a Tech Damage / Loss form) must be provided to the school by the student or parent in a timely manner. A student making a false report will also be subject to disciplinary action.

SUPPORT DURING SCHOOL VACATIONS: Tech support during vacations will be limited. You can email helpdesk@sjisd.org or call 360-370-7140 to leave a message..

If you choose not to enroll in the Chromebook Damage/Loss Program, you will be responsible for the full cost of repair due to damage or replacement of the Chromebook.

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TECHNOLOGY ACCEPTABLE USE GUIDELINES

The San Juan Island School District (SJISD) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the SJISD encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the SJISD and its schools.

The District electronic network is maintained for the purpose of supporting the education of students. Expectations for students behavior using the network are no different than face-to-face interactions. Violation of these Acceptable Use Guidelines may be cause for disciplinary action, up to and including termination of employment.

NETWORK USE

The district "network" used in these guidelines includes wired and wireless computers, software, and peripheral equipment, including, but not limited to handhelds devices, file storage, email and Internet access.

- **We hold all users strictly responsible for all activity that takes place on their accounts.** System logins, passwords and accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share passwords or leave an open file or session unattended or unsupervised.
- Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to other users; misrepresent other users on the network; or attempt to gain unauthorized access to any part of the network.

- Inappropriate content and activities on the network, such as cyberbullying, impersonating another, hate mail, defamation, harassment, or intimidation of any kind, are prohibited.
- Creating, sending, posting, or storing information on the network that could endanger others, such as bomb construction and drug manufacturing is prohibited.
- Accessing, uploading, downloading, viewing, storage and distribution of obscene, pornographic, or sexually explicit or suggestive material is prohibited.
- Users must not do anything that will damage technology equipment or systems.
- Webpage content must be school-related.
- The network constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- Use of network for commercial solicitation is prohibited.

EQUIPMENT DAMAGE AND/OR LOSS

Using SJISD technology is a privilege that can be revoked if inappropriately used or damaged via negligence.

Accidents and loss do happen; however, there is a difference between an accident and negligence. After investigation by school administration, if the electronic device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

SAFETY AND SECURITY

- Students should not reveal personal information, such as complete names, addresses and telephone numbers, about themselves or others on any electronic medium without permission.
- No Student member may disclose, use, or disseminate personally identifiable information about students, including photographs, for other than legitimate educational purposes.
- No student pictures or names can be published on any class, school, or district website unless the appropriate permission has been obtained according to district policy.

FILTERING AND MONITORING

Filtering software is used to block or filter access to visual depictions that are obscene or contain child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material may be filtered. The determination of what constitutes "other objectionable material" is a District decision.

- Filtering software is not 100% effective. Everyone must take responsibility for his/her own use of the network and avoid objectionable sites.
- Any attempts to defeat or bypass the district's filter or conceal activity are prohibited.
- Students must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.

COMPLIANCE WITH COPYRIGHT AND OTHER LAWS, POLICIES, AND PROCEDURES

- All use of the network must be in conformity with state and federal laws, network provider policies and district policies and procedures.
- Users must obey all copyright laws and other laws governing intellectual property rights. Unauthorized installation, use, storage, or distribution of copyrighted software or material is prohibited.

PRIVACY

San Juan Island School District is responsible for protecting and safeguarding the confidentiality of student information.Google Apps for Education is governed by detailed privacy policy and security measures. Under our Terms of Service Agreement with Google, they are obligated to comply with FERPA (The Family Educational Rights and Privacy Act of 1974) and COPPA (Children's Online Privacy Protection Act) regulations. We make every attempt to verify that all online resources comply with these regulations.

- **No student user should have any expectation of privacy when using the district's network.**
- The district reserves the right for authorized personnel to review system use and file content including, without limitation, the content of any email or attachment. The district further reserves

the right to disclose any electronic information to law enforcement officials or third parties as appropriate. Additionally, the district is required to notify law enforcement if illegal activity is suspected.

- Electronic records are subject to the requirements of the Public Records Act of the State of Washington.

DISCIPLINARY ACTION

All users of the district's network are required to comply with state and federal laws, the network's and district's policies and procedures, and these Acceptable Use Guidelines. Violation of any of the conditions of use will be cause for disciplinary action.

FAMILY RESOURCES

The resources below provide more information for how families can support students developing skills to navigate a connected world. Links to these resources and others can be found at sjisd.wednet.edu/family-tech resources.

Common Sense Media: This collection of family resources is from the leading independent nonprofit dedicated to helping kids thrive in a media and technology rich world.

Screenagersmovie.com: Find resources mentioned in the documentary Screenagers, including family screen time contracts and ideas for family tech time Tuesdays.

OSPI Teach & Learn Internet Safety: Covers topics of cyberbullying and online safety, and provides in-depth training materials for self- or group study.

WHAT IF I HAVE CONCERNS ABOUT THE AMOUNT OF TIME MY STUDENT IS SPENDING IN FRONT OF A SCREEN?

You can help reduce non-productive, non-school screen time by:

Limiting the amount of time your child is using the device for entertainment.

Keeping the bedroom as a screen free area; televisions; cell phones or computers don't need to be in your child's bedroom, especially at night.

Encouraging your child to get plenty of exercise and daily physical activities.

Increasing the amount of screen time your student spends *creating* content over the amount of time spent *consuming* content.

Being aware of how a student uses screen time is important.

The most recent survey of media use by tweens and teens conducted by Common Sense Media (www.commonsensemedia.org) shows the typical U.S. tween (8-12 years-old) now averages about six hours of entertainment media use daily, excluding time spent at school or for homework. For teenagers (13-18 years-old), the average is nearly nine hours of entertainment media use daily.

FAQ

Can documents and bookmarks created on the Chromebook be accessed on another device?
If a student logs onto another device with their school username, all of their information (bookmarks, emails, documents, applications, etc) will be available to them on that device when using a Chrome browser.

Can the district track web history?
Yes. The district can track information about what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Can parents use Chromebooks?
When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through our Skyward parent portal or via the student's email. The Chromebooks are not intended for personal use by the student or their parents / guardians.

FAQ

What if my student is leaving the district?

We are sorry to see you go. Be sure to turn in your device and all accessories as part of your withdrawal process. You can turn these components in to your school technician, office manager or librarian. Please be sure you are returning all components. You may be fined for any missing components or device damage caused by negligence. Another student will use your device after you are gone, and that student will appreciate the care you have taken with it.

What if a battery is dead because a student forgot to charge it?

What a good example of why routine habits are important! Students are responsible for having devices charged and ready to go each day – just as they are responsible for bringing school supplies to class each day. It probably won't happen more than once or twice, but a student who forgets to charge a device may be able to borrow a spare power cable from school, families may purchase extra cords and chargers.

Can I write my name on the Chromebook or decorate it in anyway?

Do not in anyway write, put stickers or decals on the Chromebook itself.