



# **1:1 HANDBOOK**

## **2020-2021 EDITION**

### **Gonzales Independent School District**

Gonzales High School

Gonzales Junior High School

North Avenue 6<sup>th</sup> Grade Center

Gonzales Elementary School

East Avenue Primary

Gonzales Primary Academy

# Student & Parent/Guardian One:1 Nation Handbook

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## Overview

The vision and ultimate goal of Gonzales Independent 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 is creating a 1:1 program.

The One:1Nation program will give students access to personalized learning that supports the District-Wide technology plan. The goal of this plan is to have one mobile device for every student in grades PreK-12. Students will have a device assigned to them for the school year and will take the device home nightly. 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.

Costs: Students may be able to purchase the Chromebook upon graduation.

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your School Principal.

## Device Distribution

Students are scheduled to receive their device within the first two weeks of school, barring any manufacturing delays that are out of the District's control. Distribution of items in District inventory will occur prior to the start of each school year.

- Students in grades PreK-2 will be assigned an Apple iPad device
- Students in grades 3-12 will be assigned a Google Chromebook

# Home Use and Classroom Routines

## General Usage Guidelines

- While on school property, your device should be kept with you.
- **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 or case.** This will be considered vandalism.
- **Do not draw on or mark your device or case in any way.** This will be considered vandalism.

## Classroom Habits

- It is at the teacher's discretion if he/she wants the students to use the device during that period.
- When in use, keep the device flat on the center of the desk. Device can be stored in backpack when not in use.
- 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
  - 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 police. A copy of the report should be provided to the school Principal as soon as possible.

## Hot Spots

- District Hotspots may be provided
- Application process will be established for anyone who does not have internet connectivity

## Damage, Liability, & Loss

It is imperative the device is maintained and cared for throughout the year. 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 as soon as possible. Failure to report damage, even if the damage was accidental, may be considered negligence. A damaged device must be turned into the issuing library for repair. If available, a replacement will be issued while the device is being repaired.

Replacement of lost accessories/peripherals is the responsibility of the student. Accessories and peripherals include Charger, Case/Sleeve, Charger Pouch, battery, etc.

Average costs of replacement items (must be manufacture brand):

### Chromebook:

Power Cable/Charger: \$30  
 Case/Sleeve: \$30  
 Keyboard/Touchpad: \$30  
 Cracked /damaged shell: \$75  
 Screen replaced: \$100  
 Liquid spill: \$200  
 Entire Chromebook: \$350

### iPad:

Power cable/Block: \$20  
 Case/Sleeve: \$20  
 Screen replaced: \$200  
 Battery damaged: \$100  
 Entire iPad: \$300

## Acceptable Uses Policy

All students are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources may result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the Acceptable Use Policy (Board Policy CQ Local), this Handbook, and any that would disrupt the educational environment or hamper the integrity or security of the school network. Some unacceptable practices include:

- The use of Instant Messaging or screen-sharing programs with other students during school hours.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
- As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of email or other Chromebook messages that are sexually explicit constitute harassment, which is prohibited by the district.
- The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- The creation, propagation, and/or use of viruses or other malicious software is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Unauthorized copying/installation of software programs is prohibited.
- Intentional destruction, deletion, or disablement of installed software is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/Internet. Attempts to breach security policies, codes, and/or passwords are considered a form of vandalism.

- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.

Access to school email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential District files and folders.

Attempts to access another person's email or similar electronic communications or to use another's name, email, or device to send email or similar electronic communications are prohibited and may be subject to disciplinary action. Anonymous or forged messages may be treated as violations of this policy. Nothing in this policy shall prohibit the district from intercepting and stopping email messages that have the capacity to overload the district resources. All users must understand that the district cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over email.

The district reserves the right to access email, drives and files to retrieve information and records, to engage in routine device maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities. Any information contained on any Chromebook, iPad, Laptop, cloud service, or internet data that is transmitted through or purchased by the Gonzales Independent School District are considered the property of the district. Files stored or transmitted on district equipment, cloud services, or the network are the property of the district and are subject to review and monitoring. The district reserves the right to confiscate the property at any time.

This agreement applies to all devices connected to the district network or Internet. Any attempt to violate the provisions of this agreement could result in revocation of the user's privileges or other disciplinary action, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

Behaviors and Discipline related to student computer use:

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” classroom violations</b>
Inappropriate use of any of the following: email, instant messaging, internet surfing, computer games	Passing notes, looking at magazines, games (off-task behavior)
Missing case/device	No binder/ missing supplies
Cut and paste without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using someone else’s locker

<b>TECH VIOLATIONS</b> <b><i>(Behavior unique to the digital environment without a “traditional” behavioral equivalent)</i></b>
Chronic, tech-related behavior violations (see above)
Using electronic resources for individual profit or gain; for product advertisement; for political actor or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software/apps
Attempts to defeat or bypass the district’s Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

Compliance Checks (reviewing email, Internet history, user profiles, etc.) may be conducted on a students’ device at any time. These may be school-wide or conducted individually due to suspicion of inappropriate device usage.

Classroom intervention for low-level infractions will be the first level of discipline. This includes, but is not limited to, verbal warning, seating changes, and teacher contact with home.

Progressive discipline will be employed. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Consequences for serious or repetitive offenses include removal of user’s access to the network without notice at any time if the user is engaged in any unauthorized or dangerous activity.



Each student will be given a protective case for their device. The device must be transported in the provided case at all times, especially when carrying it between classes and to and from school. Students may not personalize the district provided carrying case nor are students permitted to purchase their own case. Students are not permitted to remove Chromebook cases. Doing so may damage the device which will be deemed as negligence.

Students are expected to arrive at school every day with their device in its case and fully charged.

Use of the District network is governed by the District Acceptable Uses Policy (Board Policy CQ Local).

Students may utilize their school issued email account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with district employees.

Under no circumstances should devices be left on the practice/game field before, during, or after practice or games. Students are responsible for damage or theft if left unsecured. Students should exercise extreme caution when taking the device to away games or other events.

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.

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. Headphone use is at the discretion of the teacher.

# Opt Out

Participation in the One:Nation Program is mandatory for all students. A parent/guardian may choose to decline a school owned device for their child only if they provide a personally purchased/owned device in its place. All students must have a 1:1 device, either school owned or personally owned.

To opt out, the One:Nation Handbook Agreement must be completed during scheduled deployment.

An important consideration: Should your child opt-out and choose to use a personally owned device instead, please understand that software (apps) purchased by the District may not be available or distributed to personally owned devices.

Why opting out is discouraged:

- Students who opt-out will not receive technical support for any personally owned devices. It will be the responsibility of the student and parent to ensure the device is working properly and effectively every day.
- Students who opt-out will be prohibited from using any District owned Chromebook or iPad. Normally, those enrolled in the 1:1 program have the benefit of having access to loaner devices should they encounter issues. This will not be the case for those who opt-out.
- Students using personally owned devices are responsible to purchase any software/apps required for a class. The District will purchase software/apps for District owned devices only.
- Students personal devices will not be joined to the District server and will have to rely on the guest network or a personal data plan to access the internet.

Suggestions for personally owned devices: Chromebooks are preferred. Laptops are discouraged due to their battery life, which must be a minimum of 8 hours of continuous usage.

# Frequently Asked Questions

## **Q: What are the goals of the program?**

**A:** To:

- Assist in meeting the technology goals and vision of Gonzales Independent School District.
- Promote an environment where students have access to anytime-anywhere learning.
- Equip teachers with tools necessary to differentiate instruction for personalized learning.
- Prepare students with essential digital literacy skills needed to complete in a global workforce.
- Provide for learning opportunities that reach beyond a traditional classroom setting.
- Encourage and motivate students to think critically and apply skills needed for real-world innovation.
- Cultivate self-directed life-long learning, responsibility, and collaboration using digital communication and productivity tools.

## **Q: What is the One:Nation Program?**

**A:** It is a program to provide every student 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 the 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 and Parents/Guardians may be responsible for accidental or intentional damage up to the cost of a replacement.

**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 or device?**

**A:** No, you may not decorate the case or the device itself. Devices or cases that have pencil/pen/magic marker writing, stickers, 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:** Yes. The device is intended to go home with the student each night. It should be completely charged and return to school with the student daily.

**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 Gonzales Independent School District resources may be archived, deleted, monitored, and reviewed for content or usage at any time by the administration, Gonzales Independent 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:** Students are encouraged to follow the "Ask 1-2-3" rule. Students should ask 2 other students for help before asking the teacher for support. If the issue is still not resolved, the student should take it to the library where the device was issued. 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. Remember, damage must be reported as soon as possible.

**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 may have adapters 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 summer break.

**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

Gonzales Independent School District intends to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, 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 online 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 online accounts and randomly check his/her email. Be up front 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 online. 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 online 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 going 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

- Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade videos the other children are talking about; to watch their favorite soccer player score the 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.
- 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.
- 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

The Gonzales Independent 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 Board Policy CQ and FFI.

- **What is a Cyber-bully?**

- A cyber-bully is someone who uses Internet technology to repeatedly act cruelly towards another person over a period of time. Online attacks often hurt more than face-to-face bullying because children can be anonymous over the internet and behave

in ways they never would person with a much larger audience observing. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in cyberspace. A fresh new attach threatens wherever there's an internet connection, including the one place where they should feel safe: home.

- **A Cyber-bully might:**

- Use a phone to make repeated prank calls or send unwanted text messages to the victim
- Post inappropriate or offensive comments to the victim's social network site, send unkind emails or MIs to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim's password to break into his/her account, change settings, lock the victim out, or impersonate the victim
- Forward the victim's private messages or photos to others. The bully may trick the victim into revealing person information
- Forward or post embarrassing or unflattering photos or videos of the victim
- Spread rumors through IM, text messages, social network sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games

- **Five suggestions to protect your child from Cyber-bullying:**

- Remind your child never to share his/her passwords, even with good friends
- If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action
- Don't respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Ignore the harassment if possible, if not, block the bully from contacting your child by using privacy settings and preferences
- Remind your child to treat others as he/she wants to be treated. This means not striking back when someone is mean and to support friends and others who are being cyber-bullied
- Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet – including bullying others or being bullied – the more time they spend online. If you need to, limit the online time to strictly academics.



- **Is your child a victim of Cyber-bullying?**
  - Most children won't tell their parents that they're being bullied because they're afraid their parents may take away the Internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they've been bullied themselves. Let your child know that it's important for you to know what's going on so you can help.
- **If you suspect your child is involved in cyber-bullying, you might:**
  - **Contact the bully's or victim's parents.** Be careful if you decide to do this because it can backfire and make the bullying worse. It's best if you already know the other child's parents and get along with them.
  - **Contact your school officials.** Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied or may be bullying at school. The school counselor or principal may have strategies and/or programs in place.
  - **Look into filing a complaint against the bully if the behavior persists.** Most internet service providers, websites, and cell phone companies have strict policies against harassment. You may be able to have the bully's account revoked.
  - **Contact the police if you fear for your child's safety.** Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.

# 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 are subject to change at any time for any reason when deemed necessary by District Administration or Board of Education.

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# Acceptable Use and Handbook Agreement

## Section A: To be completed by Parent/Guardian

I understand the One:Nation Program is not optional, all students are required to participate.

\_\_\_\_ I wish to accept a District device for the One:Nation program and I accept and understand the following:

- I have read and understand the One:Nation Handbook and agree to follow all rules and expectations regarding the use and care of 1:1 devices
- I understand and accept financial responsibility should my child's device be damaged by negligence or vandalism (see fee chart of page 5).

\_\_\_\_ I decline to accept a District device for the One:Nation Program because I am providing my child a personally owned device and I accept and understand the following:

- I am fully responsible for my child's device including, but not limited to, ensuring the device is fully charged and in working condition each school day.
- My child's school will not provide technical support for personally owned devices.
- I will provide my child with a personally owned device before the end of the first full week of school and/or within two weeks of enrollment.
- I am fully responsible for purchasing software/apps for my child which are required for classes.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Section B: To be completed by/for Student**

I have read and understand the contents of the Gonzales Independent School District One:Nation Handbook, including the Acceptable Use policy included therein. I agree to adhere to the policies and procedures as stated.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date