



1:1 Technology Program

At Summit Christian School we encourage our students to Dream **vividly**, Learn **courageously**, and Live **boldly** for Christ! We are committed to providing students with experiences to fulfill this vision. As part of this mission, we are committed to helping students grow and succeed in 21st century learning skills. To help us fulfill his commitment, students in kindergarten-2nd grade will be provided an iPad and students in 3rd-8th grades will be provided a Chromebook for his/her exclusive use throughout the school year. The use of this tool allows for students to engage in, and teachers to create, a learning environment that fosters critical thinking, collaboration, communication, and creativity (21st century skills). Students in elementary school (grades K-5) will use their assigned devices at school; students in middle school (grades 6-8) will be able to use their assigned Chromebook at school and at home.

By providing every student with a personal learning device, we are looking to ensure that all students have equal access to technology and the opportunity to:

- access current digital curriculum and resources;
- analyze data and draw conclusions;
- develop digital creations expressing their ideas, knowledge, and points of view;
- use digital tools for organization;
- communicate and collaborate with teachers and peers beyond the walls of the classroom;
- and do much more — the potential is as limitless as the imaginations of students and teachers

Receiving and Returning your Device

Receiving a Device

- Students in middle school will be assigned a Chromebook each school year.
- Parents/guardians and students must have on file a signed Summit Christian School Acceptable Use Policy and Device Acknowledgement forms before a Device is issued to the student.
- The Device and school-issued Google Apps account are the property of SCS and as a result may be subject to inspection at any time. Students should have NO expectation of privacy of materials found on a device or district supplied information storage medium.

Returning a Chromebook

- Device and AC charger will be collected at the end of the school year.
- When a student withdraws or terminates enrollment for any reason from SCS, the device must be returned immediately.

Fines related to a Device

- Device and AC charger will be turned in, when requested, in satisfactory condition. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the device. The SCS Administration will make the final determination of any fees assessed.
- If a student fails to return the device, the student/parent/guardian will pay the full cost of the device. Failure to return the device may result in a theft report filed with law enforcement.

Taking Care of a Device

Students are responsible for the general care of the device they have been issued by SCS. Devices that are broken or fail to work properly must be taken to the Assistant Principal so that they can be taken care of properly.

Devices are the property of SCS and all users will follow these procedures and the SCS Acceptable Use Policy.

General Precautions

- While the device is considered scratch resistant, the device will scratch. Avoid using any sharp object(s) on the device.
- Devices do not respond well when exposed to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Do not attempt to gain access to the internal electronics or repair a device. If a device fails to work or is damaged, report the problem immediately to the classroom teacher or Assistant Principal.
- There is no “jail breaking” of this device. “Jail breaking” is when you intentionally override the limitations of the device as established by Summit Christian School.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher.
- Devices should be shut down or placed in standby mode before moving them to conserve battery life.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Summit Christian School.
- Devices must have a Summit Christian School identification tag on them at all times and this tag must not be removed or altered in any way.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for keeping their device’s battery charged for school each day.
- Students are responsible to not expose their device to water, beverages or any other liquid.

Using your Device at School

Chromebooks and iPads are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

Chromebooks Left at Home (middle school only)

The student’s teacher may permit the student to use one of the loaner Chromebooks, if available.

Device Undergoing Repair

A loaner device may be issued for use in the classroom.

Charging Your Chromebook’s Battery (middle school only)

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeated violations of this policy will result in disciplinary action. In cases where

use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a charging station in class.

Screensavers, Backgrounds and Passwords

- Backgrounds are fixed and may not be changed.
- Devices will lock when closed. Your password should remain private to maintain the security of your assigned device.
- Additions of other unauthorized passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

Students will submit assignments to teachers through an online dropbox (Google Classroom) or other digital means. Students who want to print on a home printer will need to connect the Chromebook to your home wireless network.

Managing Your Files and Saving Your Work

Saving to the Google Drive

Students will save all their documents to the Google Drive assigned to them through Summit Christian School. This service which provides online storage that can be accessed from any device on the Internet. Google Drive may be accessed through any web browser or an application may be installed on any machine including the student's machine at home.

Saving data to removable storage devices

Students may save all of their work periodically using removable file storage such as a USB Flash Drive. Google Drive supports several file formats from which the student may choose when downloading files. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Acceptable Use

A copy of the most updated SCS Acceptable Use Policy is attached at the end of this document.

Explanation of Guidelines

Summit Christian School (SCS), provides students access to its wireless network and the Internet for educational purposes only. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member. In order for SCS to supervise student use of the device network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed by all students who want to have access to educational resources. Signing the document indicates that the student and parent/guardian have read and understand the expectations of Summit Christian School.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to Chromebooks, iPads, portable memory storage devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software:

- Owned by, leased by and/or on loan to Summit Christian School
- Owned by, leased by and/or on loan to any third party engaged in providing services for the District
- Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

All Acceptable Use Policies also apply to any online service provided directly or indirectly by the district for student use, including but not limited to: E-mail, Calendar and Docs (Google Apps for Education), FACTS-SIS (gradebook and learningmanagement system), and other online curriculum subscriptions.

Expectation of Privacy

At any time, and without prior notice, SCS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of SCS, no one should have any expectation of privacy regarding such materials.

Protection and Storing your Device

Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in several ways:

- Record of district asset tag and serial number
- Individual user's name

All devices will be checked out to the students to provide maximum asset accountability.

Password Protection

Students should use their Summit Christian School user-id and password to protect their device and are required to keep that password confidential.

Storing Your Device

- The device should NEVER be left unattended. The device should be in the student's watchful eye or stored in the student's locker.
- When stored in the locker, nothing should be placed on top of the Chromebook.
- Students in middle school are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. For security and temperature control measures, Chromebooks should NEVER be stored in a vehicle at school or at home.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, and hallways. Any devices left in these areas is in danger of being stolen. Unsupervised devices will be confiscated by staff and taken to the Assistant Principal's Office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Device Technical Support

Your teacher will include guidance in classroom rules to help direct you to the person who will assist you with technology support. The Assistant Principal coordinates the repair work for devices.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Operating system or software configuration support
- Application information
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks and iPads

Device Protection

Summit Christian School recognizes that with the implementation of the 1:1 Chromebook initiative there is a need to communicate the expectations for protection of the investment by both the District and the Student/Parent. The following outlines this protection:

Manufacturer's Warranty

The manufacturer warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.

Damage/Accessory Replacement

Students/Parents are responsible for full payment of damages outside of the scope of the manufacturer's limited warranty and normal wear and tear. Warranty DOES NOT cover intentional damage of the device or accessories needing to be replaced due to damage or loss.

Students/Parents are responsible for: full payment of damages outside of those caused by normal wear and tear and/or the cost of replacement of lost or damaged accessories.

Student Pledge for Chromebook Use

- I realize I have this device assigned to me and I will take good care of my device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device battery daily. There is no guarantee that a charger will be available to borrow.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my Chromebook by carrying it with the lid closed and holding it securely. OR, I will protect my iPad by carrying it with its case closed and holding it securely.
- I will use my device in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I understand that my device is subject to inspection at any time without notice and remains the property of Summit Christian School.
- I understand and agree to follow the criteria described in the Student Device Handbook and Summit Christian School's Acceptable Use Policy while at school or at home at all times of the day while using the device assigned.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage not covered under manufacturer warranty.
- I agree to pay for the replacement of my power cords, battery, and other device components in the event any of these items are lost, stolen or damaged.
- I agree to return all issued equipment, complete and in good working condition.

Frequently Asked Questions

Why were Chromebooks and iPads selected to be used at Summit Christian School?

The goal of bringing devices into SCS is to integrate the teaching of 21st century skills into our curriculum.

What are 21st century skills?

Technology has become a part of everyday life in the 21st Century. Teaching students how to use technology and navigate the world of digital information at this stage of their life sets them up for success as they grow up. The specific focus of 21st century skills is to help students learn how to utilize technology tools to become communicators, critical thinkers, curators of information, and collaborators.

How did you determine who gets which devices?

iPads are more user-friendly for K-2 students. Additionally, there are a variety of educational apps that for the primary grades that are better suited for iPads.

Chromebooks were selected for grades 3-8 because it is more developmentally appropriate and to teach computer literacy.

Who pays for the devices?

Chromebooks and iPads are part of the 1:1 technology program and were purchased through funds made available to Summit Christian School.

Is my child responsible for their own device?

Your child's teacher will show them how to properly handle and care for their device when they are in the classrooms. When a middle school student takes their Chromebook home outside of school hours, your child will be responsible for caring for their own Chromebook. *Chromebooks are assigned and treated in the same manner as textbooks. Any damage incurred while assigned to a student is the student's responsibility.*

When do students return their devices to the school?

Devices will be collected at the end of the school year.

Can my child take the device home?

Only middle school students are able to take Chromebooks home due to the increased responsibility.

What happens if my child's device gets broken or does not function properly?

If something happens to your child's device, you should immediately: 1) during school hours, take it to his/her teacher at the time of the problem so they can submit a ticket, or 2) outside of school hours, contact Aimee Hughes, Assistant Principal, at ahughes@summitchristianschool.net for instructions on how to proceed. Malfunctioning or broken hardware deemed to be due to a defect of the product under normal use will be covered by Summit Christian School. All other damage repair will be billed to the family unless optional device insurance has been purchased through Worth Ave Group.

Are there any special care considerations for devices?

Your child's teacher will show them how to properly handle and care for their devices. It is important not to let your child eat or drink around their devices. They should be carried with care. When not in use, the devices should be stored in a safe place, away from heavy traffic, pets, or younger siblings. A protective case or sleeve for the device will be provided by SCS.

Where can the device's battery be charged?

K-5 students will charge their devices using charging stations within their classrooms.

Chromebooks battery charge life is about 8-10 hours. Each Chromebook comes with a charger. Students who take their Chromebook home at night will also be responsible for bringing their charger home. Please make sure that Chromebooks are charged each evening so that your child will have a fully charged Chromebook to use in school the next day.

**An uncharged device will not excuse your child from classwork which would require the use of the Chromebook and could result in a deduction of points.

Where is student's work saved when completed on a device?

Each student will have a virtual storage space with Google Drive. Google Drive is accessible to our students through any computer or mobile device with internet access, as long as they use their valid username and password.

What if my child has their own electronic device to use?

As outlined in the Student/Parent Handbook, Summit Christian School will only permit the use of school issued devices at school.

What "parental controls" are being used to assure that kids do not visit inappropriate websites?

When students use Chromebooks, iPads, tablets or any other mobile device connected to the Internet through SCS's network, website material that students have access to is completely filtered from adult content at the network level. This is required by Federal and State statutes. Summit Christian School also implements *Go Guardian* to add additional filtering and monitoring on school-owned devices.

We strongly recommend that you monitor your child's use of these devices as well.

Since Google Apps are being used, what student information is collected by Google?

When Summit Christian School began using Google Apps for Education, we agreed to a certain level of data collection for support purposes only. We have opted out of all optional data collection points.

Specifically, data stored in Google Drive is not shared with others, nor can it be accessed by unauthorized parties. Google does not share private user content (like emails or personal information) with third parties, except as required by law.

Google's security and privacy policy info can be found here: <https://support.google.com/a/answer/60762?hl=en>.

Can documents be printed from devices?

Work completed for school will be shared with teachers electronically, so printing is not necessary. If you want to print at home with a Chromebook, you can do so using Google Cloud Print. You can reference instructions on how to print from Google Cloud here: <https://support.google.com/chrome/answer/1069693?hl=en>.

If repairs are needed, how much would they cost?

Repair costs for Chromebooks typically cost between \$30-\$90.

Exact costs cannot be determined until the damage incurred has been evaluated.