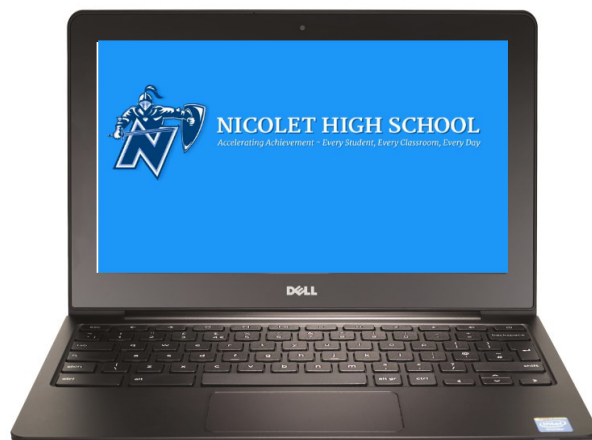


Nicolet High School 1:1 Handbook for Parents and Students



Personalized Learning with Technology at Nicolet Accelerating Achievement ~ Every Student, Every Classroom, Every Day

Introduction

Nicolet High School is committed to preparing students to be successful citizens in a global economy. One of the Foundations for Excellence at Nicolet is to personalize learning for all students. Nicolet's digital learning initiative provides all students with the use of a Chromebook so learning can become flexible and personalized for staff and students through the use of varied activities, resources and tools that make learning more engaging and accessible regardless of learning style. Our students will use 21st Century skills and resources to think critically, communicate and collaborate as they creatively solve problems and demonstrate understanding.

In order for the digital learning program to function appropriately and in order to develop students' responsibility and real world skills, Nicolet High School has developed this handbook and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to Nicolet's Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.



Rationale

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online-and just in time.

A recent study by the Project RED team, *'The Technology Factor, Nine Keys to Student Achievement and Cost Effectiveness (2011)'*, found that students in 1:1 programs outperform across all education success measures compared to those in higher student to computer ratio environments (www.projectred.org). Numerous other achievement and financial benefits were also attributed to 1:1 settings and students' consistent access to personal, portable technologies. Student collaborations and project-based lessons are fundamental instructional tools in 1:1 environments.

<http://www.one-to-oneinstitute.org/one-to-one-institute/why-one-to-one>

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage learning the learning environment and communicate with students throughout activities and assignments.

Why Use Chromebooks?

A Chromebook is a device meant for primarily working with Internet based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is not available. It is fast and light making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market yet it is easy to support while providing 6-8 hours of battery life and connects with Google's suite of applications which are used by every student and staff member at Nicolet High School.



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1. Chromebook Distribution

Each freshman or student new to Nicolet, will receive a Chromebook and charger to use for the duration of their enrollment at Nicolet. Chromebooks will be issued during the first week of the school year. **Parents/Guardians and students MUST sign the Nicolet 1:1 Chromebook Agreement in Skyward Family access as part of Nicolet's online registration process before the Chromebook will be issued.** Students will receive training on setting up their Chromebook and proper care of their Chromebook.

The Chromebook is the property of the Nicolet High School District. The device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

- Students are to bring the fully charged Chromebook to school daily.
- Chromebook models are selected in part, for their durability. As such, the district does not provide a case.



- Students/parents may choose to purchase protective cases at their own expense as a means of providing additional protection for the device. Protective cases should be selected based on the appropriate model issued to the students. Recommendations for cases can be found on [Nicolet's Chromebook Info web page](#).

2. Fees

Parents/Guardians shall pay a fee for an accidental damage protection warranty program that will cover the cost of Chromebook repairs caused by such things as drops, water damage, normal wear and tear and hardware failure. Most accidental damage will be repaired at no cost. The family is responsible for the cost of a lost, stolen or intentionally damaged Chromebook if assessed by the repair company.

Families will be responsible for the cost of replacing the Chromebook in the event of theft or loss. The Chromebook replacement cost will include the cost of replacing the Chromebook and may include any additional costs charged to Nicolet for a new accidental damage protection warranty as well as a management fee paid to Google. The replacement costs at the time of this writing are as follows:

Chromebook	\$300
Warranty	\$15/yr
Chrome Mgmt.	\$30
Total	\$345

3. Returning The Chromebook

The district-owned Chromebook and charger must be returned to the Library immediately at the time a student is **no longer enrolled at Nicolet and/or upon request of a Nicolet staff member**.

- **Unreturned Chromebooks will be treated as stolen property, tracked for recovery and all functionality disabled, rendering the device unusable.**
- Information about the current whereabouts of the Chromebook will be shared with law enforcement agencies.
- Families will be charged the full replacement cost of the Chromebook.
- Graduating seniors with a four year old Chromebook may keep the device.
- Ownership rights of the four year old device will transfer to the student upon graduation and district management of the device will be terminated.

4. Proper Care for the Chromebook

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to the Library within 24 hours. Nicolet Library and/or Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

- Use guidelines to follow:
 - Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).



- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
- Storage and carrying of the Chromebook: Please be aware that overloading a backpack or carrying case will damage the Chromebook. Take precaution when placing the backpack/carrying case on a flat surface. Never sit on the Chromebook backpack/carrying case. Do not store the charging cable next to your Chromebook in your backpack as the uneven pressure can cause damage. Personal Chromebook bags should have a padded Chromebook compartment and be labeled with identifying information.
- When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook. DO NOT keep food/drink or food/drink wrappers in the Chromebook bag/carrying case.
- Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school technology support.
- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook. You should not remove any screws -doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carrying case or backpack while plugged in.
- Do not expose your Chromebook to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes leaving them inside a vehicle for long periods of time.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. The District provided identification label is acceptable on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have the Nicolet identification label on them at all times. This label must not be removed or altered in any way. Removing or defacing the district inventory tag may result in disciplinary action.

5. Using The Chromebook at School

Chromebooks are intended for use at school each day and are required to be taken to all



classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action. Chromebooks should be locked in lockers when not in use.

5a: Chromebooks left at home

If students leave their Chromebook at home, they will be able to pick up a loaner Chromebook from the Library for the day.

- Students are required to return the loaner prior to the Library closing at the end of the day.
- Repeated failure to bring the Chromebook to school will result in a referral to administration for possible disciplinary action.

5b: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Secure charging stations are located in the B111 cafeteria study hall room and library. Students may secure their Chromebook and charger in the locked charging station for up to one period.
- Repeated failure to bring the Chromebook fully charged to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.

5c: Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

5d: Sound

- Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

5e: Printing

- Students are encouraged to not print if documents can be sent and/or shared via electronic means.
- Students will not be able to print from Chromebooks at school. Students needing to print documents should use the computers in the Library for printing.
- Printing from Chromebooks may be done at home on printers that are Google Cloud Print compatible.

5f: Account Access & Password

- Students will only be able to login to the Chromebook using their nicolet.us account.
- Take care to protect your password. Do not share your password.

6. Managing and Saving Digital Work With a Chromebook



Your digital work on the Chromebook will be saved to the cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.

- All students will have cloud storage associated with their Google Apps for Education account. This storage is for Google Apps suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.
- Students will be instructed on how to turn on “OFFLINE DRIVE” to store copies of their Google files on the device for use when not in a wifi enabled area.
- Prior to leaving the district or graduating, students who want to save any work stored in their Nicolet High School Google account will need to use a tool such as [Google Takeout](#) to transfer their work to a personal gmail account.

7. Protecting and Storing The Chromebook

7a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.

- Under no circumstances are students to modify or destroy these labels.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Nicolet High School. *Take good care of it!*

7b: Storing The Chromebook

- When students are not using their Chromebook, they should store the Chromebook in their **locked** locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a student’s vehicle at school or at home for security and temperature control reasons.

7c: Chromebooks Left in Unsupervised Areas

- Under no circumstances should the Chromebook be left unattended unless it is properly secured. Unsecure areas include but are not limited to, the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, Library, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving the Chromebook in an unsupervised location.

8. Chromebook Repair, Loss & Theft

8a. Chromebooks Needing Service/Repair

Chromebooks that are in need of repair should be brought to the Library within 24 hours of the problem occurring. Chromebooks will be repaired in the Library or by the warranty program service provider. The accidental damage protection warranty program fee will cover the cost of most repairs. Screen repair may result in a \$50 charge from the repair company. Repairs



resulting from intentional damage, loss or theft are not covered by the warranty. The District shall charge a student for repairs if the student's Chromebook is brought for the same repair three or more times.

- Available loaner Chromebooks will be issued to students when they bring their Chromebook for repair at the Tech Depot.
- Students using loaner Chromebooks will be responsible for any damages or loss of device incurred while in possession of the student.
- Loaner Chromebooks are subject to the rules and regulations outlined in this document.
- Students must return the loaner Chromebook on the same day they are notified their issued device is ready for pick-up.

8b. Chromebook Loss, Theft or Intentional Damage

- Students and families are expected to protect the Chromebook from damage, loss and theft. Students shall secure the Chromebook at all times to prevent damage, loss or theft.
- Students and families will be charged for the loss, theft or intentional damage of a Chromebook. Intentional damage is that which results from negligent handling or willful acts resulting in damage.
- All thefts must be reported to the Library within 24 hours of discovery and a police report must be filed in prior to obtaining a permanent replacement device. Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
- The district has deployed software to assist in the recovery of stolen devices. Devices that are lost or stolen and not recovered, will be disabled so they will be of no use to anyone unless the device is returned to the Library.
- If the device is found in good working order after the student/family has paid for the replacement, the District will work with the family to refund the appropriate amount.
- Families should check with their renters'/homeowners' insurers to see if their insurance policy would cover loss or damage to school owned computers while in the student's possession. Families who are issued a Chromebook that is lost or stolen will be responsible for a replacement fee of \$345.00 (or the current replacement cost, whichever is less).
- Replacement Chromebook charging cables will be charged to the student at the cost of replacement at the time. A specific fee is not listed here because the dollar figure can change based on availability.

9. Acceptable Use Guidelines

Board Policy 7540.03 "[Student Education Technology Acceptable Use Policy](#)" details education technology acceptable use and applies to students using district-owned Chromebooks at anytime, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

9a: General Guidelines

- Students and parents must sign the Nicolet Student Handbook annually. The handbook references the [Student Education Technology Acceptable Use Policy](#).
- Students are responsible for ethical and educational use of the technology resources of Nicolet High School.



- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

9b: Privacy and Safety

- Do not go into chat rooms or join discussion groups without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Nicolet High School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

9c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

9d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime and as applicable by law.

9e: Consequences

- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.



- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, administration will take appropriate action to determine next steps and appropriate consequences
- Probationary Student Privileges
 - To protect the assets of the Nicolet High School District, identified students will be required to turn in their Chromebooks to the Library at the end of each day until otherwise specified. The Library staff will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who will be included as probationary will be the following:
 - Students who have not turned in their Nicolet High School 1:1 Family Agreement
 - Students who have violated the Acceptable Use Policy and have been issued a consequence of Chromebook revocation.
 - Other disciplinary actions determined by the building administration.

9f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the [care section](#).
- Transport your chromebook in your backpack or a padded carrying case.
- The school district will provide Internet filtering when the device is outside of school district buildings to the extent it is possible with the tools in place within the School District & Google Apps for Education administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the District issued devices when they are not within the School District.

10. Chromebook Technical Support

Technical support will be available in the Library.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- Check in/out of Chromebooks not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs in the Library.

11. Frequently Asked Questions

A web page is being maintained regarding frequently asked questions about the digital learning initiative. Please see the website to view common questions and responses to the questions. You will also be able to post new questions to the site if you don't see the information you are seeking.

Parents/Guardians and students MUST sign the Nicolet 1:1 Chromebook Agreement as part of Nicolet's online registration process before the Chromebook will be issued. The agreement can be signed within the student's and the family's Skyward Family Access



accounts.

