

1:1 Handbook

2023-2024 Edition



ALLEGHENY VALLEY SCHOOL DISTRICT

Acmetonia Elementary School

Cheswick, PA

Springdale Jr-Sr High School

Springdale, PA



Dynamo 1:1 Initiative

Overview

At Allegheny Valley School District (AVSD), the use of technology as an educational tool is paramount to preparing our future generations. The use of educational technology is ubiquitous in our modern world and so shall it be in our classrooms. At AVSD, *all* students (Pre-K to 12) are provided a mobile device to facilitate learning. These devices, either a Chromebook laptop, iPad tablet, or other assistive/accessibility technologies are the keystone to our District's ongoing efforts to provide the highest quality education. This initiative is referred to as a 1:1 Initiative ("One to One").

Device Assignment:

- Pre-K, Kindergarten, and First Grade Students are assigned an iPad tablet.
- Grades 2-12 are provided a Chromebook laptop.

Goals of Our 1:1 Initiative:

- Align with the District's Comprehensive Plan. We believe that providing each student with his/her own device is essential to empower student-centered learning and support the acquisition of 21st-century skills
- Nurture individual learning and expand classroom boundaries
- Prepare students for the modern world of computing and technology integration
- Embed STEM experiences to engage in real-world problem-solving activities
- Prepare college- and career-ready graduates with experiential learning opportunities
- Implement a blended-learning model that offers students a flexible, online learning experience

Personalization of learning changes the role of the teacher from expert/lecturer to guide/facilitator and allows teachers to harness the ability to nurture individual learning and expand classroom boundaries.

With student-centered learning, a classroom shifts to experiences in which students:

- Tackle real-world problems that bring learning to life
- Take ownership of rigorous and meaningful learning
- Connect learning with individual past histories, experiences, and interests
- Develop skills and knowledge through the learning process
- Increase interactions with other learners, teachers, families, and experts in the field
- Become self-directed
- Gain technological knowledge and how-to, and foster tools to further learning experiences



Digital Citizenship, Content, and Privacy

Preparing academically honest and digitally literate students is everyone's responsibility - parents, students, teachers, and administrators. AVSD is committed to supporting students and parents by encouraging academic honesty and providing safe digital environments through District policies, school procedures, digital citizenship curriculum, classroom conversations, and student expectations.

District and School Policies

Students are required to comply with all school procedures and District policies, as well as local, state, and federal laws.

- All users accessing the AVSD network or using AVSD property must comply with all of the following policies at all times.
 - AVSD Policy 815: "[Acceptable Use of Internet, Networks, Computing Resources](#)"
 - AVSD 1:1 Handbook
 - Acmetonia Elementary Student Handbook or Springdale Jr-Sr HS Student Handbook

Student Expectations Regarding Digital Citizenship

- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students will only login into their own accounts and will keep their login information private.
- If a student believes his/her password or account has been accessed without permission, the student must notify a staff member immediately.
- Privacy, passwords, and logins:
 - Upon enrollment, students are issued a username and password.
 - The first step in protecting online privacy is creating a safe password.
 - Students may choose to change their password and are encouraged to share any changes only with their parents or guardians.



Student Device Use

- The term “device” refers to Chromebooks, iPads, cases, and power cord/chargers.
- Devices are on loan to students and remain the property of the Allegheny Valley School District (AVSD) and are subject to inspection at any time.
- All devices are labeled with an AVSD asset label. These tags must not be removed. Students may be charged a fee for tampering with or turning in a student device without the asset label. Should the label become illegible or damaged, the student must report it to the Technology Department.
- Each device is issued with a charger. AVSD does not provide free replacement chargers unless the charger is determined to be defective. Accidental loss or negligent/intentional damage is a billable offense. See Page 8 for more information regarding damages.
- Devices are not provided with a case. Should parents/guardians wish to purchase a case for their child’s device, they are permitted to do so. The case will remain their property and can therefore be customized to their child’s wishes (and school appropriate).
- Students are expected to keep their devices in good condition. Failure to do so may result in fees for repair or replacement.
- The student to whom the device is checked out is responsible at all times for appropriate use. This means that if others use the student’s device and break any rules, all involved students, owner and user, may be held responsible.
- Within the classroom and for school and District assessment testing, it is expected that students bring and use the District-issued device.

Care and Usage at School

- It is at the teacher’s discretion if he/she wants the student to use the device during that period on any particular day.
- Devices are considered essential learning tools. Students are expected to bring their District-issued device fully charged to school every day.
- Devices are expected to be taken home each day. In the event of a school closure (such as a snow-day), education may occur remotely.
- Students who forget a device may follow the school procedures for receiving a temporary loaner so as to avoid missing out on instructional opportunities.
- Students who have multiple or frequent occurrences of forgetting their devices or not bringing their devices fully charged may face disciplinary action.



Care and Usage Outside of School

- Chargers should remain at home and be used nightly.
- Rain, wet hands, and high humidity may damage the device and must be avoided by reasonable means.
- 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. These incidents will be considered negligence.
- Students are responsible for damage or theft if a device is left unsecured.
- Under no circumstances should devices be left on the practice/game field before, during, or after practice or games.

Care and Usage Everywhere

- To avoid damage, food, liquids, or pets are not permitted near the device. Damage to a device by a pet (Ex: chewed charger) is considered negligence.
- Carry the device carefully and avoid drops.
- Never lift chromebooks by the screen.
- Make sure there is nothing on the keyboard, such as a pencil, before closing the lid (not applicable to iPads).
- Use a soft, dry microfiber cloth or screen wipes to clean the device. Never apply a cleaning solution to the device as some types may damage it.
- Only the assigned student and his/her parent/guardian may use the device. Students may not loan devices to each other for any reason.

Headphones

Depending on the classroom and the current lesson, audio may play an important part. Students are discouraged from using the device's speakers and instead use personal headphones. The District will not provide headphones to students. 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. Bluetooth capable headphones may also suffice. We encourage you to choose unique headphones or customize them so that your child's are easily identifiable. Sharing of headphones is highly discouraged to help prevent the spread of germs. Note that the District is not responsible for supporting or repairing personal headphones.

Apps, Software, and Extensions

Students are not permitted to install any application (app) or other software on their 1:1 device that has not been approved by the District. All apps required for education are installed automatically or made available in an approved app store.



Personalization

Students may not personalize the device or chargers in any way (except for personally owned cases). This constitutes vandalism and may be subject to disciplinary action and, where appropriate, monetary restitution. Should a student wish to express his/her identity, he/she may purchase a case for the device and apply personalization to the case only. Note that any personalization must be school appropriate.

Parent/Guardian Responsibilities

Tips for use at home

- It is recommended that devices are plugged into outlets with surge protection.
- Use devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments.
- Encourage your student to ask for help at school with technical issues.
- Ensure that your student understands he/she should not give personal information to any person or website without checking with an adult first.
- Advise your student that anything he/she posts, texts, or uploads may be forwarded, copied, and published to anyone - think before you post!
- Talk with your student about cyberbullying--encourage your student to be kind and to report any type of bullying to a District adult.
- Help your student develop a good habit of placing his/her/their device in a safe place to charge every night.



Repair, Loss, Damage, and Theft

Anytime a device is damaged, lost, or stolen, the student or guardian school staff will evaluate the situation and make decisions on a case-by-case basis regarding repair or replacement of the device and if any disciplinary action or monetary penalties are warranted.

Types of Damage:

- **Accidental** - damage caused unintentionally by no fault of anyone
 - Typically no charge to the student/parent for repairs
- **Intentional** - damage done deliberately and intentionally
 - Repair or replacement costs billable
- **Negligent** - damage caused by carelessness and improper care. Lost devices are considered to be caused by negligence. Stolen devices may also be considered negligence by school administration after review of the police report.
 - Repair or replacement costs billable
- **Defective** - faulty components derived from the manufacturer
 - No charge to the student/parent. Repaired under warranty coverage.

Devices Requiring Repair

Should the device require repair, the student will be issued a replacement device as opposed to a loaner. Technology staff will strive to replace the device with one similar in model and condition.

Under no circumstances should any repairs be attempted by anyone other than school staff. Students are strictly forbidden from attempting to open the device or modify its components. Nor should any device be taken to a third party for repair.

Damaged devices must be reported within a reasonable amount of time via any one of the following methods:

- (Grades 7-12) In-Person visit to the Tech Office
- (Any Grade) Submitting a help-desk ticket via the Student Dashboard
- (Grades Pre K - 6) Informing their teacher of the damage, who will submit a help-desk ticket on the student's behalf

Failure to report damage within a reasonable amount of time will be considered negligence (fully billable) regardless of the original cause/type of damage. For example, if a device is damaged accidentally, but not reported until several weeks later, the damage will then be considered negligent and fully billable.



Devices Lost or Stolen

Students are responsible for damage or theft if a device is left unsecured. The student, parent, or guardian is responsible for immediately reporting a device is lost or stolen. Should the device be stolen while outside of the school, the **parent or guardian is required to report the theft to the police**, and a copy of the police report must be provided to school administration. Devices lost or stolen will be replaced to ensure the continuity of education; however, disciplinary action and monetary penalties will be considered on a case-by-case basis by school officials.

Repair or Replacement Costs

Prices below are subject to change without notice depending on market conditions. Fees/penalties to repair a device will not exceed the total replacement cost of the device. Cost for parts not listed below will be determined at time of repair.

Not all damages require payment.

Part/Component	Cost
Chromebook - LCD Screen/Panel	\$40
Chromebook - Keyboard	\$40
Chromebook - Charger	\$35
Chromebook - Touchpad/Trackpad	\$30
Chromebook - Body/Shell	\$30
Chromebook - Mother/Daughter Board	\$100
Chromebook - Complete Replacement	\$275*
iPad - LCD Screen/Panel	\$80
iPad - Charger	\$35
iPad - Mother/Daughter Board	\$100
iPad - Complete Replacement	\$300*

*Maximum amount that can be charged per single device incident



Device Collection/Distribution

Start-of-Year

Distribution of devices for a new school year may change yearly and differ by grade level. Details will be communicated to students, parents, and guardians as the new year approaches. Parents/Guardians are encouraged to be on the lookout for news regarding device pickup in August of each year.

End-of-Year

At the end of the school year, District staff will make announcements regarding the collection of devices. The decisions will be grade level specific. Typically, a majority of devices will be permitted to go home for summer use or storage. Some select grade levels may be required to leave their devices at school at the end of the year and will collect a new device at the beginning of the next year.

Devices of graduating seniors will always be collected near the end of the school year. Any missing devices or billable damages may affect the student's privilege of attending commencement.

Transferring/Withdrawing Students

- Students who withdraw from the District must turn in their device on their last day of attendance to the school. Failure to do so will result in the student being charged the full replacement cost. AVSD may also file a report of stolen property with the local law enforcement agency and the device will be remotely disabled.
- If students desire to keep their documents and data after graduation, students may transfer content from their AVSD Google Account to a personal Google Account. Information on how to do so will be communicated to Seniors near the end of the year.
- After graduating or withdrawing, student accounts will be suspended within 30 days of graduation. After one year, the accounts will be permanently deleted.



Acceptable Use 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 815](#)) this Handbook, and any that would disrupt the educational environment or hamper the integrity or security of the school network.

Some unacceptable practices include:

- 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, e-mail 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 e-mail 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.



District Provided Electronic Communications

Access to school e-mail 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 behavior 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, e-mail, or device to send e-mail 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 e-mail messages that have the capacity to overload 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 e-mail 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 District is 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.

Liability

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 ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.



Elastic Clause

This handbook may not cover all possible events or situations that may occur in regard to a 1:1 device or the 1:1 initiative; 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.

1:1 Handbook Agreement

Allegheny Valley School District



School Year: 2023-2024

Student Name (printed) _____ Grade _____

Parent/Guardian Name (printed) _____

Parent/Guardian Agreement

By signing this agreement, I understand and accept all the rules and regulations outlined in the 1:1 Handbook.

Parent/Guardian Signature _____ Date _____

Student Promise

I have read the 1:1 Handbook and agree to follow all the rules it contains including, but not limited to, the following:

- I promise to take care of my device (chromebook or iPad).
- I promise not to put stickers on my device or mark it in any way.
- I promise to charge my device every night so that I'm prepared for school the next day.
- I promise to report any damage, even superficial, to the Tech Dept or my teacher.
- I promise not to remove Service Tags or Asset Labels.

Student Signature _____ Date _____

Internal Use Only:

Device & Charger Picked Up: Y / N Date: _____ Staff Initials: _____

Asset Number: _____ Type: Chromebook / iPad