



## **Catoosa County Public Schools Digital Learning Initiative**

### **What is *Let's get CONNECTed* ?**

To meet the needs of today's students, and the expectations of stakeholders based on our 2013 strategic plan survey, Catoosa County Public Schools committed to the Let's get CONNECTed! Technology initiative. Through this initiative, every student in every Catoosa County school will have access to a Chromebook or an iPad, creating a 1:1 digital learning environment.

### **Our journey to a 1:1 digital learning environment.**

Catoosa County Public Schools has been working toward a 1:1 for several years. The district's investment in technology has focused primarily on updating classroom computers and computer labs, along with strengthening the system's network. The district has worked steadily over the past two years to increase the number of wireless access points in classrooms, along with providing more bandwidth for all of our schools since technology has transitioned to a more mobile environment.

In the 2013--2014 school year, the district piloted and then adopted a virtual learning high school program called the Catoosa Online Academy. The COA was recognized nationally in the spring of 2014 for its success and innovativeness. This successful venture demonstrated that our students are capable of learning at a high level using technology resources to enhance traditional classroom teaching methods.

In the 2014--2015 school year, an instructional technology cohort committee was formed, and the district piloted digital classroom products for use in the 1:1 digital environment. The district and individual schools have been purchasing Chromebooks to use in classrooms for instruction and state testing. The use of Chromebooks has grown each year. The system is continuing to sponsor an instructional fair for all teachers which includes many sessions dedicated to the use of classroom instructional technology.

In March 2016, the community overwhelmingly voted to pass the ESPLOST V referendum which included the Let's Get CONNECTed initiative. With ESPLOST pennies to fund the initiative, the district can successfully achieve the goal of a 1:1 digital learning environment for our students. Over the next year, the system will begin to place the devices in every school for every student. We are looking forward to this outstanding opportunity

## **Chromebooks**

### **Student Devices.**

Students in 3<sup>rd</sup> through 12<sup>th</sup> grade will be using Chromebooks. Our students in 9<sup>th</sup> through 12<sup>th</sup> grade will be allowed to take their Chromebooks home. Our primary grades students (PK-2<sup>nd</sup>) will be using iPads at school.

### **What is a Chromebook?**

A Chromebook is a laptop type device that runs Google's Chrome operating system. The Chromebook is an internet ready device that allows students to access classroom resources on the web without the costs or issues typically associated with traditional laptops. The device has an outstanding battery life and only needs a few seconds to power on and be ready for student use.

### **What advantages does the Chromebook offer?**

The Chromebook's quick start up time and long battery life allows teachers to maximize classroom instructional time with technology use. Additionally the Chromebook allows teachers to personalize instruction within the blended learning environment. Students can begin to have some control over their learning pace, time and space.

### **Will students be able to take Chromebooks home?**

Our students in the 9<sup>th</sup>-12<sup>th</sup> grade will have a Chromebook assigned to them so that they can use it at school or at home. The district has begun the process of developing options for internet connectivity for those students who do not have internet access at home.

### **What happens if the student has a Chromebook that is not charged?**

Students will have the opportunity to charge their Chromebooks at a designated location in the building, it is however the student's responsibility at the high school level to bring the device charged each day to school.

### **What happens if a student breaks or loses a Chromebook?**

Students will be allowed to use a temporary replacement Chromebook at school until the one issued to them is repaired or replaced. Students may be assessed repair charges if the damage to the Chromebook is determined to be willful or intentional. The General Use and Care of the Device section help to define the guidelines for damages.

### **Will there be extra devices available for checkout when needed?**

Each school will additional Chromebooks available for temporary checkout. The temporary checkout Chromebooks will stay at school.

### **How will students at the high school level be associated with the Chromebook they receive?**

Each Chromebook will be assigned a CCPS inventory tag, and this number will be entered into a district owned inventory software. The inventory number assigned to the student's Chromebook will appear in the Student Information System until the Chromebook is returned at the end of the school year. Students will also be given a unique login by the system.

### **Who owns the Chromebooks?**

The Chromebooks are the property of Catoosa County Public Schools at all times.

### **How will students login to the Chromebooks?**

Students will have a Catoosa County issued Google account and this will be their primary login username and password. The Google Apps for Education and Classroom site is setup to be used with only CCPS issued login information.

### **What devices can be connected to a Chromebook?**

USB storage devices, mice, earbuds, headphones, microphones, external monitors and projectors can all be connected to Chromebooks.

### **Can students at the high school level keep the Chromebooks over the summer?**

Students will not keep the Chromebooks over the summer. The system will review the devices for annual maintenance. The devices issued to students who leave the district (graduation, transfer, etc.) will be reformatted and re-issued to other students on an as-needed basis.

### **How long should Chromebooks last?**

Chromebooks have very few moving parts and generate very little heat. Since all applications run through the Chrome browser or other Google App and software cannot be downloaded to the Chromebook, there is little concern that a virus will infect the software or hardware. The system expects the devices to last four years, perhaps five if they are well maintained.

### **Can parents use the Chromebooks?**

The Chromebooks are not intended for personal use by either the student or parent. Each student will be assigned a unique CCPS Google login which is to be used with the Chromebook. When a student is logged into the Chromebook, parents can review student work through the Google Suite of Applications or other internet applications as assigned by teachers. Students and parents can review current grades through the Parent Portal within Infinite Campus which is available via the web or phone app.

### **Can a student opt out of having to use a system issued Chromebook?**

The Chromebooks used by students are expected to become an important part students' education in Catoosa County Schools. If a high school student does not want to take a system issued Chromebook home there will be an available option for the student to check out a Chromebook which will remain at school. The Chromebook will however be assigned to students individually while they are enrolled in a CCPS school. Students opting to use the check-out daily option are expected to follow the General Use and Care of the Device guidelines.

### **Can a student work on assignments from different locations or devices?**

The Google Classroom and Google Apps for Education will be available on any Chrome Browser or Google Mobile Apps available device provided the student uses their unique Catoosa County login credentials. The content will be the same on the Chromebook as it is on a PC desktop computer or laptop/mobile device, as long as the student is logged into the Catoosa County Google Classroom or Google Apps for Education domain.

### **How can students submit work or assignments?**

The Google Classroom and Google Apps for Education have built in features for assignment submission or "sharing" features between teachers and even students. Students can create documents, spreadsheets, drawings, photos, presentations and other work which can be submitted or emailed to teachers or other students if group collaboration is part of the assignment. As the system transitions to digital textbooks, the Chromebooks will be used to access those resources.

### **What if a student is out of school for an extended period of time?**

With high school students each having their own device and all students having a software suite that allows for classroom work to be accessed on any internet connected device, the students will have more options to access and complete class assignments when they are not at school.

### **Will teachers know how to include technology in their lessons?**

CCPS teachers have been integrating technology in their lessons for several years. The district recently completed its second instructional fair which focused heavily on technology for the classroom, and the district is represented at the state technology conference. As technology has evolved so has training throughout the district. Currently training is introduced to the district cohort instructional technology team which is followed by members of the cohort team training at their individual schools.

<b>Access, Infrastructure, Troubleshooting and Safety</b>
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### **Will the school system filter sites the Chromebook can access at home?**

Student safety is our top priority; therefore, we will work in partnership with our parents to provide filtered access and content along with parent supervision. Catoosa County Schools will expand their web filtering capabilities to include the GoGuardian software. GoGuardian is a content filter that works in conjunction with a student's CCPS Google login to block categories consistent with CIPA (Children's Internet Protection Act). It is impossible for any web filter to be 100% accurate when categorizing content on the Internet so CCPS encourages parents to regularly monitor their children's use of the Internet while at home whether the student is using a system owned Chromebook or a personal device.

### **Can the Chromebooks connect to home Wi-Fi network?**

Yes, if the student has an available wireless network. Student browsing however will be filtered because they are logging in with their CCPS Google Account which GoGuardian monitors.

### **Will the school have the right see what students do at home on the Chromebooks?**

Yes, the Chromebooks belong to Catoosa County Schools and may be searched at any time by school/district personnel. Google offers the Vault capability which allows the district to review archived communications as well as search saved documents located in student accounts.

### **Do schools have the infrastructure needed to support the 1:1 initiative?**

The school system continues to upgrade the network capacity for all schools along with upgrading the overall bandwidth at each school. The wireless network has been upgraded at each elementary and middle school. The high schools are scheduled for an upgrade during the 2016--2017 school year.

### **How will a password be reset if a student forgets or needs theirs changed?**

The usernames and passwords are set up by the system and in the event a password needs to be changed the staff at the school will work with the technology department in order change it.

## **Who will assist with computer problems during the year?**

High school students will deliver their devices to a school designated area and check out a loaner, for school use only, if needed. The current process for assistance for middle and elementary schools will remain in place. The staff at the elementary and middle schools complete a help desk request and a technician assigned to the school will review and repair or initiate a warranty repair process.

## **Catoosa County Schools Internet Acceptable Use Policy**

### **Electronic Resources: Policy – Instruction**

The Catoosa County Schools Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Catoosa County Public School district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology initiative will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

### **Legal Reference**

Illegal activities are strictly prohibited, according to Georgia Code 16-9-93 as it pertains to computer theft, computer trespass, and computer invasion of privacy, computer forgery, and computer password disclosure. Violation of Georgia Code 16-11-37.1 as it pertains to dissemination of information through a computer or computer network includes any picture, photograph, drawing, or verbal description designed to encourage, solicit or promote terrorist acts and/or threats.

### **Electronic Resources: Procedure**

These procedures are written to support the Electronic Resources Policy of the board of Education and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an

individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

## **Network**

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from Technology Department Staff.
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to district school computers, networks, or information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated.
- Employees are not permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system. CCPS reserves the right to inspect any personal device brought onto CCPS property.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other

errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **Internet Safety: Personal Information and Inappropriate Content**

Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium. Students and staff should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

It shall be the responsibility of all members of the Catoosa County Schools staff to attempt to supervise usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. As required by the Children's Internet Protection Act, Catoosa County Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene, pornographic or harmful to minors in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will attempt to provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

### **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The existence of a password does not create an expectation of privacy.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.
- Never allow a student to use a computer unless they are logged on under their own account or are using a generic student account (elementary).

### **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

### **No Expectation of Privacy**

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice information about the content and usage of:



- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.
- No student or staff user should have any expectation of privacy when using the district's network. As noted previously, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and School System rules, policies, and procedures on confidentiality

### **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures with or without a signed agreement. Violation of any of the conditions of use explained in the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including but not limited to suspension or expulsion from school and suspension or revocation of network and computer access privileges.

**Privileges** --Additionally, access to the Internet and electronic resources is a privilege, not a right. Therefore, users violating the Catoosa County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

General Use and Care of the Device  
High School Students Personal Chromebooks

- During the school day, students must have the device with them or stored in a secure location or designated storage cart. Devices must never be left unattended. Unattended devices will be taken up by school personnel and delivered to the media center or an administrative office.
- It is the responsibility of the student to charge their device for the school day.
- It is the responsibility of the students to bring their devices to school every day.
- Never walk with the device lid open because it puts stress on the device and screen.
- When transporting devices between classes or to and from school, the device should always be carried in the case issued by CCPS (case applicable in grades 9-12)
- Devices should be protected from extreme heat or cold. Devices should never be left in a vehicle even if it is locked.
- Devices should be protected from the weather, water, liquids and pets. Eating or drinking near the Chromebook is forbidden and they should not be used at meal times.
- The screen is the most sensitive part of the device. Heavy objects should never be placed on or stacked on top of the device. This includes but is not limited to: books, musical instruments, sports equipment, etc. Do not place or leave the Chromebook on the floor or any area where someone may sit or step.
- Students may not deface the Chromebook in any way with stickers, tape, whiteout, markers, pens, engraving or any other items or marks.
- The Chromebook should only be cleaned with a soft dry cloth. Never use sprays of any kind.
- Consequences for not complying with the use and care guidelines may result in the suspension of or loss of Chromebook privileges as determined by an administrator.

In addition, all other appropriate consequences as outlined in the Student Handbook may be applied to the student use of Chromebooks.

- ALL damage incidents deemed intentional or a result of negligence will be investigated by an appropriate school administrator. Students are to report damage incidents to the media center for an assessment of reported damage.
- The school administrative team may revoke the take home privilege (grades 9-12) due to device negligence or for other disciplinary reasons.
- If the device is damaged (and the determination was that the damage was intentional), the device is lost or stolen, students and parents who agreed to care for the device are responsible for the reasonable cost of repair or the fair market value at the time of loss.

The table below displays the replacement value cost for devices lost or stolen or not returned to the school by the student:

Age of Device	Fair Market Value
Semester 1	265.00
Semester 2	233.00
Semester 3	200.00
Semester 4	168.00

Semester 5	120.00
Semester 6	90.00

The table below displays the replacement value cost for individual important Chromebook parts:

Chromebook Part	Replacement Cost
LCD Screen	30.00
Keyboard	55.00
Case	30.00
Power Brick and Cord	24.99

# Catoosa County Schools

## Student Chromebook Acceptable User Guidelines

As the student, my signature indicates I have read or had explained to me the guidelines of use and care of the Chromebook. I accept responsibility for abiding by the guidelines and direction of my teacher(s). Any damage or needed repair must be immediately reported to the media center. I will use the Chromebook for educational purposes and I understand I must bring the Chromebook to school fully charged.

Please Print:

Student First Name

Middle Name

Last Name

\_\_\_\_\_

Student ID (Student Lunch Number)

\_\_\_\_\_

Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_

As parent/guardian, my signature indicates that I have read, understood, and agree to the acceptable use guidelines. I give permission for my student to have access to the device and I, along with my student, accept responsibility for the care and protection of the Chromebook.

Parent/Guardian Name (Please Print)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_