



ONE-to-GLOBAL



SUMTER SCHOOL DISTRICT
INSTRUCTIONAL TECHNOLOGY
MIDDLE/HIGH SCHOOL
PARENT AND STUDENT HANDBOOK

2017-2018

Director's Letter

Dear Parents and Students,

Sumter School District is excited to continue our One-to-Global initiative for the 2017-2018 school year. We are pleased to be able to extend One-to-Global to grades kindergarten through twelfth. Each year, we review the program and make revisions to improve its effectiveness. This year we have several changes to the program. Each school will review the One-to-Global handbook with teachers, parents and students.

In order for One-to-Global to support student learning effectively, students must have access to technology each day. Students in grades 6th through 12th will have the option of taking their Chromebooks home each day and earn credit toward the three year ownership incentive. If students opt to take their Chromebooks home, it is important that they bring it to school each day. Failure to do so will forfeit the student's take home privileges/ownership incentive, and the \$20 user fee will not be refundable.

Each core classroom will have a set of Chromebooks to support continuous innovative and challenging instruction. These Chromebooks are for students who **chose not** to participate in the take home/three year incentive. All students are still required to practice digital citizenship.

Parents and students should read the One-to-Global handbook together. Please direct questions or concerns to your school principal. If needed, the principal will contact the Director of Instructional Technology for support. We are looking forward to a great year of innovative, engaging, and rigorous learning that will prepare career and college ready students.

Sincerely,

Dr. David Laws, Jr.

Director of Instructional Technology and CATE

One-to-Global Mission, Vision, and Goals

One-to-Global is Sumter School District's one-to-one technology integration initiative. The purpose of One-to-Global is to use technology equipment, programs, and application to engage students in challenging, critical thinking, and real world activities and learning.

Mission

The mission of Sumter School District is to equip students to be responsible, successful, and productive citizens in a global society. The mission of the One-to-Global Technology Initiative is to connect each student to the global opportunity of learning and to use innovation to engage and prepare students for college and careers.

Vision

The vision of One-to-Global is to transform traditional classroom instruction to an environment of innovative, global reaching, real life, critical thinking, and student-centered learning.

Goals

The goals of One-to-Global are to:

- ◆ increase student engagement.
- ◆ increase student depth of knowledge and academic achievement.
- ◆ reduce classroom disruption.
- ◆ provide innovative classroom instruction.
- ◆ facilitate on-going technology professional development.

One-to-Global Procedures

Evaluation

One-to-Global will be monitored and evaluated by:

- ◆ Classroom Observations
- ◆ Progress Monitoring Data
- ◆ Discipline Data
- ◆ SAMR Model
- ◆ Professional Develop Feedback Survey

Parent/Student Orientation

Each year, the school will host a One-to-Global orientation for parents and students. During this orientation, the school will:

- issue parents a Parent/Student One-to-Global Handbook.
- review the handbook with parents.
- discuss any concerns/questions with parents.
- give parents an opportunity to sign the One-to-Global user Agreement (middle and high school students).

Receiving a Chromebook

For the 2017-2018 school year, the Sumter School District One-to-Global initiative will equip students in grades kindergarten through twelfth with Chromebooks.

Elementary students will not take the Chromebook home. Chromebooks will be available in each academic class for learning. Middle and high school students will have an opportunity to participate in the take-home privilege provided they pay the user fee and sign the user agreement.

One to Global Procedures

In order for middle and high school students to participate in the Chromebook take-home privilege, he or she must:

- ◆ review of the One-to-Global Parent/Student Handbook.
- ◆ sign, along with parent or legal guardian, the One-to-Global User Agreement.
- ◆ pay the annual \$20 One-to-Global user fee for each student receiving a device. (This applies to middle and high school students. Elementary student devices will remain at school, therefore no fee will be charged.)

Three Year Ownership Incentive

As an incentive to encourage good digital citizenship, middle and high school students who are issued Chromebooks may keep the device after three years if they:

- ◆ pay the One-to-Global User fee for three years.
- ◆ pay the user fee before October 1st each year. (Students who pay after October 1st will not receive credit for that school year.)
- ◆ keep the Chromebook in good working condition.
- ◆ **return the Chromebook at the end of the school year by the deadline set by the Technology Manager.**

Digital Citizenship

Care

- ◆ All students are responsible for the general care of the Chromebook issued to them. **This applies to students with only in-classroom Chromebook use and students who participate in the take-home privilege.**
- ◆ Chromebooks have protective equipment to help prevent accidental damage, but students are required to be careful with handling, transporting, and using the Chromebooks.
- ◆ Students should properly plug and unplug Chromebooks.
- ◆ If a student experiences any technical issues with the Chromebook, he/she should notify the school's Technology Manager. Students should not attempt to repair Chromebooks.

Security (Issued Chromebooks)

- ◆ Students who are issued a Chromebook are responsible for securing their Chromebooks at all times both on and off school grounds.
- ◆ Students who are issued Chromebooks should not leave them unattended. Students should always secure Chromebooks to include when they are being charged, transported or being stored.

Lost/Stolen/Damaged (Issued Chromebooks)

- ◆ If a Chromebook is lost or stolen, the student is required to contact the Technology Manager as soon as possible.
- ◆ If a Chromebook is stolen away from school, the parent/guardian is required to file a police report immediately. A copy of the police report must be submitted to the

school's Technology Manager as soon as possible.

- ◆ If a Chromebook was stolen, and upon investigation there was no carelessness on behalf of the student, the Chromebook will be replaced with no charge. If the Chromebook was stolen because it was not properly secured, then the student and parent/guardian will be responsible for the replacement cost.
- ◆ ***Students who participate in the take-home incentive will have one free accidental screen/major repair.**
- ◆ Student/parent will be responsible for all subsequent lost/stolen/damaged fees:
 - \$195.00 Replacement
 - \$95.00 Screen Repair
 - \$95.00 Major Repair
 - \$50.00 Replace Charger
 - \$25.00 Replace Cover
 - \$25.00 Minor Repair
 - \$10.00 Cleaning Chromebook/Cover
- ◆ Replacement cost will be stated on the One-to-Global User Agreement.
- ◆ ***Students with in-classroom Chromebook use will be responsible for any malicious damage to the Chromebook. Chromebooks are to be treated the same as textbooks.**
- ◆ **Students who owe Chromebook fees may be prohibited from participating in school sponsored activities such as field trips, promotion ceremonies, and graduation.**

Chromebook Identification

- ◆ Chromebooks are marked with factory and school labels. These labels are not to be removed.
- ◆ **Students who participate in the take-home incentive may decorate his/her Chromebook cover with appropriate stickers, labels, pictures, and drawings.**
- ◆ **Students should not apply any markers or stickers to the actual Chromebook case.**

Returning the Chromebook (Issued Chromebooks)

- ◆ At the end of the school year, students are required to return his/her issued Chromebook and any accessories issued as listed on the One-to-Global User Agreement on the date and time specified by the school administrator.
- ◆ If a student withdraws from or transfers to another school within the district, the Chromebook and all accessories must be returned to the school of origin no later than the student's last day of attendance at the school.
- ◆ If a student does not return his/her Chromebook prior to leaving the school, at the completion of the school year, or at any time designated by the school or district administration, he/she may be subject to legal action. Additionally, the student will incur the debt for the replacement of the Chromebook and accessories, and he/she will forfeit the three year ownership incentive.
- ◆ **If a student fails to return his/her Chromebook by the deadline set by the Technology Manager, the student will lose his/her take home privilege for the next school year, the Chromebook will be locked and reported stolen, and the student will incur the debt.**

Appropriate Use

- ◆ The purpose of Chromebooks is to engage students in learning and developing skills needed for the global workforce.
- ◆ Students are required to adhere to Sumter School District Board Policy on Acceptable Use and Internet Safety (IJNDB).
- ◆ The school will continue to monitor and filter Internet usage.
- ◆ Students may not use Chromebooks to post inappropriate messages, access inappropriate sites, or perform any activities not related to instructional assignments.

Modifying/Installing Apps/Programs

- ◆ Students may not install applications and programs on Chromebooks.
- ◆ Students may not attempt to modify applications and programs installed on Chromebooks.
- ◆ Approved applications and programs will be downloaded to Chromebooks by the district's Informational Technology Department.

Violations of the Digital Citizenship

- ◆ **Chromebooks will be treated the same as textbooks.**
- ◆ Chromebooks are an essential component of Sumter School District's innovation initiative. It is the district's goal to ensure students have continuous use of the Chromebooks; however, students who fail to adhere to the One-to-Global expectations and the Board's Acceptable Use Policy will face disciplinary actions.

- ◆ School and district administrators may confiscate Chromebooks to investigate inappropriate use.
- ◆ Students who violate the AUP will be subject to further disciplinary action.

Parent/Guardian Responsibilities

- ◆ In order to maximize the effectiveness of technology integration, parents and guardians are asked to encourage their children to adhere to the One-to-Global expectations and the Board's AUP.
- ◆ Parents are asked to monitor their children's use of Chromebooks at home.
- ◆ Parents are asked to ensure that their children practice good care and digital citizenship.
- ◆ Parents are requested, if necessary, to promptly pay any lost/stolen/damage fee assessed.

Title

The legal title to the Chromebook is with the Sumter School District and shall, at all times, remain with the district. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with the Sumter School District One-to-Global Parent/Student Handbook and Acceptable Use Policy. The student is responsible for the care, use, and security of the Chromebook issued to him/her at all times.

Repossession

Sumter School District reserves the right to repossess a Chromebook at any time if the student does not comply with all the terms for the One-to-Global Parent/Student Handbook and the Board's Acceptable Use Policy.

Appropriation

Failure to return a Chromebook issued in a timely manner or failure to pay the replacement/damage fee will be referred to local law enforcement.

Modification to One-to-Global

Sumter School District reserves the right to modify this program or its terms at any time.

Limitation of Liability

- ◆ Sumter School District employs various technology and procedures to monitor, deter, and capture inappropriate use of Chromebooks, Internet access, and applications use; however, the district makes no guarantee to their effectiveness.
- ◆ Sumter School District will not be responsible, financially or otherwise, for unauthorized and inappropriate use of Chromebooks.

