



Steger School District 194

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To: SD 194 Board of Education
Dr. David T. Frusher

From: Jan Lenci

Date: August 2022

Re: Updated Steger School District 194 1:1 Plan

Please see the updated 1:1 Plan. Revisions are highlighted in yellow. Thank you.

In the Spring of 2022, Title 1 meetings were held at Steger Primary Center, Steger Intermediate Center, and Columbia Central School. The Title 1 Committee which included teachers, administrators, and parents recommended the following:

- Columbia Central School to continue the 1:1 Chromebook initiative during the 2022-2023 school year.

New Items recommended:

- Steger Intermediate Center implement a 1:1 Chromebook initiative starting in August 2022, where the students take their device home daily.
- Steger Primary Center implement a 1:1 Chromebook initiative starting in October 2022 where the students take their device home daily. This timeline will allow time for students to learn how to access and use their Chromebook outside of school.
- All SD 194 students will receive a protective carrying case.

This information is included in the highlighted section in the attached Steger School District 1:1 Plan.

Recommendation:

It is recommended that the Steger School District 194 Board of Education approve the Steger School District 1:1 Plan.

Thank you for your consideration!

To ensure all students, staff, and stakeholders learn and grow together as a community



Steger School District 194 1:1 Plan

What is a 1:1 initiative?

One-to-one (1:1) computing offers students and teachers continuous access to a wide range of software, electronic documents, the Internet, and other digital resources for teaching and learning. Technology in schools today is as basic as pencils and books. By providing students with an electronic device (Chromebook) to access the Internet, digital course materials and digital textbooks, students have access to information, are engaged in learning, and take responsibility for their own learning.

What is the Chromebook going to be used for?

Chromebooks are used as a tool to enhance student learning experiences and promote effective use of technology to inform instruction, with the ultimate goal of improving academic performance.

The Chromebook will be used to access our curriculum resources in the student's classes every day and at home. The curriculum resources include, but are not limited to: Google Classroom, Google Workspace for Education, online text and supplemental resources. This will help students focus on creativity, collaboration, critical thinking, and communication. The Chromebooks will also provide students with learning of technical skills and aligned to what is being learned in their classes.

Why Chromebooks?

Chromebooks represent a new space in technology between tablets and laptops. As a web-based device, the Chromebook reduces technical issues that arise with regular laptops. The work the students complete automatically saves to the Google Cloud Platform. This expands collaboration between teacher to student, and student to student. The issue of usable battery life is reduced since a Chromebook, with proper usage and charging, usually lasts an entire school day.

As a Google Workspace for Education school, we are able to set-up and control the Chromebooks through a web-based "management" page. This means we can apply specific policies to groups of students such as allowing only certain apps to be installed or differentiating apps based on individual student needs!

How/When will students receive their Chromebook?

Students in grades 5-8 will receive their Chromebook at Registration, Open House, or on the first day of school and will begin taking them home daily..

Students in Grades 2-4 will receive their Chromebook on the first day of school and will begin taking them home daily.

K-1 students will receive their Chromebooks on the first day of school for in-school use only. K-1 students will begin taking devices home in October.

Devices for 2-8 grade students have the expectation and capabilities for in-school and at home use. In addition to the Chromebook, students will also be issued a charger and protective case. Students are responsible for the care of these items once issued to them. It is expected that all items will be returned in a reasonable and

usable condition for Kindergarten-8th grades upon withdrawal/graduation from school or termination of this contract by the District. Failure to return items, in the expected condition may result in fees which, if not paid, could result in not being allowed to participate in end of year activities, including graduation ceremonies.

What training and/or support will students receive?

During the first few days of school, students will receive training on appropriate use and technical capabilities, along with their Chromebook. In particular, there will be training on how to access Google Classroom and Google Workspace apps. Parents and families will be invited to participate in training sessions as well. These will be scheduled by each individual school and information will be shared at the start of the new school year.

Will students be able to take the Chromebook home?

Yes. The students will be able to take their Chromebook, case, and charger home. Fully charged Chromebooks are expected to return to school each day, ready for use.

Will students be able to install other programs, extensions, etc. not already provided by the district?

Installed Software Chromebooks are not designed to download and install software instead they run apps or extensions. Side-loading applications and/or placing the Chromebook in developer mode is not permitted. Any applications installed on the Chromebook by District 194 staff must remain on the Chromebook in usable condition and easily accessible at all times. There is limited hardware space available on the Chromebook, therefore any applications needed for class will take priority over applications personally installed by the student. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to 'hack' the Chromebook, either physically or the software, is not permitted.

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks provide multiple layers of protection against viruses and malware. By logging in with either **Clever Single Sign-On (SSO)** or their school email account Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Slides, Sheets, Drawings, and Forms. Inappropriate material will result in disciplinary action.

What are the Digital Citizenship expectations?--updated tech agreement

When using the Chromebook at school or at home, students are expected to be good digital citizens and to follow the guidelines in the Acceptable Use Policy for social etiquette, cyberbullying, intellectual property, and copyright.

Chromebooks are the property of Steger School District 194. As part of the SD194 1:1 Chromebook Initiative, students will be systematically issued Chromebooks for use both at home and at school. Parents must digitally/paper sign the Family Technology Agreement as well as the Acceptable Use Policy.

Storing, Cleaning and Caring for your Chromebook?

If a student cannot have their Chromebook with them, it should be secured in their assigned locked locker, if applicable. Nothing should be placed on top of the Chromebook. Chromebooks should not be stored in a vehicle either at school or at home due to possibility of theft and/or extreme temperatures. Chromebooks should remain in their protective cases when not in use.

Reminders for Proper Device Care

DO

- Do lift/carry your Chromebook closed or by the base
- Do make sure there is nothing placed between the keyboard and the screen before closing your Chromebook
- Do use a soft, dry cloth (such as a lens cleaning or microfiber cloth) to clean the screen
- Do keep the Chromebook free of crumbs and debris.
- Do keep your Chromebook secure and in your possession.
- Do be aware of what is against the Chromebook if placed in a backpack.

DON'T

- Don't pick your Chromebook up by the screen or store/carry it with the screen open.
- Don't store anything (paper, etc.) between the screen and the keyboard
- Don't use cleaner or paper towels to clean your screen. If liquid is needed to remove dirt use a small amount of water applied to your soft cloth.
- Don't eat or drink over your Chromebook.
- Don't loan your Chromebook to other students or leave it unattended.
- Don't place anything against the Chromebook that will put pressure on the screen.

Personalizing the Chromebook? Can I decorate my Chromebook?

No. Chromebooks must not be marked with markers, stickers or other similar materials. SD94 applied labels, asset tags and other identifiers may not be removed. Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that were not placed there by SD194 staff. Students are not to remove any SD194 inventory markings. Spontaneous checks for compliance could be done by administration or SD194 technology department staff. Non-compliance is vandalism and will be treated as such.

Who do I contact if I have a problem with my Chromebook or need help getting logged into it?

Please contact your classroom teacher first with any issues. If it can't be resolved by them, they will refer you to the tech integration specialist/tech coach or the technician assigned to your school. Students and families can email studenthelpdesk@sd194.org or call 708-753-8450 for support.

What do I do with the Chromebook if I leave the school District?

Students who withdraw, are expelled, or leave SD194 for any other reason must return their Chromebook and accessories on the date of termination.

If the Chromebook is retained for more than two school days after withdrawal, your family will be responsible for paying replacement costs.

What happens if the Chromebook is left at home or does not have a charge?

Students who forget to bring their Chromebooks to school, bring their Chromebooks without significant battery life, or for any other reason find themselves without a functional Chromebook will checkout a 'day loaner', if available. These students must request permission from their classroom teacher.

Grades 5-8 will check out a loaner from the Media Center.

Grades 2-4 will check a loaner from their classroom teacher.

Grades K-1 will check out a loaner from the front office.

Students will be held to the same guidelines with the day loaner as they are with a take home Chromebook. Day loaner Chromebooks must be turned in by 2:25 pm the same day they are checked out.

What are expectations of privacy on Chromebooks given to students?

As stated in the Acceptable Use Policy students should have no expectation of privacy in regards to their usage or the content of their Chromebook. Due to the SD194 1:1 Chromebook Initiative, students should be aware that this is regardless of where the Chromebooks are used (school or home) or how it is connected to the internet (SD194 internet connection or any other internet connection). Chromebooks are subject to inspection at any time without prior notice. While student usage will be monitored in a variety of ways the built-in webcam will not be one of them.

Will there be internet filters on the Chromebooks? How will these work when my child has to do research for projects or assignments on the internet at home?

The Chromebook initiative is a joint partnership between the school, students, and their parents. The devices will be subject to the same Acceptable Use Policy restrictions and discipline procedures applied to all other technology infractions. The school's wifi filters inappropriate content, likewise SD194 will extend these filters to the home and wherever these Chromebooks connect to the Internet. At home, we encourage parents to work together with their children to monitor the access to inappropriate content.

What happens if the Chromebook gets damaged?

It is important that students take proper care of their Chromebook and report any issues and/or damage promptly.

Warranty and Repair Procedures

Students are responsible for daily care, proper use, and security of their issued device. If a student finds their Chromebook is not functioning properly or has physical damage the student should immediately report it to the building principal. If a device has been damaged (this includes chargers), the student will be charged a repair or replacement cost. SD194 will do our best to provide students with a 'loaner or day loaner' Chromebook to use while theirs is being repaired, however because there is a limited number of Chromebooks available the student cannot be guaranteed to receive one. Any damage done to a 'loaner/day loaner' while issued to a student falls under the same guidelines as the original Chromebook issued to the student.

Once the SD194 administration and/or Technology Department has determined the cost associated for repair the student will need to pay for the necessary costs associated with the repair.

Common Questions:

Do students turn in their Chromebooks at the end of the year?

Students will turn-in their Chromebooks before leaving for summer break. Devices and district provided accessories (case, charger, cables) will be collected by the Technology Department. The Chromebook will need to be fully charged when turned-in.

Can students bring their own Chromebooks?

No, students will need to use the Chromebook they were issued by the district; take home device or day loaner because they need to use a SD194 managed device in order to have access to district provided resources.

What if my family does not have access to the Internet at home?

If you do not have internet access at home many functions of the Chromebook will work offline as long as the student has followed the procedures at school to make them available. Families without internet access at home can access free internet at the Steger Library or some local restaurants/businesses provide free internet. Information on how to obtain low cost internet can be found on the SD 194 website.

Will students be able to print from their Chromebooks?

No, if a student needs to print they will need to email or share via Google Drive whatever needs printed to their classroom teacher and have them print it for them.

Revised 6/28/22