



*Chartiers-Houston School District*

Inspire all students to achieve their greatest potential.

Chartiers-Houston Jr/Sr High  
School

Electronic Device  
Handbook  
2023-2024

## **1:1 ELECTRONIC DEVICE PROGRAM**

Dear Parent and/or Guardian:

Each student in grades 7-12 will be assigned a district-issued device. These devices will allow Chartiers-Houston to advance the education of students and build upon the solid education programs that Chartiers-Houston is known for.

The junior/senior high school's 1:1 environment will allow teachers and students to combine the traditional learning with online and technological exploration. As a professional community, it is our goal to utilize technology in purposeful ways to improve teaching and learning, to collaborate and create, and to empower and engage students in the learning process.

CHHS teachers will use these devices for instruction and assignments, and the devices will become an embedded part of the classroom environment. Teachers will receive on-going training to support students, provide feedback, and assess assignments and exams in this environment. Microsoft 365 will remain our Learning Management System, and teachers will use their Microsoft TEAMS(TEAMS) pages as their digital classroom. This will allow students to submit assignments, access lesson materials, and receive feedback from their teachers.

This handbook outlines the District's policies and expectations as well as the responsibilities of both students and families in the use and care of these devices. Understanding and abiding by this agreement is necessary in order to provide the best use of devices to our students. Its regulations, along with the District policy on the [Acceptable Use of Internet](#) and the [Student Handbook](#), provide safeguards to ensure students have a positive experience as we provide 1:1 educational technology for all.

Sincerely,

CHHS Administration

## **CHARTIERS-HOUSTON BELIEFS**

The following shared values are embodied within the philosophies and practices of the Charters-Houston School District:

- the engagement of students with progressive and comprehensive student-centered learning experiences
- the execution of rigorous and relevant standards-based curricula
- the integration of data-informed expectations and applications
- the empowerment of future generations of citizens to serve as active and ethical participants in the social, economic and political fabric of their community
- the development of caring and empathetic citizens of good character
- the engagement of our community in the integration of our resources for high levels of student achievement in school and beyond

The Charters-Houston School District is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, national origin, ancestry, sex, or handicap.

## **ONE-TO-ONE OVERVIEW & GOALS**

Charters-Houston Jr/Sr High School will enhance the education of our students through our One-to-One (1:1) program. We define 1:1 as an equitable program that provides students with technology tools that integrate new instructional strategies and 21st century learning skills in all classrooms and learning environments.

The goals of our 1:1 program include:

- Promoting an inclusive environment where students have access to anytime-anywhere learning.
- Equipping teachers and staff with tools necessary to differentiate instruction for personalized learning.
- Preparing students for essential digital literacy skills needed to compete in a global workforce.
- Facilitating deeper learning opportunities that reach beyond traditional classroom settings.
- Motivating students to think critically and apply 21st century learning skills needed for real-work innovation.
- Cultivating self-directed, life-long learning, responsibility and collaboration using digital communication and productivity tools.

## **General Guidelines**

Students will have access to forms of media and communication, which is in support of education and research and support of educational goals and objectives at Chartiers-Houston Jr/Sr High School. Access to media and communication beyond these uses will not be supported or allowed.

- Students are responsible for their ethical and educational use of the technology resources of CHSD.
- Access to CHSD technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the District's Acceptable Use Policy (111). Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the District's Acceptable Use Policy, the Discipline Code in the Student Handbook, and other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the system administration staff and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that violates 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action per school policy.

## **Student Responsibilities**

Just as with other school district property, students are responsible for the care and proper use of technology. Students maintain the following responsibilities before, during, and after school whether they are on or off campus. Concerning their district issued device, students are responsible for:

- The Student understands that proper digital citizenship is expected. Accessing materials that may be considered harmful to children should be immediately reported and the Student should turn off their device immediately if this should occur.
- The Student understands District filters are in place on campus and connected to the District Network limiting access to materials that may be considered harmful to children.
- When using the laptop at school, at home, or anywhere else, the Student will follow the policies of the Chartiers-Houston School District, especially the Acceptable Use Policy, and will abide by all local, state and Federal laws and statutes.
- The Student will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors or in an unsafe area, or submitting the laptop to extreme conditions/temperatures.
- The Student will not lend the laptop to anyone, not friends, not family; it will be kept in a secure place at all times.

- The Student will not delete or alter District owned programs or files from the laptop.
- The Student will not add programs from a personal account or not authorized by the District.
- The Students will bring the laptop to school each day. The laptop will be charged and ready for use.
- The Student agrees that any electronic communications shall be used for legitimate, appropriate, and responsible reasons.
- The Student will keep passwords, personal identification, and accounts secure and will not share or provide the information to others.
- The Student will not attempt to repair the laptop and will follow the District procedures for a help ticket.
- The Student will return the laptop whenever requested and specifically upon withdrawal or departure from the district.
- The Student will abide by and comply with any parental restrictions on their child's use of the internet or laptop during non-school hours. The Student is responsible for complying with the parents' instructions.

### **Parent/Guardian Responsibilities**

Chartiers-Houston Jr/Sr High School values our family relationships and realizes that in order for the effective implementation of this initiative, we must work together to ensure the proper use and care of student devices both in and out of school. Chartiers-Houston School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home.

- The Parent/Guardian will supervise the child's use of the laptop in the home or anywhere the child is using the device. Access to material that may be considered harmful to children should be reported immediately. The Parent/Guardian will also remind the child of proper digital citizenship.
- The Parent/Guardian understands that District Filters are in place while in the school buildings and connected to the District Network limiting access to materials that may be considered harmful to children. However, parents will be responsible for monitoring the use of the laptop at home.
- The Parent/Guardian will discuss with the child the privilege of having a device and the importance of family values and expectations in using technology as a tool for learning.
- The Parent/Guardian will not attempt to repair the laptop, nor attempt to clean it with anything other than a soft, dry cloth.

- The Parent/Guardian will report to the school any problems with the laptop and not delete any District software, files, programs, or information.
- The Parent/Guardian will make sure the child is prepared for learning by ensuring the laptop is charged and brought to and from school every day.
- The Parent/Guardian understands the laptop is the District's property and is not for use by anyone other than the student.
- The Parent/Guardian will not add any programs or files from personal accounts or that are not authorized from the District.
- The Parent/Guardian agrees that if the child withdraws or is asked to return the laptop to the District for any reason, the laptop must be immediately returned immediately.
- The Parent/Guardian agrees that he/she is financially responsible to the District if the laptop is lost, stolen, or damaged beyond repair.
- The Parent/Guardian agrees to notify the District immediately if the laptop is lost or stolen. If the laptop is stolen, and the situation occurs outside the school day, a police report must be filed, and a copy of the report must be given directly to the building principal.

#### Cyber-Bullying

Cyberbullying ([Policy 249](#)) will not be tolerated and is strictly forbidden. Students should remember that digital activities are monitored and retained. Students should report any cyber-bullying immediately to school personnel.

#### Device Security

- Students must take all precautions to prevent theft; avoid areas where damage or theft is likely.
- Devices should not be left unattended in unsupervised areas, which includes leaving them plugged in within a classroom to charge while you are in another room.
- In cases of theft, vandalism and other criminal acts, a police report must be filed by the student or parent.

#### Digital Citizenship

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. It is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyber bullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

#### Microsoft 365

All Chartiers-Houston Jr/Sr High School students are issued a Microsoft 365 account and email address. Microsoft 365 is a suite of products which includes mail, calendar, sites, word processing, presentations,

drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.

The primary purpose of the student electronic mail system is for students to safely and effectively communicate and collaborate with school staff, outside resources related to school assignments, and fellow students for school-related activities ([Policy 815](#)).

- Students are responsible for good behavior while using school email.
- Access to email is given to students who agree to act in a considerate and responsible manner.
- Students are responsible for messages sent from their accounts.
- Passwords should never be shared.
- Personal information should not be shared over email, including telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals. Those who violate this will face disciplinary action, as outlined in the Discipline Code in the Student Handbook ([Policy 247](#) and [Policy 249](#))
- Students will report any unusual activities or obscene emails to the administration.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.

#### Power Management and Battery Optimization

- It is the student's responsibility to come to school with the laptop fully charged for their daily responsibilities.
- Uncharged devices and/or failure to bring the device to class will not be an acceptable excuse for late/incomplete work or the inability to participate in class activities.
- To build better battery life, fully charge the laptop to 100% and if possible, use it until 20-30%. Going below 20% repeatedly can cause damage over time.
- Do not leave charging devices unattended for long periods of time. To prevent overheating, or potential fires, allow for adequate ventilation. Place your device on a hard surface like a table or counter while charging, not a bed, pillow, couch or in direct sunlight.
- Dimming the brightness of the screen, turning off Bluetooth, and avoiding streaming content will prolong battery life.

#### Storage and File Sharing

Students should only store school related files on their school H: Drive account or the cloud. Files should not be saved to the laptop itself as it has limited internal storage.

- Prior to leaving the district, or graduating, students should save any files by manually transferring files to a personal email account.

#### Student Withdrawal from Chartiers-Houston

If a student leaves the District, the device must be returned to school on the date the student withdraws. *The family will be charged for any components that are not returned.*

### Use of Camera and Microphone

- Use of the camera or microphone in restrooms and locker rooms areas is strictly prohibited. Use of these elsewhere without teacher permission is prohibited.
- Taking unauthorized images or recordings of others is prohibited.
- Using the camera to take inappropriate, illicit, or sexually explicit photos or videos violates school policy and is an inappropriate use of the device.
- The District reserves the right to disable device hardware without notice.

### Use and Care of Your Electronic Device

- Students are expected to treat their laptop as a valuable piece of equipment.
  - Slamming, throwing, or intentionally dropping the device violates school policy.
- If your laptop is damaged, report it to the library or The Student Tech Office room 100 as soon as possible.
  - Do not attempt to repair the device.
  - A work order ticket can be found under Parent/Student Tech Support on the District website or by using this link: <http://chbucs.cclprotech.com/support/tickets/new>
- Screens are susceptible to damage from extreme pressure or weight.
  - Avoid stacking objects on the laptop to prevent damage.
  - Be aware that overloaded backpacks can damage the device.
- The laptops have a semi-rugged shell but are not impervious to excessive forces. You may purchase your own case if you so desire.
- Students are responsible for the settings and content on their devices. Devices should not be shared with other students. Students are prohibited from changing settings or interfering in any way with another person's device.
- Devices should not be stored where there is danger of contact with moisture, extreme heat or cold. Protect the machine from inclement weather. Never leave the device in a car.
- Liquid, foods, and other debris will damage the device. Take caution if eating or drinking in proximity to the device.
- Do not attempt to delete the preloaded apps or install applications not approved by the district.
- Laptop surfaces must remain free of any writing, stickers, labels, or decorations. This will be considered vandalism and is subject to disciplinary action. Students will be charged for damages.
  - Students who wish to decorate their device are encouraged to purchase a cover.
- Only clean the screen with a soft lint free cloth. Do NOT use liquid cleaners of any type anywhere on the laptop.

### **No Expectation of Privacy**

Board Policies [815](#) and [815.1](#) are outlined below in regard to privacy:

- Users have no expectation of privacy as to any communication on or information passed through the system.



- The school district may monitor any activity or communication on the system and retrieve any information stored within the system within the scope of district policies and procedures.
- The district reserves the right to log network use and to monitor fileserver space utilization by district users.
- System personnel may disclose any potential evidence of crime, violation of law, regulation, district policy, rule or administrative regulation found on Chartiers-Houston School District's network systems for any reason.
- Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communications apply when using the Internet, in addition to the stipulations of board policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
- By accessing and using this network, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

## **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

## **Technology Protection Plan**

The computing devices provided to students in the Chartiers-Houston School District are costly pieces of equipment that require proper handling. Students need to follow all usage guidelines and use caution when handling the equipment. However, accidents happen, and repairs can be costly. To this end, the Chartiers-Houston School District is offering low-cost Accidental Damage Insurance to its families. Insurance is recommended but is not mandatory. Purchasing the insurance provides peace of mind to the Student and Parent/Guardian. If you choose not to purchase insurance and the device is damaged, the Parent/Guardian/Student (if the student is over the age of 18) is financially responsible for all repair or replacement costs. Insurance must be purchased by **THE LAST DAY of SCHOOL IN SEPTEMBER.**

The manufacturer's warranty policy covers all manufacturing defects, hardware failures, or any other issues that occur through normal use.

This insurance policy covers damage that may occur from accidentally dropping the device, or any other accidental damage. Damage occurring from intentional acts will result in the complete repair and/or replacement cost to be paid by the Parent/Guardian/Student.

The accidental insurance fee is \$25 and is non-refundable. Financial assistance is available for families who would like to participate in the accidental insurance program but are financially unable to do so.

Please contact your child's building principal for more information. **Please make checks or money orders payable to the Chartiers-Houston School District. NO cash will be accepted.**

The Accidental Damage Insurance will completely cover the first instance of accidental damage. After the first incident, a fee will be charged to offset repair costs.

**Insurance can only be purchased once per year.**

The schedule is outlined in the following table:

<b>Deductible Fee Schedule</b>		
<b>Incident</b>	<b>Damage</b>	<b>Cost</b>
1st	Accidental	\$0
2nd	Accidental	\$25
3rd	Accidental	Full cost of repair or replacement of device
Any	Misuse, Neglect, Intentional Damage, or Loss of Device	Full cost of repair or replacement of device

\*\* If a power cord is damaged or lost, the parent/guardian/student is responsible for the full cost of a replacement.

Any damage caused deliberately will be classified as vandalism. Parents/Guardians/Students will be billed for repairs caused by vandalism and will be subject to disciplinary action. If the device is misplaced or lost, you must notify the school immediately and file a police report. The insurance does NOT include loss or theft of school property; you are responsible for replacement costs. Parents/Guardians may prefer to substitute homeowners or other personal insurance instead of the district procured Accidental Damage Insurance. Contact your homeowner's or renters' insurance company for details.

**STUDENTS MUST RETURN PAYMENT (and form if not completed online) TO THEIR 1st PERIOD TEACHER BY THE LAST DAY of SCHOOL IN SEPTEMBER.**

### **Estimation of Replacement Costs**

Replacement Device	\$250-\$400
Replacement Power Cord	\$30-\$50
Broken Screen	\$40-\$150
All other Repair Including, but not limited to keyboard damage/missing keys, port, hinge, chassis, touchpad, internal components damage, liquid spills, and case or charger damage.	\$30-\$200

***Costs are an estimation and are subject to change.***

## **Wireless Network**

The CHSD wireless network is the property of the Chartiers-Houston School District and may be accessed only by authorized users. The Chartiers-Houston School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

## **APPENDIX A**

### **FREQUENTLY ASKED QUESTIONS**

**Q: How will the 1:1 program help students academically?**

A: Educational research shows that when students effectively use computer devices in the classroom, students are provided with deeper learning experiences and are more effectively able to apply 21st century learning skills. To compete in our global economy and equip our students for post-secondary education, CHSD needs to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Our 1:1 technology program is designed to allow students to manage their own learning at any time and any location, while enhancing current teaching/ instructional strategies through the effective use of technology and 21st century teaching methods.

**Q: Does my child have to accept a laptop?**

A: Yes. A device will be made available to all 7th through 12th graders for each school year, for use at school and to take home. Students and parents/guardians must sign and return the 1:1 Laptop Agreement and the optional district-issued Technology Protection Plan sign-off (Appendix C) before a laptop is issued to the student.

**Q: Why can't my student use their own laptop in the classroom?**

A: This answer is threefold. First, regarding safety: The district has installed web filters and taken other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home. Second, regarding compatibility & instructional impact: Several different software packages have been purchased on district laptops that will not be available on personal computers. The same software, and even the same version, will be on each district laptop, so teachers will be able to implement technology quickly and more efficiently into their curriculum. This uniformity will allow teachers to ensure they can teach entire classes easily and expedite helping individual students when needed. Lastly, regarding technical support: our district can provide robust technical assistance through our technical support staff to a defined inventory of computing devices. We cannot offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.

**Q: What if we don't have Wi-Fi at home?**

A: If a family does not have Wi-Fi, students are encouraged to maximize work time with their laptop at school, at the public library, at local businesses with Wi-Fi capabilities, or wherever Wi-Fi is available. Any work that needs to be completed at home should be downloaded to their H:drive prior to the end of the school day.

PLEASE CONTACT YOUR STUDENT'S BUILDING ADMINISTRATOR IF YOU NEED A JET PACK.

**Q: What if a student forgets to charge the laptop?**

A: There will be limited chargers in the classrooms. Students should not rely on chargers in the classroom to charge their devices. It is the expectation that student devices will be charged each night. Each classroom teacher will have his or her own rules and expectations about device usage and preparedness; it may adversely affect students' grades if they consistently come to class unprepared without a device or without a charged device.

**Q: Will students keep laptops over the summer?**

A: Although this is subject to change at any time, the device will be returned for the summer unless arrangements have been made with administration. Should this change, parents/guardians will be notified in advance of device collection.

**Q: What do I do if my District device doesn't work or is damaged?**

A: Please attempt to troubleshoot basic problems with your device with the troubleshooting guide for students in Appendix B. If you are unable to resolve any technical issues with your device, please report to the library to diagnose the problem and/or receive a loaner device and/or fill out a work order for the device. Any damage should immediately be reported to the library or to The Student Tech Office room 100.

**Q: What if I did not purchase the district-provided Technology Protection Plan?**

A: You are responsible for all repairs and damage that the device may incur. At the start of each school year, you will be afforded the opportunity to purchase the Technology Protection Plan by **THE LAST DAY of SCHOOL IN SEPTEMBER.**

**Q: Do I have to sign and return a contract?**

A: Yes. Parents/Guardians must sign and return the 1:1 Laptop Agreement and the optional district-issued Technology Protection Plan Sign-off. Students must also sign the 1:1 Laptop Agreement when they check out their device. This form is included in Appendix D.

**Q: How do I opt-in to the Technology Protection Plan?**

A: To opt-in to the Technology Protection Plan, please purchase coverage at the time of pickup. Enrollment must be completed **no later than THE LAST DAY of SCHOOL IN SEPTEMBER.** Damage to a 1:1 device prior to the purchase of the Technology Protection Plan will be ineligible for coverage and the total repair cost will be the responsibility of the student/family. New students who enroll in the School District after the start of school will have 14 days to opt-in to the Technology Protection Plan.

**APPENDIX B**  
**STUDENT TROUBLESHOOTING GUIDE**

**ARE YOU HAVING PROBLEMS WITH YOUR DEVICE?**  
**TRY TO TROUBLESHOOT THE ISSUE.**

PROBLEM	HAVE YOU TRIED...
My laptop will not turn on. The power light is NOT on	<input type="checkbox"/> I charged it last night. <input type="checkbox"/> I plugged it into a charger & after 10 minutes the light won't turn on. <input type="checkbox"/> I tried a different charger.
My laptop won't turn on. My laptop light is on, but the screen is black.	<input type="checkbox"/> I plugged in my laptop with my teacher's classroom charger and pressed the power button. <input type="checkbox"/> I've held down the power button for 15 seconds and turned it back on.
My charger is not working.	<input type="checkbox"/> I've checked that the charger brick and power cable are securely connected together <input type="checkbox"/> I've tried plugging into a different wall outlet
My laptop won't connect to Wi-Fi.	<input type="checkbox"/> I've checked that I'm connected to CHSD-Student Secure Wi-Fi. <input type="checkbox"/> I turned WIFI off and on again. <input type="checkbox"/> I'm using my District provided username and password. <input type="checkbox"/> I've powered the lap top off and turned it on again.
My screen is frozen.	<input type="checkbox"/> I've held down the power button for 15 seconds and turned it back on.
My keyboard or trackpad won't work.	<input type="checkbox"/> I powered it off and turned it on again.
My screen (or something else) is damaged, or the above resolutions did not fix my issue.	Visit the library or the Student Tech Office (room 100).
<p><i>None of these solutions work:</i>  <b>CONTACT THE LIBRARY or THE STUDENT TECH OFFICE</b></p>	

