Canon-McMillan High School

Electronic Device Handbook 2022-2023

WELCOME TO THE 1:1 ELECTRONIC DEVICE PROGRAM

Dear Parent and/or Guardian:

Beginning this year, the Canon-McMillan School District is transitioning to a one to one (1:1) Electronic Device Program at Canon-McMillan High School. Each student in grades 9-12 will be assigned a district-issued device. These devices will allow Canon-McMillan to advance the education of students and build upon the solid education programs that Canon-McMillan is known for.

The high school's transition to a 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.

CMHS 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. Schoology will remain our Learning Management System, and teachers will use their Schoology pages as their digital classroom. This will allow students to submit assignments, access lesson materials, and receive feedback from their teachers.

We are very excited to be offering the 1:1 Electronic Device Program. 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 a 1:1 integration of educational technology for all.

Sincerely,

CMHS Administration

CANON-MCMILLAN MISSION

The mission of the Canon-McMillan School District, in partnership with the community, is to invest in our greatest resource, our students. We strive to teach, challenge and support all students to prepare them for college and careers with the information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens.

CANON-MCMILLAN BELIEFS

The following shared values are embodied within the philosophies and practices of the Canon-McMillan 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 Canon-McMillan 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

Canon-McMillan 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 Canon-McMillan 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 CMSD.
- Access to CMSD 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 (Policy 815). 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. 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:

- Using devices in a responsible and ethical manner, complying with the e guidelines outlined within this handbook.
- Obeying school rules concerning behavior and communication that apply to technology use.
- Avoiding damage to school equipment by using the device in an appropriate manner and taking a proactive role to aid CMSD in the protection of the Chromebook.
- Report any damage or issues to the Library Media Specialist as soon as possible.
- Complying with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent.
- Notifying a staff member immediately of information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Securing their device at all times.
- Protecting themselves from data loss by storing all documents in their Google Drive storage account.
- Maintaining security of their username and password at all times by not sharing with other students.

Students are prohibited from:
- Attempting to circumvent any web filtering services as set by the District.

- Removing the sticker indicating that the device is Property of Canon-McMillan. Report any issues with this sticker to the Library Media Specialist.
- Sharing their devices with others. The device, at all times, is the responsibility of the student to whom it is issued.

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.

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.

Google Workspace

All Canon-McMillan High School students are issued a Google account and email address. Google Workspace 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 Gmail.
- Access to Gmail 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 Gmail 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 Library Media Specialist or administration.
- Students will not use Gmail to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.

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.

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 Google Drive account. Files created with Google Applications will be synced and saved to your Google Drive.
- Files stored to locations other than the Google Drive are at risk of being lost should the computer system fail.
- Prior to leaving the district, or graduating, students should save any work by using Google Takeout or manually transferring files to a personal Google/Gmail account.

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 Media Specialist as soon as possible.
  - Do not attempt to repair the device.
- 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.
- Liquids, 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.

Parent/Guardian Responsibilities

Canon-McMillan 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. Canon-McMillan 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.

We encourage you to:
- Talk to your child about your values and the standards you expect them to follow when using the internet as you would with any other media. Discuss your expectations for responsible use of the camera, video, and audio recording capabilities as well.
- Define a routine as to how the laptop is cared for and when and where its use and storage is appropriate.
- Monitor the sites your child visits. Help teach them how to act as they work and socialize online.
- Familiarize yourself with the various websites and applications your child is using. It is to the advantage of the students, parents, and school that the parents have a working understanding of the applications and student work found on the laptop.
- Report unwelcome or malicious online threats.
- Read and review the Electronic Device Handbook and District Policies with your child.

Student Withdrawal from Canon-McMillan
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.*

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 Canon-McMillan 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.

Wireless Network

The CMSD wireless network is the property of the Canon-McMillan School District and may be accessed only by authorized users. The Canon-McMillan 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.

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

Students are responsible for any and all damage to their 1:1 device, unless otherwise determined by the Canon-McMillan School District administration.

Parents can purchase a Technology Protection Plan to help offset the cost of device repair and/or replacement. The Technology Protection Plan will cover incidents, as denoted in the Incident Assessment Protocol Chart, from the time of purchase of the plan through the first two weeks of the next school

year. Each school year, parents/guardians will be reminded to repurchase the Technology Protection plan to continue coverage.

The district-provided Technology Protection Plan is optional. If opting out, the total repair cost for damages will be the responsibility of the student/family.

Damages
Please review the Incident Assessment Protocol Chart for specific information regarding damages covered by the district-provided Technology Protection Plan.
> *Items covered under the Canon-McMillan School District Technology Protection Plan*
> - All physical components of the 1:1 device due to accidental damage
> - Theft of a device (must have a police report), first occurrence only.
> - Defective power cord
>
> *Items NOT covered under the Canon-McMillan School District Technology Protection Plan*
> - Intentional damage
>   - Damage, abuse, or improper use/care resulting from:
>   - Structural damage including, but not limited to: bending, missing parts/components
>   - Dents, scratches, cracks
>   - Device modifications
>   - Disassembly of the device
>   - Any other damages deemed as negligent use/care
> - Loss of device

Incident Assessment Protocol

Incident	Action	Cost
1st Accidental Incident (device, adapter, or power cord)	- Report to the Library Media Specialist - Spare device will be issued	**With insurance:** No cost for accidental damage - Damage will be deemed accidental by the building Administration. - Non-accidental damage is not covered by the insurance plan. **Without insurance:** Responsible for full cost of repair
Additional Accidental Incidents (2nd instance and subsequent instances)	- Report to the Library Media Specialist - Spare device may not be issued until the device is repaired based on availability - Loss of privileges may occur.	**With or without insurance:** Student/Parent/Guardian is responsible for cost of repair or replacement
Intentional Damage (Damage to School	Report to the Library Media Specialist	**With or without insurance:** Student/Parent/Guardian is

Property deemed not accidental)	● If damage was sustained to the device by another party, the student must report the damage to Administration ● Disciplinary action may be assigned as per the student handbook and District policy ● Spare device may not be reissued ● Loss of privileges may occur	responsible for cost of repair or replacement
Loss/Theft	● Report must be filed immediately to Administration and/or to the staff responsible to record the incident. ● Administration will be notified ● Police report filed	*With insurance (1st occurence)*: Theft could be covered with valid police report; will be determined on a case by case basis *Without insurance or Second Incident*: Student/Parent/Guardian is responsible for cost of repair or replacement

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.

APPENDIX A

CANON-MCMILLAN SCHOOL DISTRICT POLICIES REFERRED TO IN THE ELECTRONIC DEVICE HANDBOOK

Policy 247: Hazing
Policy 249: Bullying/Cyberbullying
Policy 814: Copyright Material
Policy 815: Acceptable Use of Internet
Policy 815.1: Wireless Network

APPENDIX B

FREQUENTLY ASKED QUESTIONS

Q: How will the 1:1 program help students academically?
A: Preliminary 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, CMSD 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 Chromebook?
A: Yes. A device will be made available to each 9th through 12th grader for the 2022-23 school year, for use at school and to take home. Students and parents/guardians must sign and return the Chromebook Loan Agreement and the optional district-issued Technology Protection Plan sign-off (Appendix D) before a Chromebook is issued to the student.

Q: Why can't my student use their own laptop in the classroom?
A: This answer is threefold. First, in regard to 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, in regard to 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 quickly and more efficiently implement technology into their curriculum. This uniformity will allow teachers to ensure they can teach entire classes easily and expedite helping individual students when needed. Lastly, in regard to 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 wifi at home?
A: If a family does not have wifi, students are encouraged to maximize work time with their Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. After-school tutoring is offered 4 days a week, as well, which would allow for school wifi access. Students also have the ability to complete some assignments at home by utilizing Google Docs offline. Any work that needs to be completed at home should be downloaded prior to the end of the school day.
https://www.fcc.gov/acp
https://www.cmsd.k12.pa.us/Content2/freewifi

Q: What if a student forgets to charge the Chromebook?
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 Chromebooks over the summer?
A: Although this is subject to change at any time, the device will remain in the student's possession for the summer. Devices will not be collected unless a student is withdrawn from the District. 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 C. If you are unable to resolve any technical issues with your device, please report to the Library and work with the Library Media Specialist to diagnose the problem and/or receive a loaner device. Any damages should immediately be reported to the Library Media Specialist.

Q: What if I did not purchase the district-provided Technology Protection Plan?
A: You are responsible for all repairs and damages that the device may incur. At the start of each school year, you will be afforded the opportunity to purchase the Technology Protection Plan for a two week window.

Q: Do I have to sign and return a contract?
A: Yes. Parents/Guardians must sign and return the Chromebook Loan Agreement and the optional district-issued Technology Protection Plan Sign-off. Students must also sign the Chromebook Loan Agreementwhen 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 second week of school. 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 C
STUDENT TROUBLESHOOTING GUIDE

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

PROBLEM	HAVE YOU TRIED…
My chromebook will not turn on. The power light is NOT on	❏ I charged it last night. ❏ I plugged it into a charger & after 10 minutes the light won't turn on. ❏ I tried a different charger.
My chromebook won't turn on. My chromebook light is on, but the screen is black.	❏ I plugged in my chromebook with my teacher's classroom charger and pressed the power button. ❏ I've held down the power button until the light turns off and turned it back on.
My charger is not working.	❏ I've checked that the charger brick and power cable are securely connected together ❏ I've tried plugging into a different port on the chromebook ❏ I've tried plugging into a different wall outlet
My chromebook won't connect to wifi.	❏ I've checked that I'm connected to CM Secure WiFi. ❏ I turned WIFI off and on again. ❏ I'm using my District provided username and password. ❏ I've powered the chromebook off and turned it on again.
My screen is frozen.	❏ I've held down the power button until the light turns off and turned it back on.
My keyboard or trackpad won't work.	❏ I powered it off and turned it on again. ❏ I've checked to make sure my keyboard is set to U.S. not International.
My screen (or something else) is damaged or the above resolutions did not fix my issue.	Contact the Library Media Specialist.
None of these solutions work: *CONTACT THE LIBRARY MEDIA SPECIALIST*	

APPENDIX D
ELECTRONIC DEVICE PROGRAM FORMS

Canon-McMillan School District Chromebook Loan Agreement

Student/Borrower: _____ Grade:_____
(print student name)

One (1) Chromebook and charger are being lent to Borrower and are in good working condition. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a secure environment.

This equipment is, and at all times remains, the property of the Canon-McMillan School District and is lent to the student for educational purposes only. The equipment will be returned to the school if the student moves from the Canon-McMillan School District.

Should the device not be returned, the borrower will be charged for the full replacement cost of the device and charger, regardless of purchasing the District Technology Protection Plan.

Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Canon-McMillan School District.

I agree to the items in this Chromebook Loan Agreement and have read the Electronic Device Handbook and associated policies.

_____   _____   _____
Student Printed Name   *Student Signature*   *Date*

_____   _____   _____
Parent Printed Name   *Parent Signature*   *Date*

****
Canon-McMillan School District Technology Protection Plan

☐ I intend to purchase the District Technology Protection Plan. I understand that not all damages are covered as indicated in the Incident Assessment Protocol chart.

☐ By checking this box, I am declining the district-provided Technology Protection Plan. I understand that we will be responsible for the cost of repair or replacement due to damages that occur to the Chromebook issued to my child.

_____   _____
Parent Signature   *Date*

❏ Received	Money Order # _____	Initials : _____
	INTERNAL USE ONLY	