

CENTRAL



BUCKS

1:1 Device Handbook 2018-2019

The Central Bucks School District is committed to utilizing educational technology and digital tools **that expand access to the curriculum and promote personalized learning**. We will prepare students for their future by utilizing a variety of instructional practices and tools that support higher-order thinking.

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Background Information

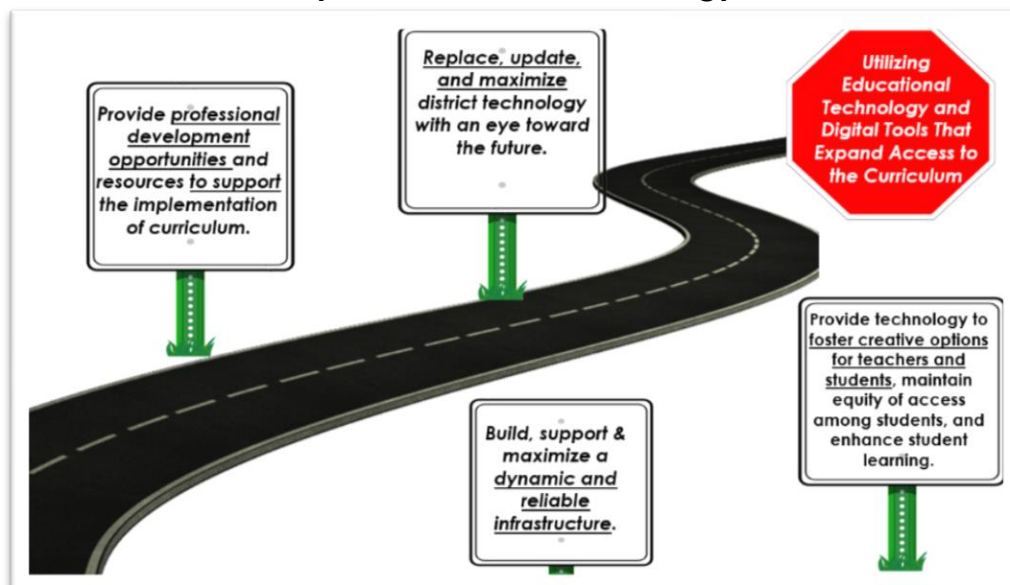
Central Bucks School District Utilizing Technology in the Classroom

Educational technology expands access to the curriculum, enhances student learning, and develops 21st-century skills.

Abstract

In the 2017-2018 school year, The Central Bucks School District piloted a 1:1 initiative with Holicong seventh grade students. The success of the pilot led to the unanimous vote by CBSD Board of Directors to expand the initiative to all seventh and eighth grade students in the 2018-2019 school year. The initiative will provide technology to foster creative options for teachers and students. It will maintain equity of access among students and enhance student learning. Twenty-first-century skills will be integrated with curriculum, instruction, and assessment. Teachers, administrators, and staff developers will collaborate to ensure the success of the program.

Road Map Derived from Technology Vision











A 1:1 environment provides technology to foster creative options for teachers and students, maintains equity of access among students, and enhances student learning. Below are some of the aspects that will be enhanced through a 1:1 environment:

- ✓ Equal Access to Technology
- ✓ Personalized Learning for Students
- ✓ Collaboration
- ✓ Student Portfolios
- ✓ Online Research
- ✓ Creation Tools
- ✓ Digital Inking

Infographic Derived from Technology Vision

WHY?

 COLLEGIAL COLLABORATION <p>Collaboration with colleagues is essential for professional growth and building positive school culture.</p>	STUDENT COLLABORATION <p>Learning is a social process that promotes the development of students' capabilities.</p> 
 PRODUCTIVITY <p>Technology allows teachers and students to be organized, planned, and efficient.</p>	INNOVATIVE CREATION <p>Digital tools allow students to demonstrate comprehension through memorable content creation.</p> 
 FORMATIVE ASSESSMENT <p>Technology allows teachers and students to be organized, planned, and efficient.</p>	PERSONALIZATION <p>The use of technology allows more opportunity for student choice and differentiated content.</p> 
 MOBILITY <p>The use of mobile devices give students and teachers the opportunity to move freely around the classroom.</p>	ACCESSIBILITY <p>Adding more devices to the classroom and providing cloud-based programs increases access to the curriculum.</p> 

Device and Accessories

Receiving the Laptop

Students will receive a device during the school day on their assigned handout day. A laptop, charger, and carrying case will be provided when the following steps are completed:

Students	Parents
<ul style="list-style-type: none"> ○ Read the 1:1 Parent/Student Handbook. ○ Complete Student Handbook Quiz. ○ Sign the User Agreement form. <p><i>*All found on www.cbsd.org/1to1</i></p>	<ul style="list-style-type: none"> ○ Read the 1:1 Parent/Student Handbook. ○ Pay for usage fee and sign the Agreement Form (completed simultaneously on My Payment Plus) <p><i>* All found on www.cbsd.org/1to1</i></p>

The Student is encouraged to use the laptop outside of school. In exchange for the District permitting the Student to take the Laptop home, the Parent/Guardian agrees to pay the Technology Usage Fee¹.

- a. The Fee is \$50 per student per year.
- b. The Fee is reduced for families that are economically disadvantaged.
- c. The Fee covers the following:
 - The use of the laptop for one school year
 - Filtering software for safe web surfing at home and school
 - Accidental Damage Protection (ADP)

What is covered by the Accidental Damage Protection Plan?

ADP covers accidental damages, including most spills, drops, and breaks. If damage is deemed intentional, the district may require the family to cover repair costs.

Covered by ADP		Not Covered by ADP	
Item	List Price	Item	Cost
Broken Keyboard	\$120	Digital Pen	\$27
Broken Screen	\$400	Charger	\$37
Small Repairs: Missing key, touch pad, touch screen malfunction, etc.	Cost determined by HP vendor per incident.	Laptop Case	\$15
		Batteries	\$1
		Pen Tips	\$1
		Lost Laptop	\$600

¹ Incidents of abuse or intentional damage are not covered by the usage fee or ADP and may result in the full repair cost being billed to the Student and Parent/Guardian. Lost accessories such as power adapters and pens are not covered by the usage fee. Students will be able to purchase extra accessories.

About the HP ProBook x360 Laptop



Hardware	Software
<ul style="list-style-type: none">○ Touch Screen○ Digital Inking○ Gorilla Glass○ Core i5 Processor○ Folds 360 degrees into a tablet	<ul style="list-style-type: none">○ Windows 10 Platform○ Office 365 Suite:<ul style="list-style-type: none">● Word, Excel, PowerPoint, One Note, etc.○ Web Browsers:<ul style="list-style-type: none">● Google Chrome, Microsoft Edge, Internet Explorer○ OneDrive (No I:drive or network drives)○ Google Maps○ WeVideo Editing Software

Caring for the Laptop

- Use two hands when holding or moving the laptop.
- Use clean hands while using the laptop.
- Use only the provided digital pen on the screen.
- Use only the power adapter that came with the laptop.
- Use a microfiber cloth to clean the screen.
- Keep laptop stored in the provided laptop case.

Battery Conservation Tips

- Make sure the laptop is fully charged for the next school day.
- Quit open applications that not in use.
- Restart the device once a week so the laptop can receive updates and perform maintenance routines.

Best Practices

Students are responsible for the use and care of the laptop at home and at school.

Student Expectations

1. Bring the device to school every day.
2. Charge the device at home every night.
3. Be mindful of where and when you use your laptop.

Security

Concept:	Technology Example:	Non-Technology Example:
Keep your personal information secure.	Sharing your full name and location online.	Sharing your locker combination.
Secure your Passwords.	Giving your laptop password to your friends.	Giving out a key to your house.
Only log-in to your computer.	Logging onto another's computer to edit/use/work on the laptop.	Breaking into another student's locker.
Avoid unauthorized web sites.	Accessing websites that are 18+.	Going to an R movie when you are eight.
Avoid opening links in suspicious e-mail.	Clicking on links in emails that are from unknown senders or look suspicious.	Letting someone you do not know walk into your house.

Behavior

Concept:	Technology Example:	Non-Technology Example:
Be Nice.	Writing an unkind message about another student in a shared office 365 document.	Making-fun of another student on the school bus.
Re-read before hitting send.	Sending an e-mail to a teacher using "text-language."	Turning in a paper in English class before proofreading it.
See something, say something.	Ignoring inappropriate behavior you read in a discussion board.	Witnessing a fight and not reporting it.
Take care of the device.	Pulling off keys on the keyboard.	Hitting a sibling.
Use the camera appropriately.	Taking an inappropriate picture with the webcam.	Taking an inappropriate picture using a camera or phone.

Repairing the Laptop

The Student and Parent/Guardian understand and agree that they will not attempt any repairs on the Laptop and that damage must be reported to the school. The student will place a "Help Desk" ticket when deemed necessary, under the category of 1:1. The librarian will sign out a loaner device to the Student. It is important not to delay as one problem can lead to another if not solved right away. If your device is damaged, we will fix it or send it out for repair. Under no circumstances should you or anyone else take the device to a third party for repair.

Replacing the Laptop

In the event the laptop is stolen, or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the replacement cost unless a police report is timely filed. Lost or stolen laptops must be reported to the school principal or designee within 48 hours and police reports must be provided to the District within one week. Failure to abide by these procedures will result in the full replacement cost being billed to the Student and Parent/Guardian.

Returning the Laptop

The Student understands and agrees that at the end of the school year, upon the student's withdrawal from the District, or upon request from the District, the Laptop and all accessories should be returned to the District in the same condition they were originally provided except for normal wear and tear, as determined by the District. Failure to return the laptop and accessories to the District in a timely manner or the unapproved use of the laptop without the District's consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the laptop or its value.