

The Rhodes School
Digital 1:1
Student/Parent
Handbook

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Overview

The goal of The Rhode School's Digital1:1 initiative is to empower our students so they progress with the skills and knowledge needed to be globally competitive, now and in the future.

Digital1:1 is important for The Rhodes School students. Research indicates that students without access to digital resources and tools are at a disadvantage when compared to students who have that access.

With this privilege and extraordinary opportunity comes responsibility for parents and students. Engaging families in the 1:1 process is key to the success of this initiative.

The Rhodes School's policy is to maintain an environment that promotes ethical and responsible conduct with regard to all electronic resources and activities. When signing the Student/Parent Digital 1:1 Agreement, you are acknowledging that you understand and accept the information in this document.

The Rhodes School students and families are agreeing to the following:

- All students are allowed to access electronic resources unless the school is notified in writing by the guardian/parent.
- All users of The Rhodes School network and equipment must comply at all times with The Rhodes School [Acceptable Use Policy](#)
- Devices are on loan to students and remain the property of The Rhodes School. Devices will be distributed to students who pay the maintenance fee to participate in the program.
- All users are accountable to school, district, local, state and federal laws.
- All use of the The Rhodes School technology network must support education.
- Student and families should follow all guidelines set forth in this document.
- All rules and guidelines are in effect before, during and after school hours, for all Rhodes School devices on or off the campus.
- All files stored on The Rhodes School equipment, the Rhodes School network and/or district-managed cloud storage are the property of the district and may be subject to review and monitoring.
- The terms “equipment” and “technology” refer to any computing device and associated power cord/chargers and cases. The expectations of care for this equipment can be equated to those of a textbook or school-issued calculator. They must be handled with care and protected from damage.

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- Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
- Students with Chromebooks will protect it from damage and theft.
- Students are expected to report any damage to a device as soon as possible, no later than the next school day.
- Students who identify or know about a security problem are expected to report the details to a teacher or administrator without discussing the matter with other students.
- Students are to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws and educational fair use policies.
- Students will be provided district-managed usernames and passwords. Students may not share their passwords with other students.
- Student may not loan device components to other students for any reason. Students who do so are responsible for any lost or damaged components.
- Devices will be configured with The Rhodes School network security certificates and web-filtering policies. The district reserves the right to update these at any time.
- All students have access to network/cloud storage.
- Any failure to comply with the Digital 1:1 Student/Parent Agreement may result in disciplinary action. The Rhodes School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
- The Rhodes School reserves the right to collect the equipment at any time.

Parent / Guardian Responsibilities

There are several responsibilities assumed by the parent/guardian as outlined below.

Sign the Student / Parent Chromebook Agreement

Supervise Student Participation

The parent/guardian is responsible for ensuring that:

- Student brings device to school every day.
- Student notifies school of loss or damage following the appropriate procedures.

Monitor Student Use

The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is for parents/guardians to be present and involved when devices are used outside of school. Monitoring responsibilities include the following:

- Be aware that Internet content will be filtered by The Rhodes School systems and policies while devices are attached to networks outside the school.
- Develop a set of rules/expectations for use at home.
- Only allow device use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that your student show you his or her work often.

Student Responsibilities and Guidelines

Responsibilities and guidelines are included in this handbook so that students and parents/guardians are aware of the responsibilities that students accept when they use a district-owned device. In general, this requires ethical and legal utilization of all technology resources.

Students will receive device-related training at the time the device is issued and on a continuing basis within the curriculum. Below are topics that will be covered with students:

Responsible Use Overview

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

Secure use of technology requires that students:

- Do not share logins or passwords
- Do not harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

Activities Requiring Teacher Permission

To maintain focus on instruction in the classroom, students must have permission to:

- Use headphones in class
- Play games, music or videos
- Engage in activity not focused on class lessons

Inappropriate Content

All files must be school appropriate; it is inappropriate to possess materials containing explicit or implicit references such as:

- Alcohol, tobacco or drugs
- Gangs
- Obscene languages or nudity
- Bullying or harassment

Device Use, Care and Classroom Routines

Classroom Habits

- Follow all directions given by the teacher.
- Lock the device before walking away from it.
- Handle the device with care.

Care of Devices at Home

- Charge the device fully every night.
- Carefully engage/disengage the charging unit to prevent damage.
- Use the device in a common room of the home and with parent permission.
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Pets
 - Small children

Traveling to and From School

- Completely turn off device before traveling.
- Do not leave the device in plain sight in a vehicle.
- Place the device in the backpack for safe travel.

Prohibited Actions

Students are prohibited from the following:

- Trading devices with other students at school.
- Trading, selling, or exchanging devices with any parties outside the campus.
- Putting stickers or additional markings on the device, case, or power chargers
- Defacing The Rhodes School issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device or the case.
- Using the device camera to take pictures in locations or situations that do not respect the privacy of others, e.q. (restrooms or locker rooms)

Troubleshooting & Support

Cloud Storage

With The Rhodes School managed accounts, students will be provided cloud storage through Google Drive. Students must always keep account information private and secure. The benefit of storing information in the cloud is that it can be accessed from any device connected to the Internet, and files will not be lost if a device is no longer functional.

Cameras

Cameras are to be used for educational purposes only as directed by teachers.

Examples include the following:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing back for improvements.

Please refer to the Parent Responsibility section of this document for suggestions on how to monitor student use of technology in the home.

Apps

Instructional apps will be distributed by The Rhodes School through a mobile device management system (MDM). Students should not install apps for personal reasons or without teacher instruction to ensure that resources on the device are maintained for instructional use.

Note: Any apps installed by the user that are not The Rhodes School approved are subject to deletion at any time. No technical support is provided for applications and software that are personally installed.

Copyright and plagiarism

Students will follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and /or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17,USC*)

Technology Discipline

The following are examples, not an inclusive list, of technology behavior violations:

- Email, instant messaging, Internet surfing, computer games
 - This includes making use of digital resources in a manner that disrupts the use of the network by others or attempting to bypass the district's security or Internet filter.
 - Students may not use electronic resources for individual profit or gain, for product advertisement, for political action or political activities, or for excessive personal use.
- Damaging, defacing, or endangering the device and/or accessories
- Using an electronic resource account authorized for another person
- Cyber-bullying
- Using inappropriate language
- Accessing inappropriate images, files, materials, and/or any app or content that would compromise the integrity of the network
 - Attempting to delete browser history to conceal internet patterns is a direct violation of the AUP. Modification to the district browser settings or any other configurations designed to avoid being blocked from inappropriate content or to conceal Internet activity will result in an AUP violation. *Note: Each student device's browser history is recorded by the district firewall whether the device is used in or out of district.*
 - Unauthorized downloading or installation of software is prohibited. Students may download district-approved apps solely from the Self Service application.

Device Security

Filtering at School

The Rhodes School maintains Internet filtering for all campuses.

Filtering at Home

Internet access on networks outside of school will be filtered by The Rhodes School , but parents should still monitor students' Internet activities.

Examples of Unacceptable Use

Inappropriate use

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.

Cyberbullying

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

Digital 1:1 Student/Parent Agreement

A device will be assigned to the student named below under the following conditions:

- This Digital1:1 Student/Parent Agreement must be signed by both student and parent.
- The student must have a current Rhodes School Acceptable Use Policy (AUP) agreement on record. (See Student Code of Conduct.)
- Use of this equipment is for educational purposes. Use for purposes otherwise or violations of The Rhodes School Acceptable Use Policy may result in loss of privileges to participate in the Digital 1:1 program and disciplinary action.
- Parents/guardians accept financial responsibility for costs related to damage due to purposeful action or gross negligence.
- In the event that the device is lost or stolen, the student and family must notify the district within five business days. The loss or theft must be reported to the campus The Rhodes School. In addition, if the device is stolen, a police report must be filed to document the theft.

Please acknowledge you have read and accept the terms of this handbook.

Student Name

Student ID#

School

Student Signature

Date

Parent Signature

Date