

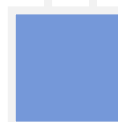
RICHLAND ONE MIDDLE COLLEGE

2016-2017 Digital Learning Environment

Technology Handbook for Students and Parents

Version 2.0

7/6/2016



RICHLAND ONE MIDDLE COLLEGE

Our Digital Learning Environment (DLE) initiative will expand the integration of technology into the curriculum to ensure that we prepare our students for college and careers. The use of technology enhances teaching and learning, boosts student engagement and empowers teachers to differentiate, individualize and personalize instruction. The 1:1 (one-to-one) component of DLE will provide our students with powerful technology tools to use to enhance their ability to think critically and creatively, work independently and collaboratively, communicate effectively and solve problems.

It is important to understand the focus of DLE is not on the devices but on using technology to transform teaching and learning in Richland One. Teachers will be able to create individualized instruction that is truly student-centered. Students will become the producers and evaluators of knowledge, not just consumers. Students also will collaborate with others to engage in authentic, real-world tasks. Most importantly, they will develop the skills they need to compete in today's digital world.

Please take time to review the information in this handbook carefully. If you have questions or need additional information, please contact the main office.

Richland One Middle College Mission Statement

Richland One Middle College at Midlands Technical College will improve student learning by providing all students with a rigorous and relevant academic program. Richland One Middle College will provide all students with increase learning opportunities that ensure students will develop a strong academic foundation and the technical and personal skills necessary to make a successful transition from high school to their post-secondary pursuit.

RECEIVING/TURNING IN DEVICE

DISTRIBUTION OF DEVICES

- Devices will be distributed each year during the first week of school unless otherwise noted.
- Students will sign the Acceptable Use Policy and log into the district's network.
- Student must bring their student ID to the device distribution.
- Students will be issued a Microsoft Surface Pro 3 or Dell Laptop, power cord and carrying case.

TURNING IN DEVICES

- Students transferring from a school or leaving Richland County School District One during the school year must return the device (including power cords and any other district or school issued accessories) before leaving the school.
- Students transferring to another school in Richland One will not take the device with them. They will return it to their departing school and receive a device at their new school.
- If a student does not return his/her device upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student also will be required to pay the replacement cost of the new device.
- If a student returns his/her device damaged, costs for replacement or repairs are the responsibility of the student/parent/guardian. The school will charge the student/parent/guardian the cost of needed repairs, not to exceed the replacement cost of the device.

IDENTIFICATION OF DEVICE

- Devices will have a school asset tag with the school name and serial number attached.
- Follet's Destiny Fixed Asset module will be used to assign devices to students.
- Devices will be scanned in/out using a handheld scanner and the Follet's Destiny Fixed Asset module.

CARING FOR YOUR DEVICE

- The laptop is school property. All students will follow the guidelines and the Richland One Acceptable Use Policy.
- Students are responsible for the general care of their devices.
- Students must immediately report any damage to their devices to the school.
- Students/parents/guardians must report stolen devices to law enforcement and the school within 24 hours of discovering it missing.

GENERAL PRECAUTIONS

- Keep food and liquids away from your device. Don't eat over your device; the crumbs will fall between the keys and provide an invitation to small bugs or damage the circuitry.
- Always have clean hands when using your device.
- Protect the screen. When you close your device, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen if the device is closed on them, the screen will scratch if the item is rough. Close the device gently and holding it in the middle. Closing the stand using only one side causes pressure on the hinge, and over time can cause it to bend and snap.
- Hold and lift the device by the screen and not the attachable keyboard. If you lift it by the attachable keyboard alone, you will damage the display screen or the hinges attaching the stand to the device. The display screen is also easily scratched or damaged by direct pressure – avoid placing pressure on it.
- Don't pull on the power cord. Tugging your power cord out of the power socket rather than pulling directly on the plug can cause the cord to break off from the plug or damage the power socket. Also, if the power cord is near your feet, avoid kicking it accidentally; in fact, it is best to refrain from bumping into the plug at all because you could loosen it and eventually break it.
- Don't roll your chair over the power cord.
- Be sure to plug accessory devices into their proper slots. Always look at the symbols on the device carefully before inserting devices. It is very important to observe this step.
- Insert devices into their slots carefully and at the correct angle. Pushing the drive too forcefully into its slot could jam it.
- Don't leave your device in the car. Not only do the insides of cars experience large temperature swings that could damage the device, but a device (or a carrying case) is an inviting target for a smash-and-grab thief.
- Avoid placing heavy materials, such as books, on top of the device. This can push the screen into the keyboard, and will eventually damage it.
- Use the device on a flat, clean surface. This prevents damage to the device. This can be hard to do, particularly if you are outside with your device, but if there is a flat surface available, put your device on it.
- Don't use your device on the bed.
- Do not leave your device unattended unless it is stored securely behind a lock.

CARRYING DEVICES

- The school provides students with a protective carrying case for their device.

- Use the school provided computer case. This will help avoid scratching, squeezing or potentially dropping the device.

USING YOUR DEVICE

Devices are intended to be used at school each day. Students are responsible for bringing their device to all classes, unless specifically instructed otherwise by their teacher. In addition to teacher expectations for device use, students may access school messages, announcements, calendars and schedules using their device.

DEVICES LEFT AT HOME

- Students who leave their device at home are still responsible for completing their daily coursework.
- Repeated offenses may result in students being required to “check out” their device daily from school.

DEVICES UNDERGOING REPAIR

- The school may issue a loaner device to a student while his/her device is being repaired.
- A student may not receive a loaner device immediately. There may be a delay depending upon availability.
- Students are still responsible for completing their daily coursework.

CHARGING YOUR LAPTOP'S BATTERY

- Devices are to be brought to school each day fully charged. Students must charge their devices at home each evening before school the next day.
- Repeat violations of not charging the battery for the school day may result in students being required to “check out” their device daily from school.

PRINTING DEVICES LEFT AT HOME

- Students do not have the capability to print from their devices.

DEVICES LEFT AT HOME

- Students who leave their device at home are still responsible for completing their daily coursework.
- Repeated offenses may result in disciplinary action.

HOME INTERNET ACCESS

- Student may establish Wi-Fi connections with their device outside of school.
- Students can use their device where access is available.

CAMERA USE

- The device has a front-facing camera and video capabilities.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy.
- Richland One Middle College and Richland County School District One retains the right to any recording and/or publishing of any student or staff member's work or image.

MANAGING YOUR FILES AND SAVING YOUR WORK

SAVING YOUR WORK

- Each student is provided a 16GB flash drive. Students are strongly encouraged to store all files on this drive. Device malfunctions are not an acceptable excuse for failure to submit work.
- Richland One Middle College or Richland School District One will not be responsible for lost or missing data stored on the devices hard drive.

NETWORK CONNECTIVITY

- Richland County School District One makes no assurance that the network will be operational at all times.
- In the rare instance that the network not be operational, the district will not be responsible for lost or missing data.

SOFTWARE/APPLICATIONS INSTALLED ON DEVICES

ORIGINALLY INSTALLED APPLICATIONS

- All applications originally installed by the district on each device must remain on the device in usable condition and readily accessible at all times.
- You may not remove these required applications and staff will periodically check devices to ensure that students have not removed them. The school also may add other applications periodically.

- Some licenses for applications require that the application be deleted from the device at the completion of a course. If this applies to an application used by a student, technology staff will re-sync the devices of the students in that course.

ADDITIONAL APPLICATIONS

- Richland One syncs devices so that the devices contain the necessary applications for schoolwork.
- Students will not be permitted to load additional software/applications on their devices, in accordance with the district's Acceptable Use Policy.

INSPECTIONS

- Staff will randomly select students and ask them to provide their device for inspection.

PROCEDURE FOR RELOADING APPLICATIONS

- If technical difficulties occur or unauthorized applications are discovered, technology staff will re-sync the device.
- The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

APPLICATION UPGRADES

- The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

DISTRICT RESPONSIBILITIES

- The school provides Internet and e-mail access to students.
- School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy.
- Filtering/blocking of inappropriate Internet materials is done at the district level; filtering/blocking also will occur when devices are used outside the district.
- The school reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via school-owned equipment and resources.

STUDENT RESPONSIBILITIES

Students will abide by the district's Acceptable Use Policy and:

- Contact an administrator about any security issue they encounter.

- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.
- Report e-mail containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return their device to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to senior who leave school mid-year or who graduate.)

PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your students about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources, such as television, telephone, movies, radio, etc.
- All school-issued devices contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially Internet access.
- Report any vandalism or theft to law enforcement and the school within 24 hours of discovery.

STUDENT RESPONSIBILITIES FOR CARE

Students will abide by the district's Acceptable Use Policy and:

- Each student is responsible for maintaining his/her device. Device batteries must be charged and ready for school daily.
- No stickers or labels are to be applied to the devices, keyboards or carrying case.
- Malfunctioning or damaged devices must be reported to the school.
- Students are responsible for any and all damage to their device beyond fair wear and tear.
- Stolen or lost devices must be reported within 24 hours to law enforcement and the school.

DEVICE DAMAGE, THEFT OR LOSS

TERMS OF THE MANDATORY PROTECTION PLAN (MPP)

- Parents/guardians are required to participate in the MPP, which is included in the annual student fees.
- The MPP covers parts and repairs for system-related issues or failures occurring from normal use. It does not cover intentional damage or damage associated with misuse of the device.
- The MPP also covers:
 - One device replacement per school year in the event of theft, loss or accidental damage and/or;
 - One screen replacement due to accidental damage and/or;

- Any additional replacement or repair will cost the student/parent/guardian the cost of repair or the full market value of the device.
 - 1st year – 100%
 - 2nd year – 75%
 - 3rd year – 50%
 - 4th year – 25%
- Attached keyboards, power cords, stylus and other accessories are not covered by the MPP; student/parent/guardian are responsible for the full cost of the replacement.
- In the event a device is stolen or lost, the student/parent/guardian must report the theft or loss to the school and file a police report within 24 hours in order to avoid paying the cost to replace the device.
- Deductibles will be charged for each incident as described below:

Deductible	Cost
1 st	\$0
2 nd	\$50
3 rd	\$75
4 th	Full cost of repair or replacement

TITLE

- Legal title to the device is with the school and shall at all times remain with the school.
- The right of possession and use is limited to and conditioned on full and complete compliance with the MPP and AUP.
- The student is responsible at all times for the device’s appropriate care and use.

REPOSSESSION

- Richland One Middle College and Richland One School District One reserves the right to repossess any device or accessories for failure to comply with all terms of the MPP and/or the AUP.

LIABILITY

- Richland One Middle College and Richland School District One reserves the right to demand return of the device and accessories at any time. The MPP is good for one year (from the first day of school in 2016 until the last day of school in 2017), unless the agreement is terminated earlier.
- Failure to return the device to the issuing school before departure from the district may result in criminal charges brought against the student and/or the person in possession of the device.

IN THE EVENT OF LOSS

- In the event a device is lost, the student/parent/guardian must report the loss to the school and file a police report within 24 hours.

IN THE EVENT OF THEFT OR VANDALISM AT SCHOOL

- In the event a device is stolen, vandalized, etc. the student or parent/guardian must report the theft to the school and file a police report within 24 hours.
- The student/parent/guardian must file a police report with Midlands Technical College Police Department when incidents of loss, theft, vandalism, etc. occur on campus.

IN THE EVENT OF THEFT OR VANDALISM OFF SCHOOL CAMPUS OR OUT OF TOWN

- If an incident occurs out of town or out of state, the student/parent/guardian must file a police report with the law enforcement agency covering that town or state within 24 hours and provide a copy of the completed police report to the school.

DAILY USE CHECKOUT

PARENTS/GUARDIANS WHO DO NOT APPROVE STUDENTS TAKING DEVICE HOME

- If parent/guardian do not approve students taking the device home, the device will remain at school.
- Students will pick up the device in the morning, use it during the school day and return it before departing for home.
- Procedures will be developed for daily use/checkout.
- If students violate the AUP or any part of this handbook, their use of the device may be restricted to use at school only.