

# Sterling High School

1:1 Student / Parent Handbook





# Why 1:1 Tablets?



## 21st Century Technology Standards

- International Society for Technology in Education
- Guide Learning & Highlight Essential 21<sup>st</sup> Century Skills



## Student Engagement

- Digital Content, Resources, and Tools enhance experiences
- Create a meaningful learning environment



## Technology Skills

- Navigate digital landscape & produce digital work
- Productively operate in paperless environments



## Academic Success

- Support curricular objectives
- Resource to improve understanding and efficiency



## PROGRAMS

- Microsoft 365
  - OneNote
  - Class Notebook
  - Sway
  - Word
  - PowerPoint
  - Excel
  - Forms
  - OneDrive
- Outlook Web Access
- Web Browser Options
  - Chrome
  - Explorer
  - Edge
- Pearson Online
- Adobe Creative Cloud
- Skype
- [Turnitin.com](https://www.turnitin.com)

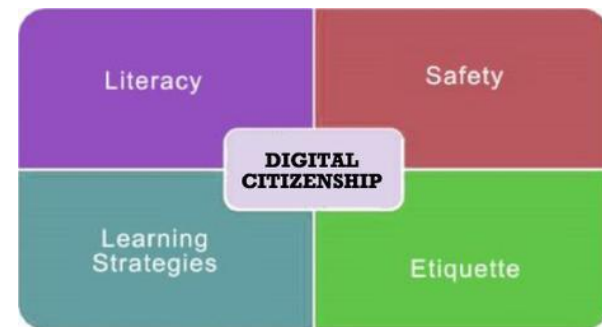


# Dell Latitude 5289



# Parent/Guardian Responsibilities

- Complete & Return 1:1 Agreement Form
- Financial Responsibility
  - Damage NOT covered under warranty
  - Theft, Loss, Vandalism
- Monitoring Use Off-Campus
  - Reinforce positive digital citizenship behavior
  - Safe locations for charging
  - Share passwords
  - Guidelines for web activity





## Parents - Support Online Safety

- Web Filter
  - “Lightspeed”, On-Campus
- General Blocked Content:
  - Sites w/offensive, obscene, violent, adult content
  - Hacking, Phishing, Spam, Virus, Malware content
  - Non-educational gaming and media
  - Sites promoting gambling, illegal drugs or illegal software
- One Step Behind → Monitor & Notify





# Digital Footprint

All these pieces make up your  
**DIGITAL FOOTPRINT**





# General Tablet Guidelines

- Follow expectations outlined in [Acceptable Use Policy](#)
- Use appropriate language and content in digital products and communities
- Do NOT install software
- Do NOT loan tablet, power cord, stylus to others
- Keep personal & login information private {parents}
- Follow directions given by teachers
- LEAVE LABELS ALONE
- Communicate issues and concerns with SHS Staff





## General Tablet Care

- Keep closed and in provided case when not using
- Do NOT leave unattended
- Do NOT eat or drink over or near tablet
- Protect from weather, small children, pets
- Keep tablet and case clean (soft/damp cloth – do not spray tablet)
- Do NOT deface in anyway (stickers, markings, paintings, etc.)
- Do NOT tamper with hardware or software or attempt repairs
- Do NOT pile items on top

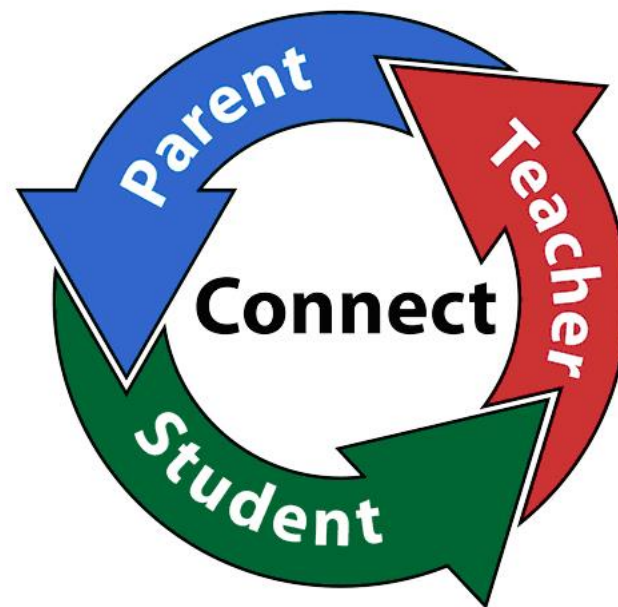






## While Away From School

- With Parent/Guardian Permission
  - Listen to Music
  - Watch Movies
  - Play Games (no downloads)
  - Social Media
- Please Be Sure To:
  - Fully charge at night
  - Store on desk or table, not on floor
  - Use in common areas of house





# Tech Support

- Verizon
- Comcast Xfinity
- EarthLink

At Home  
Internet  
Providers



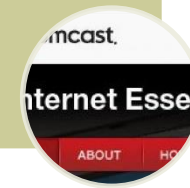
- Library
- Burger King
- UPS Store
- Panera Bread

Public Internet  
Access



- Internet Essentials Program from Comcast

Internet  
Assistance





## Damage / Theft / Loss

- Fees if NOT covered by Warranty
- Lost or Stolen
  - Report Immediately
  - Police Report – Tracking systems
  - Assume responsibility if no evidence
- Loaner
  - Temporarily available for damage or loss
  - Same rules apply
  - Negligence may require payment arrangements





## Damage Costs

Parts/Repairs	Fee
Screen (LCD panel)	\$250.00
Keyboard	\$50.00
Trackpad/Touchpad	\$60.00
Power Adapter	\$40.00
Battery	\$120.00
Hinge	\$50.00
Built-in camera	\$40.00
Tablet Bag	\$30.00
Asset Tags/Labels	\$5.00
Top housing/cover panel	\$60.00
Bottom housing/cover panel	\$40.00

\*The costs of these and any other parts needed for repairs will be based on the vendor's current price list.



# Behavior & Discipline

Tech-related Behavior Violations	Equivalent "Traditional" Violations
Inappropriate use of email, instant messaging, internet surfing or computer games	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism or damage to school property damage
Using profanity, cursing or inappropriate language in digital space	Using profanity, cursing or inappropriate language in a physical space
Accessing pornographic material or other inappropriate content online.	Bringing pornographic or other inappropriate content to school in print form
Using accounts or resources that are not authorized for the student	Taking or receiving property of the school district or others without authorization



# Behavior & Discipline

Technology Specific Violations
Chronic, tech-related behavior violations (see previous page)
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity
Accessing or using files dangerous to the integrity of the network
Use of an electronic laptop to record, create, publish or display confidential or inappropriate materials
Use of district provided resources to email, instant message, video conference, digitally publish, or communicate electronically for purposes unrelated to school and/or communications that include inappropriate content





## Tablet Pick-up

Last Name	Dates	Times
A – D	Monday August 28 <sup>th</sup>	9am, 10am, 11am
E – L	Tuesday August 29 <sup>th</sup>	9am, 10am, 11am
M – R	Wednesday August 30 <sup>th</sup>	9am, 10am, 11am
S – Z	Thursday August 31 <sup>st</sup>	9am, 10am, 11am

- [1:1 Agreement Form](#)
- Login → Profile Initialization → Email Setup