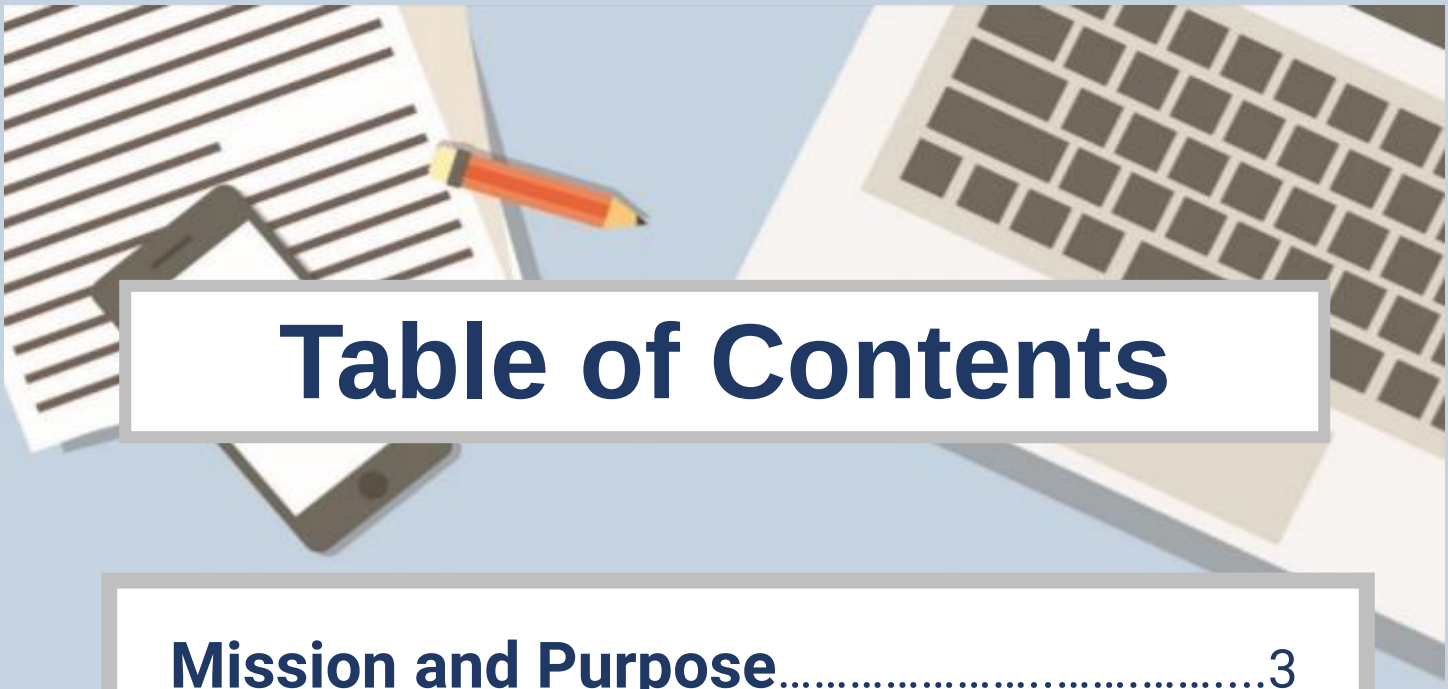
Chippewa Valley Schools
1:1 Technology Handbook

2024-2025



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Our Mission:

Inspiring and empowering learners to achieve a lifetime of success.

Our Vision:

Chippewa Valley Schools - Setting the standard for educational excellence.

Purpose:

Chippewa Valley Schools, in implementing a 1:1 laptop program, is supporting the district mission of inspiring and empowering learners to achieve a lifetime of success. Providing access to devices ensures that all students have access to resources that can promote engagement and allow learners to connect to the world beyond the classroom. A 1:1 program encourages and enables collaboration and promotes anywhere, any time learning. Providing all students with equitable devices will allow teachers to utilize mobile and social technology in their everyday instruction, encourage lifelong learning among students, and continue to meet the ever-changing challenges of college and career readiness.

Objectives:

The Chippewa Valley Schools 1:1 initiative will integrate technology in the classroom to:

- Support and enhance instruction.
- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from high school.

*This handbook may be updated, changed and modified at the sole discretion of Chippewa Valley Schools Administration. We will provide advance notice of any changes through regular school communication. Any changes to the policy will be effective for the next school year. Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in the parent and student handbook.

Chapter 1

Acceptable Use Policies
Digital Citizenship

Chippewa Valley Schools
Technology Acceptable Use and Safety Policy

The goal of Chippewa Valley Schools in providing students with 1:1 technology and onsite internet access is to enhance their learning. Technology offers opportunities to encourage collaboration and extend learning beyond traditional boundaries while also developing skills for life after graduation. We are committed to all students having access to technology, but they must act in a responsible, efficient, courteous, and legal manner.

The district utilizes filtering systems and software to block inappropriate sites in compliance with the Child Internet Protection Act (CIPA). Students are required to notify an adult if they access a site that is inappropriate so that the site can be blocked from future use.

Student use of district technology should be devoted to activities related to classroom teaching and learning. Students and families must agree to and follow the Acceptable Use Policies (AUP) of the district when using district issued laptops, district internet, or district provided programs. If a student violates the terms of the AUP, he/she may have their privileges revoked. The district has the right to monitor or review a student's device, online activity, or files at any time.

These guidelines apply to all district equipment, networks, and resources both on and off school property and extend to privately owned devices that are used in conjunction with District provided programs and/or systems. This policy governs students and guest users on the use of the district's technology resources.

Chippewa Valley Schools

Technology Acceptable Use and Safety Policy

Grades K - 5

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules when using the computer and other equipment at school or at home. I understand that if I break these rules, I might receive a school consequence or loss of use of school computers.

I am responsible for taking care of district equipment.

- I will take care of my computer and be responsible for it. I will not put food or drinks by it. I will carry it with two hands and do my best to take care of it responsibly.
- I will not remove or alter any labels, barcodes, or serial numbers on my computer.
- I will not add stickers or other decorations to my computer.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

I am responsible for keeping personal information private.

- I will not share my password with anyone, and I will not use another person's password.
- I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet. This includes prompts for AI, including generative AI, tools.

I am responsible for respecting and maintaining the security of District electronic resources and networks.

- I will use the computer and the Internet for schoolwork only.
- I will use computer and technology equipment only when a teacher or trusted adult is present.
- I will use only the programs and websites that my teacher has approved.
- I will not damage or change settings on the hardware, software, or the network.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.

I am responsible for practicing positive digital citizenship.

- I will never use the computer to be hurtful to others. I will not look at, send, or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others' well-being or safety at school to a teacher, administrator, or parent.
- I will tell my teacher if I read or see something on the computer that is inappropriate, makes me feel uncomfortable, or if someone I don't know attempts to contact me on the computer/Internet at any time.

I am responsible for respecting the works of others.

- I will not use or copy materials and represent them as my own.
- I will properly cite (give credit to) all sources including when using any AI tools.

Chippewa Valley Schools

Technology Acceptable Use and Safety Policy

Grades 6 – 12

I understand that using the computer correctly and responsibly is very important. I agree to follow the district Acceptable Use Policy when using my district issued laptop and other equipment at school or at home.
I understand that if I break these rules, I might face disciplinary action and I might not be able to use school computers, but I will still be responsible for completing all schoolwork. I agree to take care of the computer and will be responsible for any damage, including applicable fines or fees, due to accidental damage, carelessness, neglect, or misuse.

**The AUP has been updated to include the use of artificial intelligence (AI) tools, including, but not limited to generative AI tools that can produce new content including text, images, video, audio, structures, computer code, synthetic data, etc. in response to prompts generated by users.*

I agree to follow these rules when using the computer and other equipment:

I am responsible for taking all reasonable care when handling district equipment.

- I will care for the laptop I am assigned. I will use the case if provided with one. I will not be careless with it or put food or drinks by it.
- I will not intentionally damage CVS technology, including the removal or alteration of labels, barcodes, or serial numbers.
- I will not add stickers or other decorative items to the district device.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

I am responsible for keeping personal information private.

- I will not share images or personal information about myself or others online such as name, email address, address, or telephone numbers. This includes using personal information in prompts for AI, including generative AI, tools.
- I will protect the privacy of my username and password from others.
- I will not use someone else's username or password for any reason.
- I will not access, copy, or modify files or passwords belonging to other users.

I am responsible for practicing positive digital citizenship.

- I will only use social media or artificial intelligence tools approved by the district and only as permitted.
- I will behave appropriately and adhere to the Student-Parent Handbook when contributing to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative AI.
- I will never use the computer to be hurtful to others.
- I will not look at, send, or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others' well-being or safety at school to a teacher, administrator, or parent.
- I will immediately notify a teacher or staff member if I access something questionable.

Chippewa Valley Schools

Technology Acceptable Use and Safety Policy

Grades 6 – 12

I am responsible for respecting and maintaining the security of District electronic resources and networks.

- I will use the hardware and software provided by Chippewa Valley Schools solely for educational purposes.
- I will not vandalize any hardware, software, or data, including unauthorized access into the operation of the technology system and creating or transmitting computer viruses.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.
- I will not install any software unless approved by the district.
- I will not change any computer settings without permission from a teacher or district staff member.
- I will not use district technology for commercial purposes, partisan/political purposes or for any unlawful purpose.

I am responsible for respecting the works of others.

- I will not use or copy materials and represent them as my own.
- I will properly cite all sources including when using any AI tools.

Chippewa Valley Schools
Technology Acceptable Use Policy
Staff

The purpose of this agreement is to provide access to District technology resources (computers, technical instruments, and networks) and to the District's Internet and wide area network connections for legitimate educational purposes that are consistent with the school district's mission statement. As such, these accesses shall (1) assist in curriculum delivery and learning, (2) assist in the collaboration and exchange of information, (3) facilitate personal growth in the use of technology, and (4) enhance information gathering and communication skills.

The use of the computer, the network, the Internet, and all other technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The district may deny, restrict, revoke, or suspend specific user accounts at any time. In addition, the district may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user. Other district policies and procedures apply.

*The AUP has been updated to include the use of artificial intelligence (AI) tools, including, but not limited to generative AI tools that can produce new content including text, images, video, audio, structures, computer code, synthetic data, etc. in response to prompts generated by users.

The district's computers and technology are to be used for educational purposes and to conduct the business of the Chippewa Valley Schools.

- Accounts are not to be used to conduct or promote personal or private businesses.
- Any costs incurred by a user are the user's responsibility.
- Users shall not distribute material throughout the network, which contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political or religious viewpoints without the approval of Chippewa Valley Schools.
- "Spamming" (mass emailing of "junk mail") is not allowed.
- Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence, harassment, or discrimination towards other people.

Maintain and protect security.

- All users are responsible for respecting and maintaining the security of district electronic resources and networks.
- To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations.
- Any attempt to harm or destroy the data of another user, computer, network, or system either internal or external to Chippewa Valley Schools is a violation of the acceptable use policy.
- Only use software or hardware that has been authorized for use by the district. Do not purchase or acquire programs or equipment without prior district approval.
- Do not instruct or require students to create accounts at sites that are not district approved (i.e. Google).
- Do not try to bypass security settings or filters, including through the use of proxy servers or unauthorized Virtual Private Networks (VPNs).
- Review any outputs from AI tools, including generative AI, to ensure that they are accurate and appropriate.
- Users are to log out, shut down, or otherwise secure the computer when they leave it.
- Users must complete the cybersecurity training set forth by the district in a timely manner.

Chippewa Valley Schools
Technology Acceptable Use Policy
Staff

Equipment Responsibility and Care.

- Staff are responsible for treating district technology with care.
- Staff are expected to take reasonable precautions such as not keeping food and drink near computers and other district equipment.
- Small equipment such as tablets, chargers, and remotes must be stored securely when not in use.
- Do not alter district equipment by removing or altering labels, barcodes, or serial numbers.
- Be conscious of plugging in items such as microwaves, coffee pots, or refrigerators in the outlet with your computer / SMARTBoard, overloaded circuits can damage equipment.
- Broken equipment should be reported to the Help Desk in a timely manner for troubleshooting and repair.
- Devices such as tablets and computers are district property and should not be personalized or altered.
- Staff are responsible for returning all checked-out equipment at the end of the school year. This includes SMARTBoard accessories, tablets with chargers and stylus, remotes, etc.
- All district technology is property of Chippewa Valley Schools and must be returned to the building when staff leave the district.

Follow the law.

- State and federal laws govern the use of the district systems. Users shall follow laws and help enforce them.
- Users shall obey copyright guidelines and respect intellectual property.
- Users must cite outputs of AI tools, including generative AI, when applicable.
- The unauthorized installation, use of storage, or distribution of copyrighted software or similar unauthorized materials on district systems and technology is prohibited.

Preserve personal safety and privacy, especially for students.

- If using AI tools, including generative AI tools, users cannot include personal information about themselves or others.
- Under no circumstances are district usernames and/or passwords to be shared with others, including other district staff and students, either directly or indirectly.
- The network account holder is held responsible for their actions and activity within their account.
- Users may not attempt to access folders, directories, or network resources not designated for their use.
- Use caution when downloading files or opening emails, as attachments could contain viruses or malware.
- District web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, address, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Photos which identify students will not be published on web pages without parent permission.

There is no guarantee of privacy when using district technology.

- Chippewa Valley has the right, but not the obligation, to examine any content on our network. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a district policy. Furthermore, the Internet employs systems owned by others and beyond the control of the district. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data are public information and subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

Online information, including web pages, must meet district standards.

- The district's web pages, emails, and other communications must be consistent with Chippewa Valley's mission and philosophy as a public school district. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school district reserves the right to edit any material that does not meet the district's standards.
- Use professional judgement and appropriate language in all work-related communications including email, socials media posts, audio recording, conferencing, and artistic works and in prompts for AI tools, including generative AI tools.

The district reserves the right to change this policy. The settings and configurations of the network and its related components will be constantly evaluated and changed, when necessary, to better meet the needs of the district and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network.

As a staff member, you agree to this Acceptable Use Policy each time you sign into your district account.

Digital Citizenship and Healthy Media Use

Chippewa Valley Schools is committed to ensuring its students use technology to become lifelong learners and engaged citizens capable of using technology to create, collaborate, communicate, and solve problems. Much like the physical world, children need to be taught and mentored on how to effectively use technology and appropriately act online. The following is a framework for student online behavior as well as parent tips on how to foster healthy media use within their child.

Students and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the four following principles:

- **Respect Yourself.** Show respect for yourself through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider what personal information about your life, experiences, or relationships you post. Do not be obscene and act with integrity.

- **Protect Yourself.** Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact information or a schedule of your activities. Report any attacks or inappropriate behavior directed towards you while online. Protect passwords, accounts, and resources.

- **Respect Others.** Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people. Show respect for other people in your choice of websites: do not visit sites that are degrading to others, pornographic, racist, or inappropriate. Do not enter other people's private spaces or areas.

- **Protect Others.** Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

Healthy Media Use Tips for Parents/Guardians

Today's children are growing up immersed in digital media, which can be enriching when balanced with their physical life. Media use should be safe and not disrupt other activities, such as play, study, in person interaction and sleep. It is important that the adults in your child's life act as a media mentor, teaching and demonstrating a healthy use of digital media.

Here are some suggestions to keep your child safe and healthy as they grow their digital media competency.

- Develop a set of rules/expectations for device use at home.
- Place consistent limits on the time spent using media, and the types of media, and make sure media does not take the place of adequate sleep, physical activity and other behaviors essential to health.
- Designate media-free times together, such as dinner or driving, as well as media-free locations at home, such as bedrooms.
- Only allow device use in common rooms of the home (e.g., living room or kitchen) and not in bedrooms.
- Talk to your children about the values and standards you expect your children to follow as they use the internet, similar to the standards discussed for television, telephone, movies, and music use.
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Model good behavior. Show children how to be polite and respectful, and let them know that is the behavior you expect when they are interacting in the digital realm.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Monitor activity on your child's account and view your child's internet history by pressing (CTRL) + (H)
- Understand the technology. Open a personal email account yourself, and/or get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.

For additional information on healthy digital media habits, consider Common Sense Media. Common Sense is a leading nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information and education on 21st century topics.

common sense media

Chapter 2
Responsibilities

Student and Parent Responsibilities

Providing students with a laptop computer that will be taken to and from school does impose additional responsibility on the part of the student and parent. The school-provided laptop should be treated like any other piece of school property, such as a textbook, and its care is ultimately the responsibility of the student and parent.

Student Responsibilities

- Laptops are a school-provided tool and should be used for school assignments.
- Laptops are the property of CVS. Students should be aware that the content on their laptops is subject to search at anytime and shall comply with the district Acceptable Use Policy (AUP).
- Laptops are expected to come to school every day **FULLY CHARGED.**
- Laptops left at home
    - If a student leaves his/her laptop at home, he/she may check out a loaner laptop from the Media Center. Keep in mind, the number of loaner laptops is limited and there might not be a laptop available. Students are still responsible for getting all coursework completed as if they had their laptop present.
    - Loaner laptops must be returned to the Media Center at the end of each day. Failure to return the laptop at the end of the day may result in disciplinary action.
    - Students who repeatedly forget their laptop may lose the option to check out a loaner from the media center.
- Power supply cords should be left at home in a safe place. Charging should not be necessary at school, as laptops should come fully charged each day.
- Stickers and other decorative items are not permitted.
- Food and liquids should be kept away from the laptops.
- Laptops MUST be kept out of extreme temperatures—do not leave them in cars for long periods of time.
- Students should not let other students or family members borrow or use laptops.
- Students are expected to adhere to the AUP when using laptops. This includes using the laptop for ACADEMIC purposes only while at school. **Gaming and social messaging are not permitted during the school day.**

Student and Parent Responsibilities (Continued)

Parent Responsibilities

- Parents are expected to enforce student laptop guidelines at home and help students adhere to the guidelines in the AUP.
- Parents MUST sign usage and responsibility agreement before the student can take a laptop home, as well as agree to the damage and loss policy outlined in this handbook.
- Laptops are for use by the student, not other family members.
- Laptops should be used by the student in a location that can be supervised by the parent; unsupervised use is discouraged, e.g. use in child's bedroom.
- Parents should monitor student's time online. Internet sites will be filtered as they are at school; however, parents should still be aware of what the student is doing online.
- Parents are encouraged to be involved with student's laptop use and communicate any concerns to the classroom teacher.
- Parents agree to immediately report any damage to, or loss of, a laptop to the school. Parents may not take the laptop to an outside source for repair.
- Parents must return laptop to Chippewa Valley Schools in the event of the student changing schools.

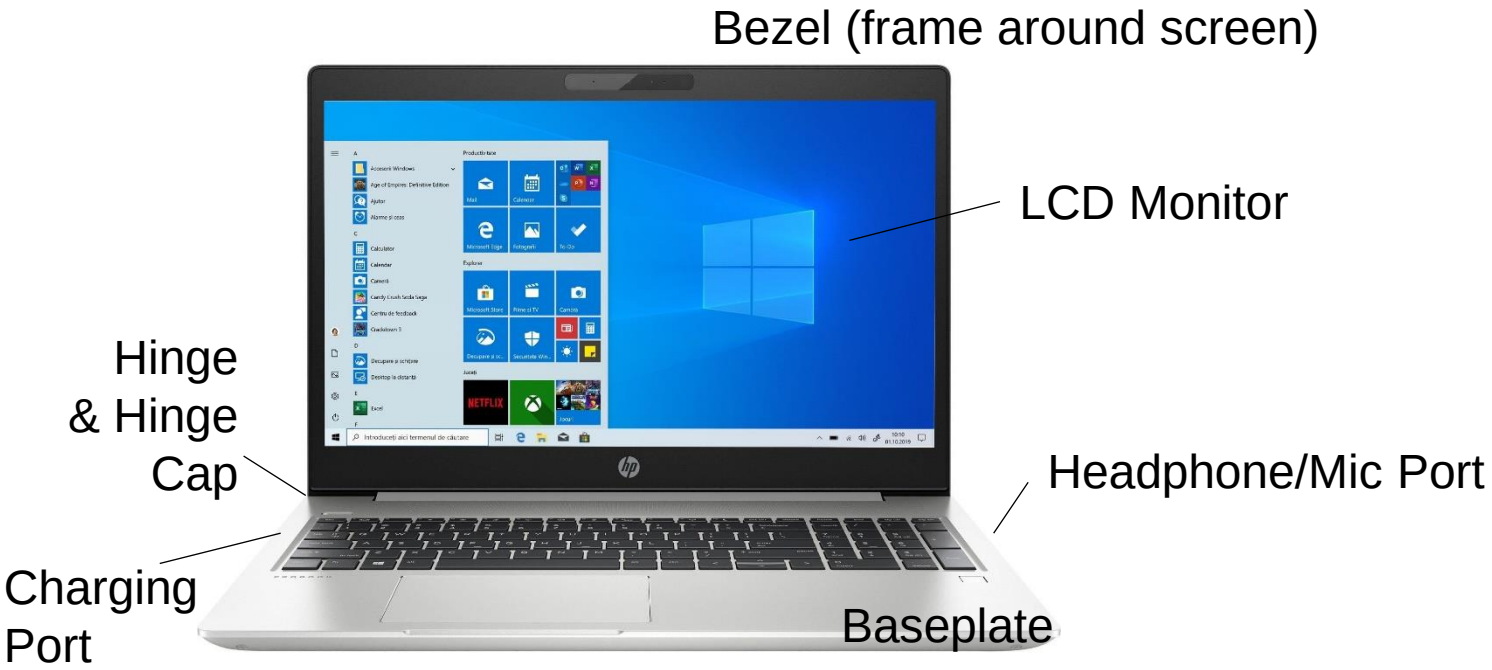
Hardware

Elementary

- Laptop- Dell Latitude 3420 or HP ProBook 350
- Devices will be housed at the school building and may be sent home occasionally and in the event of a school closure.
- Each student is assigned a specific device to use in school and take home when needed.

Secondary

- Laptop- HP ProBook 350 (6-12)
- A power supply will be issued. If lost or damaged, replacement cost ($25.00) will be the responsibility of the student.
- If the laptop is issued with a carrying case, it should be used for transporting the laptop at all times.



Damages and Repairs

Reporting an Issue:

Students will be responsible for reporting if their laptop is damaged, lost, stolen, or not functioning properly. Students should contact the building Media Center staff. There you can file a support ticket and sign out a loaner device. If your computer is damaged, we will fix it or send it out for repair. If it needs to be repaired, we will loan you a device to use until it's returned. Under no circumstances should you or anyone else take the device to a third party to try to fix. District provided computing devices are property of Chippewa Valley Schools and district personnel shall fix all problems.

Repair Fees:

Students are responsible for taking care of their District-issued device. In the event the laptop, AC adapter (charging cable), or protective carrying case (if applicable) is damaged or lost, fees will be determined by the repair technicians and assessed using the fee schedule below.

All fees will be available for payment online via PaySchools. You will be notified via email when fees have been assigned.

Students who do not pay fees and/or repeatedly damage district devices may lose the ability to have a laptop issued to them.

Reason	Charge to Student
HP Laptop Replacement Cost (lost)	$575
HP Power Cable Replacement (lost)	$25 or must be HP / Dell if replacing
Liquid Damage	$200
Laptop Case (if applicable)	$25
Bezel (Frame around screen and/or keyboard)	$20
Replacement Asset Tag (Barcode)	$3
Bottom Base (Plate)/ Palm Rest	$20
Hard Drive	$50
Hinge Cap	$10
LCD Monitor (screen)	$100
System board	$30
Port Damage (USB, charging port, headphone, etc.)	$25
Hinge	$20
Missing Key(s) replaced (per key)	$10
Neglect (Food/dirt/sticky residue)	$5
Significant Outside Damage	Actual repair/replacement cost

Chapter 3
Laptop Assignment

Laptop Distribution

Our 1:1 program will look different at various grade levels.

Grades K-5

Elementary classes will have a cart-based 1:1 program. Classrooms will have a classroom cart and a laptop assigned to each child. Each K-5 classroom will have its own dedicated cart, allowing teachers to plan in-class computer-based activities at their convenience. The laptops will be available to send home with students for projects at the teacher's discretion or in case of a school closure. How often students take those laptops home will be left to teacher discretion and will be available to send home in the event of a school closure.

Grades 6-12

These students will take laptops to and from school daily. Students will be responsible for charging and bringing their laptops every day. Students in 6th through 8th grade, and 9th through 12th grade will be issued the same laptop each year.

How laptops will be checked out to students will vary by building. More information will be sent home from the building about the check-out process.

Chapter 4
Using Your Device

Using the Laptop

All students will participate in an orientation session and be taught the basics for navigating their district issued laptop. The information and resources below should provide assistance for students and parents regarding the laptops.

Saving Work

- Students should save all work to their Microsoft OneDrive accounts.

Printing

- The laptops will not be configured to print at school.
- Students will be able to access work via OneDrive and print from school Media Center computers.
- Students may install home printers on the laptop and print directly from the laptop at home. This is the preferred and encouraged method, as access and time for printing at school may be limited.

Internet Connectivity

- The laptops are configured to connect to the Internet via a wireless connection.
- Wi-fi is available at all CVS buildings and will be available to the students.
- Students will log in using their CVS credentials to the CVS Network
- Internet will not be provided to students at home.
- Instructions for connecting the laptop to a home wireless connection will be provided.

Software

- Students may not install personal software on district laptops. The district owned laptops are designed for school use.
- Downloading or using a VPN or Proxy server is expressly prohibited by the AUP and will result in loss of privileges and other consequences.
- Students cannot download malicious software, doing so violates the AUP and will result in disciplinary action.

Using the Laptop (Continued)

Inspection

- Students may be selected at random to provide their laptop for inspection. Laptops are the property of the Chippewa Valley Schools.
- Any staff member may confiscate any device at any time for safety and security purposes.
- Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law.
- The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student laptops at any time for any reason related to the operation of the District. By using a laptop, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity, including all documents or files on student laptop no matter where or when the documents were created.

Care

- Clean the screen with lint-free, antistatic or microfiber cloth or wipes.
- Do not spray cleaner directly on the screen.
- Stickers and other decorative items are not permitted.
- Food and liquids should be kept away from the laptops.
- Laptops MUST be kept out of extreme temperatures- leaving them in direct sunlight or in the car for long periods can cause damage.
- Be sure to keep laptop off of the ground and on a flat, stable surface.
- Always carry the laptop closed, with two hands.
- Power down and store the laptop carefully in your backpack when transporting it to and from school.
- Do not leave the device in unsupervised areas including the cafeteria, outdoor tables & benches, buses, locker rooms, classrooms, gyms, restrooms, and hallways.
- Do not place a lot of books or heavy items on top of the laptop, that could cause the screen to crack.
- Do not store items (such as pencils, papers, etc.) inside laptop or laptop case.

Getting Help

Troubleshooting Tips

- In many cases, simply rebooting the computer will solve most issues. If completely stuck, first try force-quitting the program and then a reboot.

- Allow updates to run on your computer. Ignoring updates may cause issues with your computer running properly.

- Problems that are unable to be resolved by students or the classroom teacher should be addressed at the Media Center. The Media Center staff will provide assistance and determine whether the machine needs to be sent in for repair. If a laptop has to be sent away, the student will be issued a loaner until it returns.

- There are also many help documents available on the Schoology Rock Your Technology Course that is available to all students in their course listings.

Getting Help (Continued)

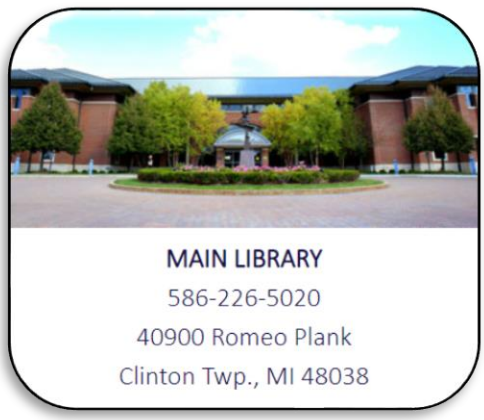
Wi-Fi and Internet

Connecting to Wi-Fi at home:

1. Click on the symbol in the bottom right
2. Find your home Wi-Fi
3. Enter your password

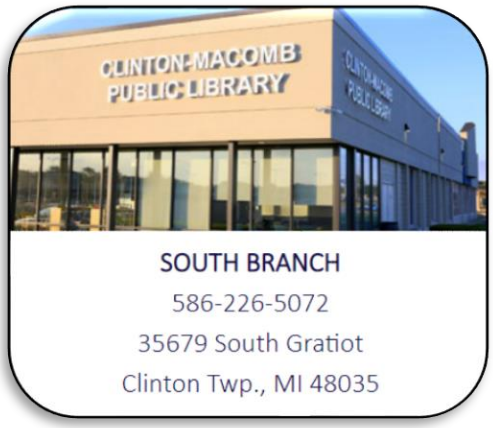
Wi-Fi Access in the Community:

If you do not have access at home, the following places have Wi-Fi available for your use:



MAIN LIBRARY
586-226-5020
40900 Romeo Plank
Clinton Twp., MI 48038

NORTH BRANCH
586-226-5082
54100 Broughton Road
Macomb Twp., MI 48042



SOUTH BRANCH
586-226-5072
35679 South Gratiot
Clinton Twp., MI 48035

Check the Clinton-Macomb Public Library website for hours and details: https://cmpl.org/

These area business usually have Wi-Fi available:

Everyone On

"Everyone On" is a nonprofit dedicated to creating social and economic opportunity by connecting low-income families to affordable internet service and computers and delivering digital skills trainings.

Click on the "Everyone On" logo or click the website below to see what programs are available in our area.

https://www.everyoneon.org/find-offers

Chapter 5
Forms

Chippewa Valley Schools
19120 Cass Avenue, Clinton Township, MI 48038 – (586) 723-2020 – FAX (586) 723-2021

Laptop Use Agreement

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and give my permission for my child to have access to and use the described District issued technology. I understand we will be responsible for damage to district issued equipment due to neglect, carelessness, or misuse. My child may be assigned fees for damaged equipment that we will be responsible for.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date:_____

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes. I am responsible for taking care of equipment assigned to me and using it according to the AUP.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

*Once the device is checked out to your student, please examine it closely and fill out a damage report form if you have any concerns about the condition of the laptop.

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Laptop Checkout Condition Summary

This form only needs to be completed if you have a concern with the laptop that was assigned to your student.

PLEASE TURN IN THIS PAGE TO YOUR CHILD'S SCHOOL WITHIN A WEEK OF THE LAPTOP BEING ISSUED.

I have examined the assigned laptop and would like to make the District aware of the following concerns and/or damage:

_____

_____

_____

_____

_____

_____

_____

_____

Student Name:_____ Computer # (Barcode): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date:_____

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Laptop Incident Report

This form must be completed by parents/students when reporting an incident relating to a school owned laptop/device.

Name: _____ **Student ID:** _____**Building:** _____

Computer Barcode #: _____

Damaged Item: Laptop Charging Cord Case

Nature of Incident: Malfunction Damage Theft Loss

Date of Incident: _____

Description of Incident:

Include details of where the laptop was at the time and full details of what occurred.

- o If the laptop is not working, describe what the problem is and if you know what may have caused the problem.
- o If damaged, describe the incident and the damage sustained.
- o If loss or theft describe the incident (If theft, a completed Police Report needs to be attached).

_____

_____

_____

_____

_____

_____

_____

_____

The signature below indicates that the information above is accurate:

Student's Name	**Signature of Student**	**Date**
Parent / Guardian Name	**Signature of Parent / Guardian**	**Date**

To be filled out by media clerk:

Spare Device Checked out: Y / N (*If Yes, asset tag #* :_____)

Note created in Destiny: Y/N

Helpdesk Ticket created: Y/N Ticket #: _____ Date Created: _____

-Pictures of damage attached: Y/N

Chapter 6
Frequently Asked Questions

Frequently Asked Questions

Q: How will the 1 to 1 initiative help our students?

A: 24/7 access to technology makes it possible for students to access a wider array of resources to support their learning, to communicate with peers and their teachers, and to become fluent in their use of the technological tools of the 21st century workplace.

DEVICES AND HARDWARE

Q: Will all students be issued a device?

A: All students will have access to a device and the ability to bring it home when necessary:

K-5 will be a cart-based program where devices will primarily be kept at school, with the option to take home during closures or based on teacher discretion. Each student will be assigned a specific laptop for in school and home use at the elementary grades.

6-12 Students will take home their laptop on a daily basis

Q. How is one student's laptop identified from another?

A: District asset tags with bar-codes will be on each device and each device has a serial number. CVS keeps all of that data, so if a laptop is misplaced, we can determine who it is assigned to get it back to the student user.

Any ID stickers that are on the laptop when issued must stay on the device. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the laptop or any district provided carrying case (if applicable) at any time. While the devices are issued to students, they are still district-owned property.

Q: Will devices be collected at the conclusion of each year?

A: Laptops will be collected for all elementary and Mohegan students, as well as all 8th and 12th graders. Other grades will keep their laptop over the summer. Students in elementary or 8th grade may request a checkout for summer work.

Q: Do all students have to use CVS devices, or can we use our own?

A: Students are expected to use CVS issued devices for learning as they will have the proper set up and programs for the students. If a family chooses to opt out of the 1:1 program students should have access to a personal Windows 10 device. All district programs are compatible with Windows 10, we cannot guarantee they will work on other operating systems. Secondary students who choose to opt out of the district 1:1 are expected to bring their personal device to school daily, so they are able to participate in class activities and work. Chippewa Valley Schools cannot troubleshoot, repair, or accept responsibility for personal devices.

STUDENT ACCOUNTS, APPS, AND SOFTWARE

Q: What software will students have access to?

A: All students will have access to Microsoft Office 365 when using their CVS issued device. Word, Excel, PowerPoint, etc. will be installed on the computer, and students will have access to all other district program, most of which are web-based. Some programs such as Graphics and Design use specialized software that will not run on 1:1 laptops. These courses are conducted in labs with the appropriate computers.

Frequently Asked Questions (Continued)

INTERNET AND WIFI

Q: May I access the Internet at home with the District device?

A: You may use the device at home and access your home network in support of academics. There is an Internet content filter installed, however, parents should not rely solely on the Internet filter as a catch all for inappropriate content. There is no such thing as a perfect filter and there is no substitution for parental supervision. Under no circumstances should anyone try to circumvent or tamper with the installed Internet content filter. Any attempts to remove or manipulate the filter will be considered a violation of the District's Acceptable Use Policy (AUP). You may or may not be able to print to your home printer. Because of the uniqueness of each home computing network, the District cannot provide support regarding connection issues that occur with any home network or non-District owned peripheral devices (printers, scanners, storage devices, etc.).

TECHNICAL SUPPORT

Q: What do I do if my District device doesn't work or is damaged?

A: Take your device to the Media Center. There you can file a support ticket and sign out a loaner device. It's important not to delay as one problem can lead to another if not solved right away. If your computer is damaged, we will fix it or send it out for repair. If it needs to be repaired, we will loan you a device to use until it's returned. Under no circumstances should you or anyone else take the device to a third party to try to fix. District provided computing devices are property Chippewa Valley Schools and district personnel shall fix all problems.

If a student laptop is broken or damaged due to carelessness, neglect, or malicious behavior the student's account will be charged for repair as described in this handbook.

SECURITY

Q: What is CVS doing to make sure students are safe online?

A: All student devices meet and exceed the CIPA (Children Internet Protection Act) requirements and have proper security set up for all district issued devices. Chippewa Valley Schools provides students with individual accounts that will allow them to access all learning platforms, data and devices. By utilizing individual student accounts, we can ensure that "virtual meetings" cannot be joined by outside users or guests without a valid login.

- Additionally, CVS utilizes Microsoft cloud services for students since Microsoft complies with global security standards and has more certifications than any other cloud provider in the world.