

Content provided on this page is adapted from the Bensenville, IL School District 2 web page (<https://www.bsd2.org/Page/1287>) and the Kankakee, IL School District 111 One-to-one Device Handbook.

One-to-One Chromebook Program

- The purpose of the Rockford Lutheran School (RLS) 1:1 Chromebook program is to help prepare students for success in a global, technology-rich learning and working environment. As we navigate the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. The 1:1 Chromebooks provide an additional learning tool that will increase access to technology, which is essential for the future. The individual use of technology is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. It will also provide opportunities for differentiated and personalized learning. One-to-one devices encourage students to solve problems and think critically by stimulating analytical thinking. Technology and 1:1 Chromebooks do not take the place of our teachers, but adds additional resources to be used in the instructional setting and provide excellence in education.
- Rockford Lutheran School's one-to-one Chromebook program gives all students in grades 6-12 access to Chromebooks to use at school throughout each day. They will be owned by the students' families and are taken home daily to continue learning outside the classroom.

Chromebook Use in the Classroom

- The Chromebooks are used as a learning tool across all subject areas. The use of a variety of apps and Internet resources along with our learning management system (LMS) Canvas, allows students to digitally communicate, collaborate, and create in and out of the classroom. Students are using the Chromebooks to create and publish original work, practice specific skills, research curriculum topics, and explore their own interests.

Chromebook Program Features

- All students work through RLS's own Google domain, which has filtering safeguards.
- Google does not access data stored on RLS's Google Drive unless authorized by the school.
- The Chromebooks operate in a technology environment similar to what is used in college and in the workplace.
- With a one-to-one program, students have increased access to technology and the opportunity to work collaboratively with teachers and classmates.
- Student work is saved on Google Drive, which makes it accessible from any computer with an Internet connection. No additional software is required.
- Parents can access their child's work and view content by using their child's username and password from any Internet-enabled device.

- Teachers receive professional development throughout each school year to develop their knowledge and skills in relation to technology usage in the classroom.

Frequently Asked Questions About Chromebooks

- **What is a Chromebook?**
 - A Chromebook is a small laptop specifically designed to access the Internet.
 - It runs on the Chrome operating system, which resembles the Google Chrome Internet browser.
 - Through RLS's use of the Google Suite, Chromebooks utilize Internet resources, specialized apps, and software for documents, spreadsheets, and presentations similar to Microsoft Office.
- **Does this mean students will not write with a pen or pencil anymore?**
 - No, students will still use paper and pencil. They will just spend an increased amount of time typing, which will help them improve their keyboarding skills.
 - One of the goals of the one-to-one Chromebook program would be to reduce paper usage within the school, thus helping us be good stewards of God's creation.
- **Will my child be learning different curriculum?**
 - No, the curriculum and standards taught will be the same across the grade level. Chromebooks are a tool that will be used to deliver the curriculum.
 - The use of Chromebooks will allow for more differentiated and personalized learning opportunities.
- **How will you promote good digital citizenship?**
 - At the start of each year, students will have lessons on good digital citizenship and what it means to be a good digital citizen. They will also be reminded of key concepts of it throughout the year as different class activities warrant.
 - Students and parents will sign an acceptable use policy at the start of each school year, acknowledging that they know and understand the technology policies of RLS.
 - A discipline system is in place to deal with students who are not meeting the acceptable use standards.
- **Will information about my child be stored or shared on the Internet?**
 - No, all students are registered with only a username and password. Any content put into Google Apps is safe from other organizations and is fully owned by RLS.

Taking Care of Your Chromebook

Students are responsible for the care of their Chromebooks in order to be properly prepared for each school day. Damaged or broken Chromebooks need to be reported to their parents immediately as well as to RLS so repairs or a replacement can be done expediently and interim plans for Chromebook usage can be made.

General Policies

- Students are responsible for bringing their fully charged device to school each day, unless specifically instructed not to do so by their teacher.
- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment. Chromebooks are sensitive to damage from excessive pressure on the screen.
 - Close the device screen before moving it.
 - Do not lean on the top of the device when it is closed.
 - Do not place anything near the device that could put pressure on the screen.
 - Do not place anything in the carrying case that will press against the cover.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid.
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink should be next to your device while it is in use.
- To conserve battery life device should be shut down before moving them.
- Chromebooks should not be left in a car or any unsupervised area.
- Students are responsible for charging their device's battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damages or misuse.

Failure to comply with the General Policies listed above may result in the loss of 1:1 privileges for a time period to be determined by the school administration.

Managing Your Files and Saving Your Work

- Saving documents on Google Docs
 - Students will be logging into the Rockford Lutheran domain and saving documents to their Google space. With each individual's Chrome login, the student can access his or her schoolwork from any computer or internet capable device that has Internet access.
 - Rockford Lutheran makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the school will not be responsible for lost or missing data.
- Printing
 - At School: Printing functionality will be available on a limited basis at school. Teaching strategies teachers use in their classrooms will encourage and facilitate digital copies of homework when possible.
 - At Home: Chromebooks will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>.

- Security and Passwords
 - Students are responsible for the material that is viewed or listened to on their Chromebooks and Google Account. To that end, students need to ensure that their unique password is kept safe and secure.
 - If a student feels that their password is known by others, they need to request a password change.
- Access to Student Social Networking Passwords & Websites
 - School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Software on Chromebooks

- All software and apps on the device will be installed and managed wirelessly through the RLS. Students will not be able to install additional apps on their 1:1 Device. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators.

Digital Citizenship

- 1:1 Devices are for educational purposes, it is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyber bullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

Charging Your Chromebook's Battery

- 1:1 Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening.
- Repeat violations of this policy will result in disciplinary action from the teacher or school administration.
- If deemed necessary, students may check out a loaner device from the CORE.

Non-Functioning Chromebooks

- 1:1 Devices that are broken or fail to work properly must be reported immediately to their parents and RLS.
- If deemed necessary, a loaner may be checked out from the CORE.

It is understood that if a student does not follow the expectations of appropriate behavior regarding the device there will be an appropriate and proportionate consequence. The list below is not an exhaustive list of infractions and accompanying consequences, but rather serves as an example.

Infractions	Possible Consequences
<p>Being off task, including but not limited to:</p> <ul style="list-style-type: none"> • multiple tabs • being on wrong sites • working on other class's work • music/games/videos instead of work 	<p>Teacher's classroom procedures for off task behavior will be enforced. Repeated off task behavior will result in building behavior management plan going into effect.</p>
<p>Not following Staff directives, examples include:</p> <ul style="list-style-type: none"> • refusing to shut down or close lid when requested • refusing to close inappropriate tabs or apps 	<p>Teacher's classroom procedures will be enforced. Repeated behavior will result in building behavior management plan going into effect.</p>
<p>Being unprepared:</p> <ul style="list-style-type: none"> • Chromebook not sufficiently charged • Lack of earbuds • No Chromebook in class 	<p>Natural Consequences:</p> <ul style="list-style-type: none"> • Lack of Chromebook to complete tasks • Cannot listen to assignment/must listen quietly so as not to disturb others <p>Possible detention for lack of preparation for class for repeat offenders.</p>
<p>Misuse of Internet:</p> <ul style="list-style-type: none"> • downloading of music/video/games • copyright violations • illegal file-sharing sites • inappropriate websites 	<p>= removal of items from drive = school procedures for plagiarism = Repeated offences will result in building behavior management plan going into effect.</p>
<p>Misuse of School email:</p> <ul style="list-style-type: none"> • Cyber Bullying • Inappropriate images • Using email to sign up for inappropriate sites 	<p>= School policy for bullying will be put in effect = School policy will be enforced = cancellation of membership to site</p>
<p>Disrespect for Property</p> <ul style="list-style-type: none"> • intentional damage to device 	<p>Teacher's classroom procedures will be enforced. Repeated behavior will result in building behavior management plan going into effect.</p>