



# **1:1 (One-to-One) Handbook for Parents & Students**

***FOR THE 2018-2019 SCHOOL YEAR***

*This 1:1 Handbook is intended to promote the responsible and productive use of devices as primary learning resources.*

**VICTORY CHRISTIAN SCHOOL**  
**TRAIN • PREPARE • EQUIP**

*THE PURPOSE OF 1:1 IPADS AT VCS IS - TO ENHANCE THE CLASSROOM EXPERIENCE BY  
EMPOWERING OUR FACULTY AND INSPIRING OUR STUDENTS*

## **What is 1:1 (One-to-One)?**

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21<sup>st</sup> century, schools must ensure that students are:

- Digitally literate
- Inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- Clear and effective communicators and collaborators
- Intellectually curious and persistent
- Self-regulators
- Connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

## **What does 1:1 Look Like?**

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on the standards and curriculum. The digital content, strategies, and resources embedded in the curriculum will provide support for planning instruction *with* technology, not teaching the technology itself. The primary goal is always effective, engaging instruction.

An effective 1:1 program supports instruction that is individualized, differentiated, and personalized. Individualized instruction is paced to the learning needs of different learners. The learning goals remain the same for all students, but each student can progress through the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to the learning preferences and needs of learners. The method or approach of instruction can vary based on what is most appropriate for a single student or group of students. Personalized instruction incorporates both individualized and differentiated instruction,

and a device can provide what is needed – tailored, student-centered instruction. Used alongside curriculum with appropriate technology tools and resources, the devices will make instruction more manageable and effective.

In the 1:1 initiative, the goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator. This pedagogical model supports Victory Christian School's Instruction process.

Victory Christian School's instructional focus will be:

- Increase interactivity in the classroom with the use of technology
- Increase student engagement with active learning and authentic tasks
- Extend learning beyond the immediate classroom through collaboration and communication
- Provide digital learning content and resources which offer optimal challenge through adaptation to individual learning needs
- Create a learning environment that promotes individualization, differentiation, and personalization

## Receiving Your Device

Devices will be distributed each fall. The exception will be in the 2018-19 inaugural year where the devices will be distributed in January of 2019. ***Parents and students must sign and return the 1:1 Handbook Policy and Responsible Use Policy document before the device can be issued to their child.*** The document can be found on the last page of this handbook and will need to be signed during student registration.

## Device Rental

Student-issued devices are a primary instructional resource and technology fee for the 2019-2020 school year will be charged.

## Insurance

Parents are encouraged to add the Device to their renter's/homeowner's insurance policy.

## Training

Students will be trained on how to use the Devices using online training tools as well as by their classroom teachers.

## **Return**

Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Any student who transfers out of Victory Christian School will be required to return their Device and accessories.

If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full or the property not returned will be reported to law enforcement authorities. For Devices returned in unsatisfactory condition, the parent/guardian will be responsible for any repair or replacement costs even up to the full cost of the device.

## **Taking Care of Your Device**

Students are responsible for the general care of the Device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the tech office. If a loaner is needed, one will be issued to the student until their device can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

### **Wallpaper/Background Photos**

Students are to choose wallpapers for their iPad which are consistent with their commitment to love God and love others.

### **Carrying the Device:**

The protective cover for the Device is called a stay-in case so the Device should remain in its case at all times. It is designed to better protect the Device in case it is dropped or bumped. There is no case that can protect from abusive handling. Carrying the Device in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you should not toss the bag or drop the bag if the Device is inside.

## Screen Care

The Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore:

- Do not lean on top of the device.
- 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.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. ***Do not use window cleaner or any type of liquid or water on the Device.***

## Using Your Device

### At School:

The Device is intended for use at school each and every day. In addition to teacher expectations for Device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Device. Students must be responsible for bringing their Device to all classes, unless specifically advised not to do so by their teacher.

### At Home:

All students are required to take their Device home each night through the school year for charging. Devices must be brought to school each day in a fully charged condition. Students need to charge their Devices each evening; the process takes 3-5 hours for a complete charge. If students leave their Device at home, they must either sign out a loaner Device in the office for the day, or have a parent bring in their Device. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is not recommended that students not carry the charger to school. If fully charged at home, the battery will last throughout the day.

## Printing

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

*At Home:* Users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **Netiquette**

Students are expected to use the Internet, network resources, and online sites in a courteous and respectful manner. Students must also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students will use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – with very real potential to be shared and spread in ways never intended or anticipated.

## **Plagiarism**

Students will not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students will not take credit for things they did not create themselves, nor will they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet will be appropriately cited, with credit given to the original author.

## **Cyber-bullying**

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating anyone else. Engaging in these behaviors, or any activities intended to harm (physically or emotionally) another person, will result in immediate disciplinary consequences, and loss of Device privileges. In some cases, cyber-bullying is considered a crime. Remember: **Your online activities are monitored and retained.**

## **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and monitor saved files. Students will be trained on proper file management procedures.

## **Personalizing the Device:**

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Victory Christian School. Spot checks for compliance will be done by administration, teacher, or tech support at any time.

Students may add appropriate music, photos, and videos to their Devices, as well as set appropriate backgrounds or wallpaper. Personalized media are subject to inspection and must follow the VCS Responsible Use Policy. Storage required for educational purposes is a priority.

## **Software on Device**

### **Originally Installed Software**

Device software is delivered via the iTunes/Apple Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Device must remain on the Device in usable condition and easily accessible at all times.

All Devices are supplied with the latest build of the Apple IOS, and many other applications useful in an educational environment. The Apple IOS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection**

Additional virus protection is unnecessary due to the unique nature of the Device design.

### **Photos/Videos**

All technology provided by or used at Victory Christian School are intended for educational purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all they do. Therefore, we expect students to: use technology in a way that is safe, appropriate, careful, and kind; make no attempt to get around technological protection measures; use good common sense; ask questions if they need clarification of any areas of potential concern.

Students are ***NOT PERMITTED*** to take pictures or videos in class, locker rooms, hallways, restrooms, etc. without teacher permission. Disciplinary action will result if students choose to ignore this rule.

## **Gaming**

Students are ***NOT PERMITTED*** to use gaming apps or websites during school hours unless teachers have given the student permission to access a particular game for educational purposes.

## **Additional Software**

Students are able to install software and apps which have been approved and enabled by Victory Christian school and will be available in a VCS App Store.

## **Inspection**

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Protecting and Storing Your Device**

### **Device Identification**

All devices will be labeled in the manner specified by the school. They can be identified in the following ways:

- Record of serial number and VCS asset tag or other identifier.
- Individual's Google Account username

***Under no circumstances are students to modify, remove, or destroy identification labels.***

### **Storing your Device**

When students are not using their Device, they should be stored in their lockers with the lock securely fastened (As the Device is the sole responsibility of each student, locker combinations should **NEVER** be shared). Nothing should be placed on top of the Device when stored in the locker. Students need to take their Device home with them every night. The Device should be charged fully each night at the student's home. Devices should **never** be stored in a vehicle. Reminder: It may take up to 5 hours for the Device to fully charge.

### **Storing Device at Extra-Curricular Events**

Students are responsible for securely storing their Device during extra-curricular events and should communicate with their coach for sponsor if there are questions about safe storage areas.

## **Devices Left in Unsupervised/Unsecured Areas**

Under no circumstances should a Device be stored in unsupervised areas. Unsupervised areas include school grounds and campus, cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Devices will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Device in an unsupervised location.

## **Repairing or Replacing Your Device**

### **Devices Undergoing Repair**

- Loaner Devices may be issued to students when they leave their device for repair at the tech office, if they are available.
- Repaired devices will likely be restored to its original state – as it was when deployed. It is important students keep their school data synced to Google Drive so documents and class projects will not be lost. Other information should be saved at home or on an external storage device.
- Students and parents will be charged for Device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor through FACTS.

### **Warranty**

The manufacturer warrants the Devices from defects in materials and workmanship for one year and the school will take responsibility for issues related to defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Device. The manufacturer warranty **DOES NOT** warrant against damage caused by misuse, abuse or accidents. Please report all Device problems to the tech office.

If a Device becomes defective (at no fault of the student, as determined by IT Support), VCS will replace the device at no charge with one that is new or refurbished.

### ***Limitation of Liability***

***Victory Christian School will not be responsible for damage, harm, or theft to student-issued iPads. While Victory Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.***

# Victory Christian School

## Device Coverage

Accidental damage to devices will be repaired as noted below, however, a student must report the damage and the incident that caused the damage – Devices WILL NOT be repaired without an explanation of the cause of the damage.

### **The student/guardian will be responsible for any deductible under Apple Care:**

- **1<sup>st</sup> Incident \$49**
- **2<sup>nd</sup> Incident \$79**
- **Subsequent incidents *may* result in payment of the total cost of the Device.**

**If a device has non-accidental claims, they will be charged full repair costs.**

### **Cost of lost or Intentionally Damaged Device and Accessories**

A device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parents and the replacement cost must be paid to the school. (Prices vary due to type of Device.)

### **Device Technical Support**

The Tech Office will be the first point of contact for repair of Devices. Services provided by the Tech Office include:

- Password identification
- User account support
- Coordination of warranty repair
- Distribution of loaner device (during repair)
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Device to factory default system software
- Updates

# Technology Responsible Use

## General Guidelines

- Students will have access to forms of media and communication in support of their learning, research and in support of educational goals and objective at Victory Christian School. Students are responsible for their ethical and educational use of the technology resources of VCS.
- Access to VCS technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the Victory Christian School's Responsible Use Policy. Any violation of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Victory Christian School's Responsible Use Policy, Discipline Policies, or other policies.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, with the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the Victory Christian School's technology resources and/or school network must sign the Victory Christian School Responsible Use Policy and abide by the rules defined in the Victory Christian School Responsible Use Policy. This is in addition to the rules and policies this document (1:1 Handbook) contains.

## Privacy and Safety

- Do not go into any chat room other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files not belonging to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Victory Christian School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Victory Christian School's Responsible Use Policy.
- If you inadvertently access a website that contains obscene, inappropriate, or otherwise offensive material, notify a teacher or the principal immediately so that

such sites can be blocked from further access. This is not merely a request, it is a responsibility.

## **Legal Propriety**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the principal or network administrator if you are in compliance with this law.
- Plagiarism is a violation of the Devices discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## **Email:**

- Students in need of email for academic reasons will only be allowed email access through a Google Gmail system managed by Victory Christian School. The interface is heavily monitored by Victory Christian School network administrators and is subject to filtering of inappropriate content. Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other students and faculty unless enabled for academic reasons.

## **Consequences:**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Handbook or the Victory Christian School's Responsible Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof another user is responsible.
- Email, network usage, and all stored files may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Victory Christian School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## Examples of Acceptable Use

Students will:

- Never leave iPad unattended and will know where their iPad is at all times.
- Use school technologies ONLY for school-related activities.
- Follow the same guidelines or respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for education pursuits.
- Give appropriate source credit when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect their own safety and the safety of others.
- Help to protect the security of school resources.
- NOT borrow an iPad from another student or loan their iPad to another student.
- NOT remove a borrowed/school-owned iPad from the secondary school building.

This is not an exhaustive list. Students should use their own good judgment when using technologies in school. VCS staff reserves the right to change the content of the above list at any time.

## VCS 1:1 Handbook Student Pledge

- I will never leave my Device unattended in an unsecured or unsupervised location.
- I will never loan my Device to other individuals.
- I will know where my Device is at all times.
- I will charge my Device's battery to full capacity each night.
- I will keep food and beverages away from my Device since they may cause damage to the Device.
- I will not disassemble any part of my Device or attempt any repairs.
- I will protect my Device by always carrying it in a secure manner to avoid damage.
- I will use my Device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Device.
- I understand that the Device I am issued is subject to inspection at any time without notice and remains the property of Victory Christian School.

- I will follow the policies outlined in the 1:1 Handbook and the Victory Christian School Responsible Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Device, power cord/charger, or protective sleeve in the event any of these items are lost or damaged due to misuse or abuse.
- I agree to return the Device, power cord/charger, and protective sleeve in good working condition at the end of each school year.

## **Responsible Use Policy**

Use of the Internet and digital devices is intended to further student learning for Victory Christian School students. Students and staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to understood, responsible use and courtesies. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges.

### **Be Responsible**

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms social networks as part of a class curriculum only
- Use personal electronic devices in compliance with individual building policies
- Use Internet and computers only under adult supervision

### **Be Respectful**

Respect and protect your privacy and the privacy of others.

- Use only your assigned accounts
- Keep personal information such as full name, address, phone number, etc., off of public websites
- Keep passwords secret
- Represent yourself truthfully

Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all networks security practices
- Conserve, protect, and share these resources with other students and Internet users

- Treat technology equipment with care and report any damages, security risks, or violations to a teacher or administrator

Respect and protect the copyrighted/intellectual property of others

- Cite all sources appropriately
- Follow all copyright laws

Respect and practice the principles of community

- Communicate only in ways that are kind, responsible, respectful, safe, and lawful
- Obtain permission before taking/using photos, videos, or images of other people
- Observe all network security practices
- Use only school appropriate language, images, and videos

## **Be Safe**

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school Victory Christian School guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret.

# **Victory Christian School**

## **1:1 Handbook and Responsible Use Policy Agreement**

### **Device Reminders:**

- 1. Device is to remain in its case.**
- 2. The only thing to be stored in the Device Case is the Device.**
- 3. Device is to come to school fully charged each day.**
- 4. When turning Device in for repair the google form must be completed before repair will be done.**
- 5. Do not wrap the charger cord tightly as it will cause wires to break.**
- 6. Do not close your Device without checking to make sure there is nothing in it. (earbuds, pencils, etc.)**
- 7. Store all items in your Google Drive in case your device needs to be wiped for repair.**
- 8. If my Device is lost, I am responsible for replacement costs.**
- 9. The deductible will need to be paid for any repairs made.**

# Victory Christian School

## 1:1 Handbook and Responsible Use Policy Agreement

### SIGN-OFF PAGE

**Parents and students should carefully read the 1:1 Handbook, including the Responsible Use Policy, prior to completing the portion below.**

#### 2018-2019 Parents and Students

Your signatures below indicate your understanding of the Device Victory Christian School 1:1 Handbook Policies as well as the Responsible Use Policy. Your signature further indicates you will follow the policies contained in both documents, and understand the replacement/repair fees involved.

Student Name (Printed): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_