



Lititz Christian School

One-to-One Device Policy  
and Handbook

**Lititz Christian School and Early Learning Center**  
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## OVERVIEW

As part of our efforts to integrate 21<sup>st</sup> century tools, concepts and learning, Lititz Christian School has expanded our One-to-One (1:1) technology program. We define 1:1 as an equitable program that provides students with technology tools to integrate new instructional strategies and 21<sup>st</sup> century learning skills in the classroom and other learning environments.

The goals of our 1:1 program include:

- Promoting an inclusive environment where students have access to anytime-anywhere learning.
- Equipping teachers and staff with tools necessary to differentiate instruction for personalized learning.
- Preparing students for essential digital literacy skills needed to compete in a global workforce.
- Facilitating deeper learning opportunities that reach beyond traditional classroom settings.
- Motivating students to think critically and apply 21<sup>st</sup> century learning skills needed for real-work innovation.
- Cultivating self-directed, life-long learning, responsibility and collaboration using digital communication and productivity tools.

Students enrolled in grades 5-12 participate in the Lititz Christian School 1:1 program. Participating students will have a mobile device assigned to them. The device has all the necessary software needed for students to facilitate instruction and meet learning goals.

Students in grades K-4 participate in the shared device program. Elementary teachers have access to several carts of mobile devices and will coordinate device usage among their classroom needs.

Parents and students that receive a school provided device must agree to the policies and requirements outlined in this document and submit the associated agreement form. Students are also required to follow all the guidelines outlined in the Lititz Christian School "Technology Acceptable Use Policy" which can be found on the school website.

## RESPONSIBLE TECHNOLOGY USE POLICY

The use of Lititz Christian School technology resources, including access to the Internet, is a privilege, not a right. Individual users of Lititz Christian's technology resources are responsible for their behavior and communications when using those resources. Responsible use of LC technology resources includes use that is God honoring, ethical, respectful, academically honest, and supportive of student learning. Each adult and student user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and faculty/staff behavior standards, including those prescribed in other applicable school policies such as the student handbooks, and other regulations and school rules, apply to use of the Internet and other school technological resources.

School administrators reserve the right to deny any personal device and require the use of a school provided Chromebook if the device is deemed unreliable, a distraction, or not sufficient to meet the instructional needs of the student or class. Use of any other personal electronic device will be at the discretion of the supervising staff member. Cell phones must be turned off and left in student lockers (we recommend locked) during the school day.

In addition, anyone who uses school system computers or electronic devices or accesses the school network or the Internet using school system resources must comply with the additional rules and guidelines for responsible use listed below. This list is intended to clarify expectations for conduct but should not be considered all-inclusive.

## GENERAL RULES AND GUIDELINES FOR USE OF SCHOOL TECHNOLOGY RESOURCES

1. School technological resources are provided solely for school-related purposes. Acceptable uses of such resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school technological resources for commercial gain or profit is prohibited. Student personal use of school technological resources for amusement or entertainment is also prohibited, unless permitted by school personnel. Accessing private virtual rooms or instant messaging software is prohibited unless approved for a valid educational purpose or official school business.
2. Parental consent is implied for Google services and additional third-party Google services unless otherwise stated by parent or guardian. Google services include but are not limited to Classroom, Desktop, Books, Earth, Translate, Trips, YouTube and others.
3. Under no circumstance may software purchased by the school be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Handbook.
5. No user of school technology resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, advocating illegal acts, or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of school technology resources may not fraudulently send electronic communications that misrepresents the identity of the sender.
9. Technology users must respect the privacy of others. When using email, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential of themselves or fellow students. In addition, school employees must not disclose online any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student. Also, users may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, electronic devices, software, computer networks, or data of any user connected to school technology resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt school network performance. Users must allow the technology department to scan any downloaded file for viruses. The technology department provides antivirus software for all system-owned or leased computers. Users must not disable any antivirus programs from running on those computers.
11. Users of school devices are expected to respect school property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance and care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for

devices while under their control. The school is responsible for any routine maintenance or standard repairs to school devices. Users are expected to notify the technology department in a timely manner of any need for service.

12. School technology resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; distribution of large quantities of information that may overwhelm the system; and the posting of information that will cause damage or endanger students or staff.
13. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school computer, electronic device, or network without the express permission of the technology director or designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the school system.
14. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
15. Users are prohibited from using another individual’s ID or password for any technology resource without express prior permission from the individual. Students must also have permission from a teacher or other school official.
16. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
17. Employees shall not use passwords or user IDs for any school-related data system for unauthorized or improper purposes.
18. If a user identifies a security problem on a technology resource, the user must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk may be removed from and denied future access to the school network.
19. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
20. By using the school’s network, Internet access, email system, devices, or other technology resources, individuals consent to have that use monitored by authorized school system personnel. As a result, all system users should have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school’s network, devices, Internet access, email system, or other technology resources owned or issued by the school, whether the resources are used at school or elsewhere, even if the use is for personal purposes. The school may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose.

## **GENERAL GUIDELINES FOR TECHNOLOGY USAGE**

### **Responsibility and Liability**

Lititz Christian School issues a Chromebook to each student in grade 5-12 who, along with his/her parents or legal guardian, is the sole authorized user of that device. While each student accepts responsibility for the care and use of the issued device, the device remains the sole property of Lititz Christian School. Lititz Christian School owns the licenses for the software installed on the device and under no circumstance may any software be transferred to any other device. Device loss, damages, vandalism, or negligence must be reported to school administration and the Technology Department immediately, or if damage happens at home, the next school day. The school is responsible for making repairs and replacing devices, but students/parents/guardians may be held financially accountable for repeated damage/loss claims. Students may not personalize devices or peripherals in any way (stickers, markers, etc.). This constitutes vandalism and will be subjected to appropriate disciplinary action.

### **Repair/Replacement Policy**

Upon assessment of physical device damage or software malfunction of a student device:

- First report - the school will repair or replace the device at no cost to the student unless damage is deemed intentional or extremely negligent
- Second and subsequent reports - student is responsible for repair or replacement cost of device

### **Daily Use – Best Practices**

Lititz Christian School recommends the following best practices for optimum performance of Chromebooks:

- Follow all teacher instructions
- Do not remove any labels or identifying stickers from your device
- Restart the device daily
- Do not attempt to access internal electronics or repair your device on your own
- Don't keep a lot of tabs open in browser and close programs when you are done
- Allow device to run and install updates before shutting down
- When in use put your device in the center of the desk
- Close the lid of the laptop/Chromebook before standing up
- Never leave a device unattended, lock it before walking away (Windows key + L)
- Do not put any foreign objects (i.e., pencil) on the laptop keyboard
  - \*if the lid closes it will break the screen
- Avoid placing weight on your device and never throw or slide a device
- A device taken off-campus must be in a padded bag

### **Off-Campus Use**

School issued devices may only be taken home for the explicit use of school assigned work. School devices taken off campus should not be left in temperatures below 35 degrees or above 90 degrees. To avoid damage: food, drinks, and pets should not be near devices. Rain, wet hands, and high humidity are risky to devices and should be avoided. In preparation for the next school day, devices taken off-campus should be charged fully at night and should be stored on a desk or table – never on the floor. Do not leave devices in a

vehicle, this encourages theft and exposes the device to temperature changes outside of operating limits.

### **Device Power Supply Cords**

Lititz Christian School provides one power cord with each issued device. The school may provide a loaner power cord and/or charging station for students who occasionally forget their issued power supply cord. Repeat offenders will be charged a fee to use a loaner power cord. It is preferred that, at the end of each school day, students leave their school issued device plugged into the classroom cart provided and use personal devices at home for school work if necessary. Purchase of a second power supply to keep at home is available for \$50 (this amount may change without notice) from the technology department.

### **Loaner Device**

In the event a school-issued device becomes inoperable, the student should report, with the device, to the Technology Department. The student will be issued a loaner device while their device is being repaired or replaced. The loaner device assumes all aspects and policies of the student's originally issued device. In the situation that a student's report of damage or loss becomes a recurring event, the case history will be reviewed and financial responsibility may be incurred by the student/parent/guardian.

### **Forgotten Device and/or Power Cord**

Students who arrive at school without their school issued device and/or power cord will receive one grace occurrence of receiving a loaner device and/or power cord without consequence. Students repeatedly arriving without the necessary issued technology will be able to borrow or rent a loaner device and may receive consequences for being unprepared for class. Significant multiple occurrences of unpreparedness will result in loss of loaner device privileges and the expectation of making up missed work at home.