



**Blended Learning**  
**District 1:1**  
**Technology Handbook**

**PITTSGROVE TOWNSHIP SCHOOL DISTRICT**

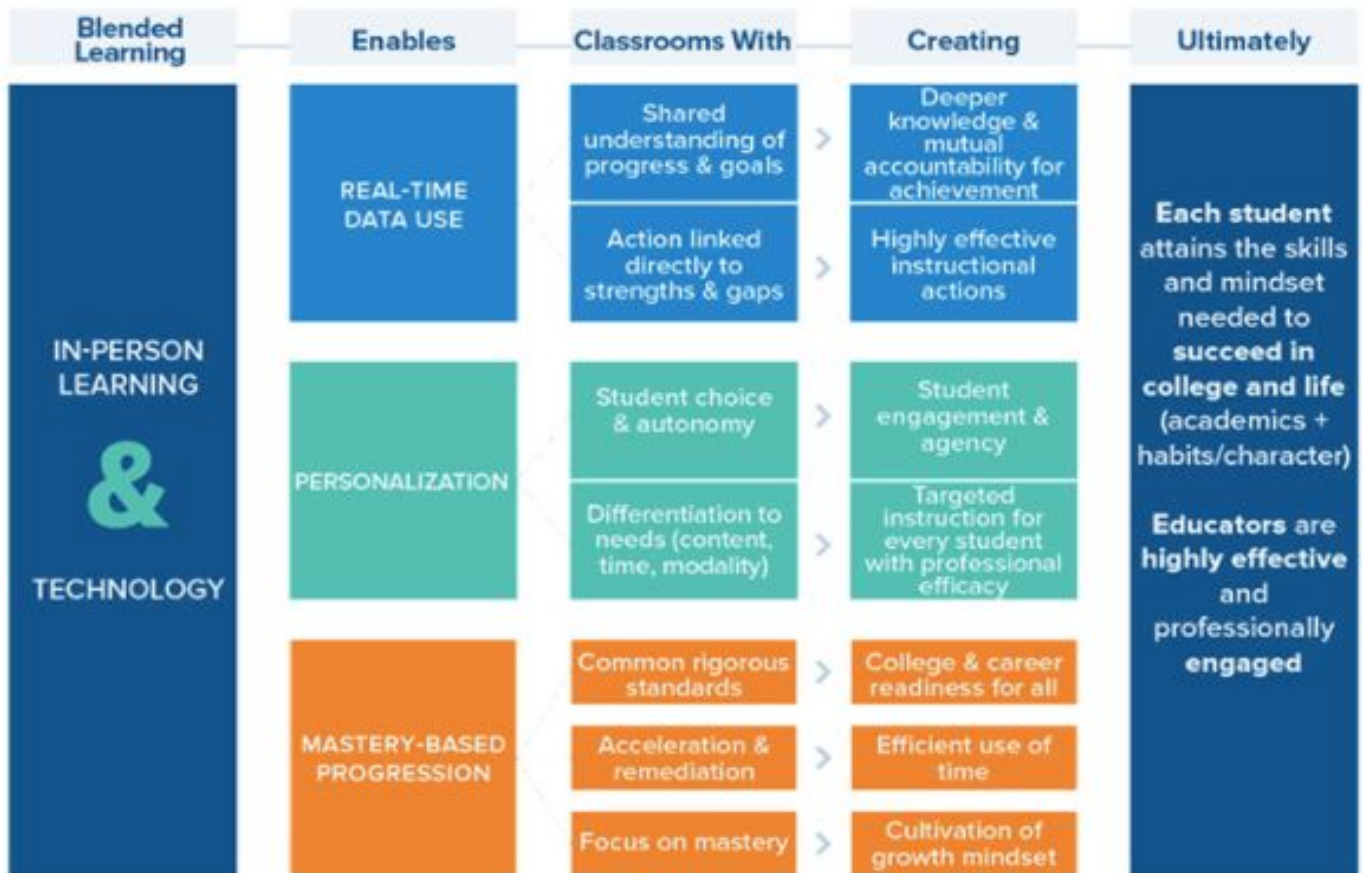
1076 Almond Road, Pittsgrove, NJ 08318



## Blended Learning Vision

Our vision for blended learning is that strategic, purposeful instruction is supported through educational technology, and that we achieve the vision of ALL-ED (all learners learning every day). A blended learning vision keeps the teacher as the most important variable in the classroom, but this pathway to learning has the opportunity to scale the impact of the teacher on the learner and learning process. Blended learning increases differentiation, personalization, engagement, and relevance. We want students that create, collaborate, and communicate. We want to build self-directed, independent learners who see the value of being a life-long learner. A blended learning classroom focuses on the student and provides an increase in choice, path, pace, time, and direction for learning.

## Goals for Blended Learning





## Terms of District Issued Device Loan

### Agreements:

In order to participate in the District 1:1 device initiative parents must acknowledge that they have read and agree to the terms of the Pittsgrove Township School District 1:1 Technology Handbook. Families with multiple students must complete one form per student.

***Signature page can be found at the conclusion of this document.***

### Assignment of District Issued Devices:

The District Issued Device will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the District Issued Device for the remainder of the school year in which it was issued or until the student withdraws from school. Students are responsible for bringing the District Issued Devices to school, taking them home each day, and ensuring they are charged for use the following day. The District Issued Devices are not to be left unsupervised at home or at school in unsecured locations. District Issued Devices will be stored by the school over the summer months.

### Charger:

All students will be issued a charger. Students are responsible for returning the charger at the end of the school year in which it was issued. Chargers will be stored by the school over the summer months.

### Carrying Case:

All students will be issued a carrying case for the District Issued Device. No other case shall be used to carry the District Issued Device.

### Operating System:

District Issued Devices run the Google Chrome Operating System and most applications are web-based. They also have web-filtering and anti-virus services. Additionally, all District Issued Devices have a tracking and monitoring system that is activated when the District Issued Device is logged on. The school does not have remote access to the web camera installed on each District Issued Device.



## Power Management:

- It is the student's responsibility to recharge the District Issued Device's battery so it is fully charged at the beginning of each school day.
- District Issued Devices should be placed in standby mode or hibernate, and if they will be used within the next 30 minutes; otherwise, the District Issued Device should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.
- Uncharged batteries or failure to bring the District Issued Device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- All students are required to carry their chargers (AC Adapters) to school just in case there is an opportunity to recharge in a classroom (no promises).

## Financial Responsibilities for District Issued Device Repair

As a parent or guardian of this student, by signing the Agreement Page of the **Blended Learning District 1:1 Technology Handbook**, I acknowledge that I will be held accountable for:

- Rules and regulations outlined for care, maintenance and student responsibility of District Issued Devices apply to all Pittsgrove Township issued technology, including desktop computers, iPads, laptops, etc.
- Violation of the Student Code of Conduct Computer/technology offenses will be addressed through each school's Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.).
- The financial burden of repairs due to damages caused by my child for the following areas:

### **PART / COMPONENT COST**

- District Issued Device Screen \$40.00
- District Issued Device Keyboard \$20.00
- Unit Replacement ChromeBook \$150.00
- Unit Replacement Touch Screen ChromeBook \$180
- I-Pad Repair (TBD by Technology Department)
- LOST Power Cord \$15.00



## Security & Compliance

### CIPA Certification:

The district Technology Supervisor certifies that Pittsgrove Township School District provides internet filtering both on campus and off campus on district issued devices. Instruction on appropriate online behavior in accordance with the Children's Internet Protection Act (CIPA) is delivered and enforced throughout the curriculum Kindergarten through grade 12.

### COPPA (Children's Online Privacy Protection Act) Compliance:

Under COPPA parental consent is required for all online educational services for children under 13 years of age. As a District we have standardized on two on-line platforms for the delivery of technology based instruction. For pre-kindergarten through grade 2 we utilize Seesaw. For grades 3 through 12 we utilize Google's G-Suite for Education. These platform's privacy and data policies are reviewed by the school district and student accounts created to access all on-line services are managed and content filtered by the school district.

G-Suite provides student login credentials needed to access a District Issued Device device and to G-Suite's core set of collaborative tools. Included in these tools is a student email account. For students in Grade 8 and below the district limits e-mail communication to within the school domain only. So students under the age 13 can not communicate with the public via their school G-Suite account.

[Google Privacy Policy for Education](#)

Seesaw is a collaborative platform designed specifically for younger students. Seesaw gives students a place to document their learning, be creative and learn how to use technology.

[Seesaw Privacy Policy](#)

***Agreement to the terms of this document constitutes consent to provide your child a District managed account on either of these two platforms.***



## **“Anti-Big Brother” Notification:**

The District Issued Device is the property of the school district. Student activity on the District Issued Device, including browsing history and files, may be monitored by the school district. The District Issued Device is equipped with a camera. The Pittsgrove Township School District (PTSD), will not utilize the camera to monitor students or violate student privacy. In the event of a District Issued Device that is reported stolen, PTSD may take steps to locate the device including accessing browser history, GPS location, and source IP address of the District Issued Device.

## **Password Policy:**

Students will login under their assigned usernames and passwords. Students will not share their password with other students. Two-step verification for user authentication is best practice and available to all students. Passwords are maintained by district personnel and can be reset at any time if a student believes their password is no longer private and has been compromised in any way.

## **Loaning Student Devices to Others:**

Students may not lend the District Issued Device or District Issued Device components to others for any reason. This includes other family members. Parents/legal guardians may use the District Issued Device to assist their child who is assigned the District Issued Device with homework and school assignments. Parents, guardians or students are not to test the District Issued Device’s security features or filtering by attempting to circumvent security features or by typing inappropriate sites into the District Issued Device.

## **Device Security:**

Students should never leave District Issued Devices in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, or hallways.



## Device Privacy:

There is no expectation of privacy regarding the contents of computer files, browser histories, or communication using any school-owned computer or network. PTSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via PTSD's equipment. All District Issued Devices have a tracking/monitoring system that is activated when the District Issued Device is accessed via student login credentials. The school does not have remote access to the built-in camera installed on each computer.

will obtain consent to photograph or record people and events with the District Issued Device, not post or publish any personal information about themselves or others including but not limited to contact information and pictures.

## E-Mail Policy:

Email accounts are provided and managed by the school District. We utilize Google's G-Suite platform as our Learning Management System (LMS). By default student accounts created for G-Suite provide an email address for all users. Email accounts are blocked from sending or receiving messages to or from the public in grades Kindergarten through grade eight. Email within our private domain, (pittsgrove.net) is allowed, so students can email their teachers but not the public. As required by law all email messages are archived and can be retrieved and reviewed by the district at any time.

## Lost or Stolen:

- If at any point a device is lost/stolen during the school day, the student is to immediately report it to their teacher. At that time, the student will be sent to the main office where the incident will be documented and a temporary loaner device will be issued.
- If at any point a device is stolen off school property, it must be reported to the local police where the theft occurred by the parents/guardians or student, and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration.
- Filing a false police report and insurance claim is punishable by law.



# District Issued Device Care Guidelines

## Responsibilities

- Know where the District Issued Device is at all times, and will be responsible for all damage or loss caused by neglect or abuse.
- Immediately report all malfunctions, damage or loss of my District Issued Device to my homeroom teacher or principal.
- Notify a staff member whenever I come across information or messages that are inappropriate, threatening, or make me feel uncomfortable. I am also aware that the District's content filter and Internet safety plan is in place.
- Do not place decorations (such as stickers, markers, etc.) or deface the identification number on the District Issued Device.
- The District Issued Device is subject to inspection at any time without notice and remains the property of the Pittsgrove School District.
- The District District Issued Device must be returned in good working condition.
- Only the student/parent/guardian issued the District Issued Device is authorized to use it and it cannot be shared with anyone, including family members.

## General Care

- For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help conserve the battery.
- Avoid placing excessive pressure or weight on the District Issued Device screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Please be aware that overloading a backpack or case WILL damage the District Issued Device.





- When using the District Issued Device, keep it on a flat, solid surface for air to circulate. Do not expose your District Issued Devices to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the District Issued Device.
- Liquid, foods, and other debris can damage the District Issued Device. You should avoid eating or drinking while using the District Issued Device. DO NOT keep food or food wrappers in the District Issued Device case.
- Never attempt to repair or reconfigure the District Issued Device. Under no circumstances are you to attempt to open or tamper with the internal components of the District Issued Device...doing so will render our warranty void.

### Cleaning the District Issued Device

- Always disconnect the District Issued Device from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- NEVER clean the screen with a glass cleaner.
- Wash hands frequently when using the District Issued Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

### Carrying the District Issued Device

- All District Issued Devices and components are to be carried in the school-provided District Issued Device carrying case at all times.
- District Issued Devices are not to be carried or picked up by the screen at any time.
- District Issued Devices should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case.
- Always close the lid before moving or carrying the District Issued Device.



- Do not leave the District Issued Device in a vehicle for extended periods of time or overnight.
- Carefully unplug all cords, accessories, and peripherals before moving the District Issued Device or placing it in the case.
- Do not overload the District Issued Device carrying case since it is likely to cause damage to the District Issued Device. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the District Issued Device carrying case.

### Securing the District Issued Device:

- NEVER leave District Issued Device in unsupervised areas. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways, etc.
- Avoid using the District Issued Device in areas where damage or theft is likely.
- Students are expected to take their District Issued Devices home every night. Exceptions can be made at the discretion of the building Principal.
- District Issued Devices should not be stored in a vehicle at home. If a District Issued Device is placed in a vehicle temporarily, it must not be visible from the outside

### Student Code of Technology Ethics and Acceptable Use Agreement

1. The District Issued Device provided by the Pittsgrove Township School District will be used for school-related purposes only.
2. Security devices are installed on all computers to safeguard the software and hardware; therefore, these security mechanisms can not be violated or bypassed.
3. Managed/filtered online accounts will be provided for school related purposes only.
4. Password(s) may never be shared with others, nor can another person's password be used to gain access to materials, information, files, or accounts.



## **Blended Learning - District 1:1 Technology Handbook**

5. Acknowledge that security systems are in place and the district has the right to inspect log files, Internet history, and monitor activities on all digital devices.
6. Will demonstrate non-offensive and polite behavior while on-line and will always be accountable for information that I produce and publish.
7. Will not use technology to create or transmit threatening, inflammatory, obscene, or harassing materials.
8. Will not plagiarize material that is available on the Internet and/or infringe on copyrighted material.
9. Will obtain consent to photograph or record people and events with the District Issued Device, not post or publish any personal information about myself or others including but not limited to contact information and pictures.



# **Blended Learning District 1:1 Technology Handbook**

## **DAMAGE - REPORT**

**Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_

Where did this occur? (Location, date, time)

Was another student involved in this incident?

In your own words, describe what happened.

**TECHNOLOGY DEPARTMENT**

- Damage aligns to information provided
- Concerns when assessing the damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Blended Learning District 1:1 Technology Handbook

## DAMAGE - FINANCIAL RESPONSIBILITY

Date: \_\_\_\_\_

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

As you are aware, Pittsgrove Township School District implemented a **Blended Learning District 1:1 Technology** initiative for all of our students. This initiative has been a huge success and continues to exceed our expectations as we provide our students with technology-rich environments to be engaged and successful members of a digital society and workforce.

Unfortunately, damage has been caused to Chromebook Number \_\_\_\_\_ which has been turned over to the Technology Department and is being processed for repair. Based on the financial responsibilities outlined in the **Blended Learning District 1:1 Technology Handbook**, the following fines will be applied.

As a parent/guardian of this student, you are held accountable for the financial burden of repairs due to damages caused by your child (Board of Education Policy 6142.10).

<u>PART / COMPONENT</u>	<u>COST</u>
<input type="checkbox"/> District Issued Device Screen	\$40.00
<input type="checkbox"/> District Issued Device Keyboard	\$20.00
<input type="checkbox"/> Unit Replacement	\$150.00
<input type="checkbox"/> District Issued Device Touch Screen	\$180.00
<input type="checkbox"/> I-Pad Repair	\$ _____
<input type="checkbox"/> District Repair - Device Malfunction	

Currently your child has been issued a temporary replacement, which may be permanently assigned once financial obligations have been met. **Please submit payment within the next 30 days.** Checks should be made out to: *Pittsgrove Board of Education*.

Thank you in advance for your attention to this matter.



# Blended Learning - District 1:1 Technology Agreement

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- Violation of the Student Code of Conduct Computer/technology offenses will be addressed through each school’s Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else’s account, etc.).
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**PART / COMPONENT COST**

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- Unit Replacement ChromeBook \$150.00
- Unit Replacement Touch Screen ChromeBook \$180
- I-Pad Repair (TBD by Technology Department)

I understand that if I violate any of these rules, I could receive consequences, lose my District Issued Device privileges, and/or pay for any damages. (Board of Education Policy 6142.10). Payment for damages will be required within 30 days and is to be made out to Pittsgrove Board of Education.

**Student Acknowledgement:**

*I understand and will abide by the provisions and conditions of the **Blended Learning District 1:1 Technology Handbook**. I understand that at any time violations of the above provisions may result in disciplinary action, the revoking of technology access privileges, and appropriate legal action.*

\_\_\_\_\_  
Student Name

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

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement:**

*As the parent or guardian of this student, I have read and understand the terms of the **Blended Learning District 1:1 Technology Handbook** and agree to its provisions.*

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date