



Personalized Learning Environment

at Heritage High School

Handbook

1 PURPOSE

This program will put a mobile device in the hand, and home, of every currently enrolled Heritage High school student. The goal is to ensure that every student has the skills and tools necessary to remain academically competitive as the landscape of education transitions to a digital platform. Developing a personalized learning environment is part of an on-going effort to maintain engaging and meaningful daily instruction with the support of technology.

Heritage High School will provide all students with access to digital resources that support meaningful student engagement; and enhance student learning in an authentic student centered environment where students are prepared for careers of the future.

2 PERSONALIZED LEARNING ENVIRONMENT (PLE)

2.1 WHAT IS PLE?

PLE is a student-centered framework where opportunities for learning and access to educational resources are available anytime, anywhere. Components include:

- 21st Century Skills - communication, collaboration, creativity, and critical thinking
- Digital Instruction -blended learning platform (Google Classroom), web-based resources, etc.
- Mobile Devices - Wi-Fi laptop or tablet with battery-life of 6+ hours (Chromebook)
- Personalized Learning - using an abundance of resources & assessment data to customize learning

2.2 GOALS OF THE PLE

1. Improved Student Learning: By applying student centered instructional strategies, and integrating the use of a variety of technological tools and resources to facilitate 'learning anywhere, anytime', we support students as they develop 'careers of the future' skills
2. Meaningful Student Engagement: We facilitate challenging and engaging learning experiences that capitalize on the power of a technology rich learning environment, that make skill and knowledge development more engaging and relevant for students
3. "Careers of the Future" Skill Development: Provide opportunities for students to engage in authentic learning experiences, via the Project Based Learning method of instruction, that require students to practice and develop creative and critical thinking, problem solving, communication, collaborative skills
4. Equity of Access: Bridge the digital divide by providing all HHS students with access to technology tools and resources for anytime, anywhere learning.

3 STUDENT RESPONSIBILITIES

3.1 DEVICE CARE

General Care:

- Students are responsible for the general care and protection of the Chromebook. The District is not responsible for the safekeeping and protection of student issued Chromebooks.
- Damaged or malfunctioning Chromebooks must be taken promptly to the designated repair drop off location and reported for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).
- Do not take District-owned Chromebooks to outside computer services for any type of repairs or maintenance. Do not attempt to repair damaged or malfunctioning Chromebooks yourself.
- Chromebooks should be carried with two hands with the lid closed.
- Each student will be issued a protective case for his/her Chromebook. The case provided is an “always on” case so students can use all Chromebook features while in the case. This protective case should be used at all times.

Screen Care:

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Pick up and carry your device by the keyboard, not the screen (most common cause of damage).
- Avoid putting pressure or heavy objects on the top of your Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (most commonly, pens or pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use liquids.

Remember:

- Keep personal information about yourself, or others, off the Internet.
- Keep all passwords to yourself.
- DO NOT LOAN YOUR DEVICE OR ACCESSORIES TO ANYONE.
- Notify a teacher immediately if you suspect problems with your device, including a breach of security.
- To prevent loss or damage to your device, NEVER leave it unattended or have it out of its case on the bus or in the cafeteria during lunches.
- Keep your closed device in its protective case when traveling between classrooms.
- Follow all rules so you will not lose privileges.

3.2 PERSONALIZATION

- Students are not allowed to personalize the device with skins, stickers, drawings, or any permanent markings

- Violation will result in disciplinary action
- An identification sticker will be placed on the bottom of the device and on the protective case

3.3 CHARGING

- Students are expected to arrive with a charged Chromebook in order to be prepared for daily instruction.
- Classrooms will be equipped with a power strip for occasional student use.
- Additional charging stations will be available in the 'Cyber Café' area in the cafeteria.

3.4 WIRELESS INTERNET ACCESS

NNPS cannot guarantee 100% network uptime, and is not responsible for lost or missing data. If you lose data connection on your device, please report it to your teacher or report the issue to technical support.

- Wireless access is available at school.
- During school hours, all devices will use the District network.
 - Rogue hotspots or hubs should not be used and will be turned over to administration if they are caught being used.
- All devices can access wireless access points outside of the schools' campuses. Various local businesses and the public library can be used. Students should use public or personally owned access points and not privately owned points without the owners' permission.

3.5 ONLINE SAFETY

- Do not share or post personal or private information about yourself or others online. Think before you post, the Internet is forever!
- Communicate in ways that are kind and respectful, both online and in person.
- Tell your teacher or appropriate staff member if you find threatening, disturbing or inappropriate content while using your Chromebook.
- You should not access and/or play games on the Internet unless specifically allowed by a teacher or appropriate staff member.

3.6 TECH ZONES

Heritage High School has established three technology zones to guide students on when, where, and how to use their devices while at school.

1. Red Zone: ALL devices are off/silent and away
2. Yellow Zone: Devices are on your desk and closed/screen off, but ready to use
3. Green Zone: Screens up! Devices used for assigned tasks

Posters will be visible in classrooms and in hallways. See Appendix A.

3.7 CLASSROOM EXPECTATIONS

Tech-related violations are equivalent to "traditional" classroom violations.

- Bring device daily: leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Digital integrity: Cutting and pasting without citing sources or rewording the text is equivalent to plagiarism.
- Respect others: cyber-bullying is equivalent to bullying or harassment.
- Respect device: damaging or defacing the device or accessories is equivalent to vandalism or property damage.

3.8 END OF YEAR PROCEDURES

Devices and accessories will be returned at the end of the school year. A designated time and place will be announced near the end of the school year for collecting devices and all accessories. Students who graduate early, withdraw from school, or otherwise terminate enrollment at NNPS for any reason must return their device and all accessories by the date of such termination. NNPS may also request collection of the device and accessories at any time.

All Chromebook devices will be returned during the last two weeks of May. Over the summer, all devices will be cleaned, updated, and prepared to be reissued in the fall. The Chromebook and accessories must be in good working order when returned. Any Chromebook that is not returned will be disabled by Systems Administration and an alert will be placed in the Asset Management System.

4 FAMILY COMMITMENT & RESPONSIBILITIES

4.1 RESPONSIBLE USE & MONITORING

Student online safety, and student academic progress requires strong partnership with parents. Parents are encouraged to review student's use of the device to ensure compliance with NNPS signed Instructional Device Loan Agreement. After reviewing the NNPS Instructional Device Loan Agreement and Responsible Use Policy, families should remember and adhere to all policies.

- School-issued devices should be used for educational purposes.
- School-issued devices are for use by the NNPS student only.
- No student or parent should attempt to repair the device.
- No student or parent should take the device to be repaired to an outside source.

Some suggestions for Digital Parenting:

1. Communicate with your child: stay involved in their online activities by asking probing questions and monitoring their online activity.
2. Digital footprints, comments, and photos are forever: teach your child that online activities stay online forever.
3. Set time limits for Internet and cell phone use: develop guidelines for Internet and cell phone use.
4. Stay involved and stay current of solutions: reach out to your parent teacher association or school about providing discussions on Internet safety and digital citizenship.
5. Be a model for your child: establish technology downtime.

4.2 FORMS

Instructional Device Loan Agreement: this form is issued to every student for parental consent and device issuance. A signed copy of the form indicating families opt in or opt out selection. Appropriate use, internet filtering, and the terms and conditions of receiving this device are outlined in this form.

4.3 WEB FILTERING

Newport News Public Schools utilizes two forms of web and content filtering to maintain a safe and appropriate digital space for our students. iBoss provides critical security aligned with the CIPA and HIPAA regulations. As part of this platform, the Chromebooks are covered in both the school and home setting. The second program used is Gaggle which ensures the safety of students when utilizing Google Drive, Google Calendar, and Gmail. Gaggle will notify the proper personnel when there is questionable and suspicious content in the online file storage, inbound and outbound email attachments, and links to websites.

For more information on this program: visit <https://www.iboss.com/solutions/industry/k-12> and <https://www.gaggle.net/overview/gaggle-safety-management/>.

Internet Filtering: The Internet can be accessed using this device anywhere wireless network access is available. Every reasonable effort has been made by Newport News Public Schools to ensure CIPA-compliant content filtering regardless of the network accessed, however, parents should monitor their child's Internet use on a regular basis. Newport News Public Schools cannot be held liable for Internet use outside the school network. The NNPS Acceptable Use Policy governs proper usage of technology, including loaned devices.

4.4 DIGITAL CITIZENSHIP

Newport News Public Schools uses a K-12 digital citizenship curriculum through Common Sense Media to train their students in using technology tools appropriately. The curriculum focuses on the principles of respect and protection.

5 DEVICE INFORMATION

5.1 WHAT IS ISSUED TO STUDENT?

For the 2017-18 school year, all Heritage High School students will be issued either a Lenovo Think pad Chromebook 11e or N23 Yoga Chromebook. To provide protection for the Chromebook, a rugged "Always On" case will be provided. This case is designed to stay on the Chromebook and allow the student to work without the device moving or shifting. It is highly recommended to keep the device in the case to reduce any potential damage to the Chromebook.

5.2 WHAT IS A CHROMEBOOK?

A Chromebook is a laptop that runs Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet. The integration of Google Apps for Education on the Chromebooks supports the collaborative learning environment created by Newport News Public Schools teachers and students.



6 POLICIES

6.1 PRIVACY AND RESPONSIBLE USE POLICY

Newport News Public Schools provides a wide range of computing systems to students to promote educational excellence in schools by facilitating research, resource sharing, communications, creativity, and collaboration. The use of these computing systems shall be consistent with School Board Policy IJND – Technology Responsible Use.

For the purposes of this document, “computing systems” refers to all electronic tools that have relevant uses for education, including but not limited to computing hardware, software, peripherals, networks, network resources, electronic files, and Internet access. All NNPS computing systems are the property of the division and are intended for conducting official school and/or division business only.

Responsible use of NNPS computing systems by students is defined as use for educational purposes and in ways that adhere to the policies and procedures present in the division as well as to applicable state and Federal laws. Irresponsible use of NNPS computing systems includes but is not limited to harassment, solicitation, threatening, bullying, communicating obscenities, engaging in commerce, gambling, and accessing prohibited materials. Further comments about responsible and irresponsible use are outlined Appendix B.

6.2 LOST DEVICES

If device is lost:

Step 1: Student must report incident to their teacher immediately.

Step 2: Teacher will submit a work order and incident report to the Technical Support Specialist.

Step 3: Student will use a classroom/school device for the remainder of the school year and will not be able to take this device home.

No replacement device will be provided. Lost device will be disabled by Systems Administration until located.

6.3 STOLEN DEVICES

If device is stolen:

Step 1: Student must report incident to their teacher immediately.

Step 2: Teacher will submit a work order, request police report from family, and submit an incident report to the Technical Support Specialist.

Step 3: Student will use a classroom device until incident and police report has been reviewed by principal and Technology Department.

Step 4: If approved, a replacement will be issued to the student. Approval is based upon proper documentation and number of times device has been replaced.

Stolen device will be disabled by Systems Administrator until located.

6.4 DAMAGED DEVICES

If device is damaged: (this is for accidental damage, not negligence)

Step 1: Student will bring device to student-led help desk during designated operating hours. Student will fill out device repair form.

Step 2: Student will use classroom/school device until technical support staff has evaluated the damage.

Step 3: Device and form will be given to the Technical Support Specialist. After evaluation, the device will either be quickly repaired and returned to student or a replacement device will be issued.

7 FREQUENTLY ASKED QUESTIONS

Q Who receives a device and what kind of device is issued?

A During the 2017-18 school year, all currently enrolled Heritage High School students will be issued a Chromebook in a protective case.

Q What's a Chromebook?

A A Chromebook is a laptop that runs Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet. The integration of Google Apps for Education on the Chromebooks supports the collaborative learning environment used by Newport News Public Schools teachers and students.

Q What do I need to turn into the school to ensure my student receives their Chromebook?

A Each family is required to complete the Newport News Technology Instructional Computing Device Loan Agreement enclosed with this letter or found on our website. The signed document must be returned to Ms. Jackson in the main office no later than September 27th.

Q Do students keep the devices forever?

A Just like textbooks, mobile devices are issued to students for the school year and returned at the end of the year for servicing or when a student withdraws from our school.

Q What is the cost for families?

A Due to the technology rich learning environment at Heritage High School, students were chosen to participate in a pilot program; this program provides a device for every student at no cost to the family.

Q When will the device be issued to students?

A Students who have returned signed loan agreements will receive a device during the first week of October. (subject to change)

Q Will students be required to bring their device every day?

A Yes. Students are required to bring fully charged Chromebooks to school daily

Q Are controls in place to prevent students from accessing inappropriate content?

A Newport News Public Schools Acceptable Use Policy is reviewed with students at the beginning of each school year. In addition, the specific policy is outlined the 2017- 2018 Student Rights & Responsibilities Handbooks and can be reviewed via the division website at <http://sbo.nn.k12.va.us/resources/handbook/internet.pdf>

Q Does this mean that students will not have textbooks?

A No, students will continue to use textbooks; however, Newport News Public Schools continues to adopt an increasing number of online textbooks. Students may be enrolled in courses that continue to utilize textbooks to support classroom instruction.

Q What happens if I do not want my student to bring the device home?

A We believe access to appropriate educational technology is increasingly becoming an integral part of the learning environment. However, if you feel that this is not the right solution for your student, we ask that families inform a school administrator as soon as possible so that alternative accommodations can be discussed.

Q Can Chromebooks be left in lockers overnight?

A Due to security concerns, Chromebooks may not be left in lockers overnight.



Tech Zones



Do's:

Devices off/silent and stored

Dont's:

Headphones/Speakers

Check phone

Charge phone

Send a text

Phone call

Photograph

Video chat

Live stream

Record

Post to social media



Do's:

Devices on the desk but closed or screen off ready to go

Dont's:

Headphones/Speakers

Check phone

Charge phone

Send a text

Phone call

Photograph

Video chat

Live stream

Record

Post to social media



Do's:

Devices Out & On

With Teacher Permission

Headphones "one in one out"

Charge phone

Photographs

Audio/Visual Recording

Posting to social media

APPENDIX B

ACCEPTABLE USE OF COMPUTING SYSTEMS BY STUDENTS

Newport News Public Schools provides a wide range of computing systems to students to promote educational excellence in schools by facilitating research, resource sharing, communications, creativity, and collaboration. The use of these computing systems shall be consistent with School Board Policy IJND – Technology Acceptable Use.

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Acceptable use of NNPS computing systems by students is defined as use for educational purposes and in ways that adhere to the policies and procedures present in the division as well as to applicable state and Federal laws. Unacceptable use of NNPS computing systems includes but is not limited to harassment, solicitation, threatening, bullying, communicating obscenities, engaging in commerce, gambling, and accessing prohibited materials. Further comments about acceptable and unacceptable use are outlined in the bullet points below.

Computer and Internet Safety

- ★ Students will be educated in safe and productive practices for using NNPS computing systems by their teacher or another appropriate employee. Students should exercise good judgment at all times when using the systems.

Communication and Content Privacy

- ★ Any student communications that are made using NNPS computing systems carry no expectation of privacy.
- ★ Authorized employees may review any student’s communications or any electronic content created by the student using NNPS computing systems for the purpose of monitoring adherence to acceptable use and do not need the student’s permission to do so.

Security

- ★ Students shall only use their own division-provided accounts or specially-designated general-use accounts to access NNPS computing systems and shall not share their accounts with any other students.
- ★ Students shall only access NNPS computing systems in ways or for purposes as specifically directed by authorized employees.

Copyright

- ★ Any copyrighted materials accessed through NNPS computing systems remain copyrighted and may be subject to the Fair Use provisions of copyrighted law as they relate to education. Information concerning Fair Use can be found in each school library.

Undesirable Materials

- ★ While students are accessing NNPS computing systems, the division will take all reasonable precautions to restrict students’ access to undesirable materials. However, students must also accept responsibility for avoiding access to such materials when possible.
- ★ Students who gain access to undesirable materials via NNPS computing systems shall alert their teacher or another appropriate employee for reporting to the building administrator and/or Technology.

Software

- ★ Only division approved software shall be loaded on NNPS computing systems. No software shall be downloaded from the Internet and/or installed on any NNPS computing system unless expressly arranged by Technology.

Social Networking Technologies

- ★ Nothing in the aspect of, access to, or operation of social networking technologies (whether in the form of software, websites, hardware, or other technologies) shall exempt students from the same procedures and responsibilities established elsewhere in this document.
- ★ Additionally, students shall take all reasonable care to protect their personal information while using social networking technologies.

Commercial Use

- ★ Commercial use of NNPS computing systems by students is prohibited.

Personal Devices and the Division Network

- ★ Following established guidelines, students may secure permission from their teacher or another authorized employee to connect their own personal devices to an NNPS network.
- ★ The use of personal devices does not exempt students from following all the rules and procedures established in this document, in School Board policies, or in the Rights and Responsibilities Handbook.
- ★ Students found to have used personal devices on an NNPS network for inappropriate purposes may have their privileges to use the network revoked, among other consequences.

Reporting

- ★ If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of NNPS computing systems, he/she shall immediately report such information to the teacher or other school official.

Violations may result in a loss of access as well as other disciplinary or legal action.

Reference School Board Policy and Procedures IJND for the complete Technology Acceptable Use Policy.

The Parent/Legal Guardian may withdraw permission by providing written notice to the school.