Douglas County School System One-to-One Technology Initiative

The Douglas County School System (DCSS) is committed to our mission, vision, and goals and to providing the resources and support necessary for student and teacher success.

DCSS believes that to succeed in the 21st century and compete in a global community, students must be:

- digitally literate;
- strong critical-thinkers;
- strong problem-solvers;
- able to collaborate;
- connected to the world around them.

The one-to-one technology initiative provides students with individual learning devices so they may develop these skills in the classroom and practice them outside of the classroom. Enhanced, authentic learning experiences facilitated by digital learning platforms create new opportunities for students to demonstrate mastery of state standards.

Our one-to-one technology initiative is being implemented to remove barriers for students’ ability to access instructional materials from school and home.

Students in Kindergarten through 2nd grade will have access to individual learning devices each day while at school. Students in 3rd through 12th grade will be issued individual learning devices for use at school and home. In the event schools are closed, all students will have the opportunity to check out a device for home use.

Students and families who have no internet or limited internet may also have access to a hot spot to further remove barriers and challenges for learning at home.

While digital devices serve to enhance learning experiences for all students, guidelines for use are essential to ensure safety and continuity of services. Parents/guardians and students are required to review and agree to the following requirements and guidelines:

- DCSS Annual Technology Fee - $25
- DCSS Student and Parent School Handbook
- DCSS One-to-One Resource Guide
- DCSS Terms and Conditions for Use of Individual Learning Device
- DCSS Digital Citizenship [pledge](#)
LEARNING DEVICE DISTRIBUTION TO STUDENTS

Device Assignment
Students in grades 3-12 will be issued a student learning device and accessories for their sole use. The learning device issued to the student should not be used by other students and/or family members for personal use. Students are expected to have their device fully charged each day at school.

Device Software
The DCSS has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of the DCSS. No one other than an authorized school official may add or delete applications from a district issued device. Depending on the severity of an incident, school administration may completely revoke access to a learning device and/or enact progressive discipline consequences.

The Google Suite for Education is the DCSS approved learning platform and can be accessed by logging into Classlink. See the One-to-One Resource Guide for more information.

DEVICE GUIDELINES AND EXPECTATIONS

Steps to Successfully Maintain District Issued Learning Device
- Cords and cables must be inserted carefully into the device to prevent damage.
- Avoid leaving the device in a vehicle. If you have to, be sure the device cannot be seen.
- Report any software/hardware issues to your teacher as soon as possible.
- Keep the device in a well-protected, temperature-controlled environment when not in use.
- Never loan out a district-issued device to other individuals.
- Keep food and beverages away from a device
- Do not disassemble or hack into any part of any district-issued device or attempt any repairs.
- Use the district-issued device in ways that are appropriate and meet the school's expectations—whether at school, at home, or anywhere else.
- Use of a device in a way that is inappropriate, may result in disciplinary action at school.
- Do not place decorations (such as stickers, markers, etc.) on the district-issued device.
- Do not deface the serial number sticker on any district-issued device.
- District-issued devices are subject to inspection at any time without notice and remain the property of the Douglas County School System. Nothing done with the device is private, and nothing on the device is private.
- Do not share password(s) with anyone.

**Acceptable Use**
The following outlines an awareness of the responsibilities students accept when they use a DCSS learning device and associated digital resources/tools:

All technology must:
- Support learning and teaching
- Exemplify digital citizenship
- Adhere to the DCSS Terms and Conditions for Use of Learning Devices
- Prepare students for post secondary options
- Follow DCSS Student Code of Conduct and all local, state, and federal laws

All students will complete a Digital Citizenship Course (Common Sense Media [Digital Citizenship Lessons](#)) to ensure they utilize the device in a legal and responsible manner. Students will also agree to and sign the [DCSS Digital Citizenship Pledge](#).

This pledge encourages student to:
- Take care of my district-issued device
- Protect private information for myself and others
- Respect myself and others in online communities
- Stay safe online by listening to my gut feelings
- Stand up to cyberbullying when I see it happening
- Balance the time I spend using media and doing other online activities
- Give proper credit when I use others’ work

All devices and accessories issued to students are the property of the DCSS and will be subject to inspection by the DCSS at any time. Students and their parents/guardians should have no expectation of privacy of content found on DCSS owned learning devices nor the DCSS supported email and storage services.

All devices and accessories issued must be returned by the date communicated by the school. It is possible the terms of agreement require the device/accessories to be returned earlier than the last day of school. In the event a student needs a learning device for summer learning programs, the device will be re-issued under new terms.

All devices and accessories issued to students must be returned to the DCSS, when requested, in satisfactory condition: no signs of intentional, extensive damage or misuse of the exterior, the internal components and hardware, and all DCSS installed programs, applications, security settings, and programs are unchanged and operational.
If a student transfers within or outside the DCSS, all issued equipment must be returned immediately to the school. If a student leaves the DCSS, the student’s DCSS storage account will be deleted.

TERMS AND CONDITIONS FOR USE OF LEARNING DEVICES

Students in Kindergarten through 2nd grade will have access to a learning device while at school. In the event a student requires a device to be taken home to complete assignments, the student is responsible for adhering to the DCSS Terms and Conditions for Use of Learning Devices.

Students in grades 3-12 will be issued a learning device (and accessories) and will be responsible for adhering to the DCSS Terms and Conditions for Use of Learning Devices. Students will be responsible for transporting their assigned equipment to and from school. If the parent/guardian wishes to waive the opportunity to transport the device to and from school, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. If the parent/guardian waives the opportunity to transport the device to and from school, students will use the device at school but will be expected to have the capability to access, create, and share educational content from home.

The student understands the learning device and its associated accessories belong to the DCSS. Students and their parents/guardians understand and agree that students are granted permission by the DCSS to possess and use the device and its accessories in accordance with the defined conditions of use. Students and their parents/guardians understand that students have no expectation nor right to privacy for any student information or content contained in the device or storage account. DCSS reserves the right to access and inspect all student activity, documents, emails, applications, and downloaded software whether online or stored on the device at any time.

As a condition of using the learning device and associated accessories, the student agrees to use the device to create, access, and/or share digital content intended for educational purposes only. Students agree to reasonably and appropriately use the device such as not to cause intentional and/or extensive damage to the device, its software, applications, its operating system, the school’s network, or its associated accessories.

Students must comply at all times with the DCSS Terms and Conditions for Use of Learning Devices. Any failure to comply and/or violation of the terms and conditions may result in the termination of a student’s possession and use of the issued device and associated accessories and must be immediately returned to the school.
Reporting Loss, Theft and Damage
Students will be expected to immediately report lost, stolen, or damaged equipment to the school. If a device is stolen, the parent/guardian must also immediately file a police report. If the device is not recovered, and/or sustains damage, the student/parent/guardian will be responsible for the replacement cost of the device and its accessories. If full replacement cost is collected by the district, the device then becomes the property of the student. If it is found that the student intentionally damaged the device or its accessories or allowed another person to take possession of the device, they may be subject to DCSS disciplinary action.

Check in/Check out Procedures
Schools will define their internal process for issuing devices. It is recommended that schools utilize the library management system.

Students will receive their device when the following is complete:
- Learning Device User Agreement Form is signed and returned

Troubleshooting
Families have access to some simple troubleshooting steps located on the DCSS Parent Support Portal.

Participation
This User Agreement is required to be completed, signed and returned in order for a DCSS learning device to be issued to the student. If you have questions or concerns about your student using a device, please contact the school administration.
Learning Device User Agreement

Student Name (print): ______________________________

Learning Device Serial Number (on a Chromebook this can be found by pressing ALT+V)
________________________________________________

Please read this agreement before signing below.

I authorize the check-out of a learning device and a charger to my child for the purpose of completing digital learning assignments. I/we understand that the learning device is to be used for educational purposes only. In addition, I understand that the learning device is property of the Douglas County School System. At any time, DCSS reserves the right to request the return of the learning device. My child will comply with the DCSS Acceptable Use Regulation IFBG-R1 as found at www.DCSSGA.org. Please be aware that your student will be held responsible for returning the technology equipment in the same condition as issued. I understand that I will be financially responsible for up to $250.00 for the loss of or any damage to the learning device. In the event of lost or damaged equipment, a report must be made immediately to school personnel. If your child transfers from the Douglas County School System, the learning device and charger should be returned to the issuing school before leaving.

Student Name (print)  ________________________________________________________________

Student Signature _______________________________ Date __________________

Parent Name (print)  ______________________________________________________________

Parent Signature _______________________________ Date __________________

Best phone # to reach parent: __________________________

Parent email address: ______________________________________________________________
OPT OUT WAIVER

As the parent or legal guardian of the student,

_______________________________________, I do not wish for

_______________________________________to be issued a student learning device to be used

at home. By signing, I agree to make provisions and give assurance that said

student will have a device for the use of completing assignments when away from

school.

Parent/Guardian Name (PRINT): _________________________ Date: ______________

Parent/Guardian
Signature:____________________________________________________