Student and Parent/Guardian Handbook

Denver Public Schools

Discover a World of Opportunity

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MyTech 1:1 Program Info

Technology is a powerful tool to engage and empower students. With Denver voters' approval of the 2016 DPS Bond and Mill Levy initiatives, DPS has begun an initiative to shift schools serving grades 6-12 to a one-to-one (1:1) computer device program. Through this new MyTech program, students will be issued Chromebook laptop computers for use both at school and at home.

MyTech was designed based on the successful experiences of other U.S. school districts, and on research indicating that student outcomes improve when a one-to-one implementation is thoughtfully planned and executed. To further ensure the program's success, participating MyTech schools will also receive additional district staff support.

The Chromebooks issued to MyTech students belong to DPS and their legal ownership remains with the district. Each student's right of possession and use of a Chromebook is based upon the student's full and complete compliance with the Denver Public Schools *Student and Parent/Guardian Agreement for Use of MyTech Chromebooks,* the *MyTech Program Pledge* and this *MyTech Handbook.*

Repairing or Replacing Student Chromebooks

Accidents do happen. There are replacement processes in place to minimize the cost to families for accidental damage. However, if after investigation by school administration, a Chromebook or accessories are determined to be intentionally or negligently damaged or lost by the student, the student may be subject to disciplinary actions and/or held responsible for the cost of the Chromebook's repair or replacement. *See your school's appendix to this handbook for specific details.*

If at any time during the school year a student is issued a replacement Chromebook, the student's responsibility for the new Chromebook remains the same. The agreements the student signed previously now apply to the new device.

Where To Get Technical Support
Each school's School Technology Representative (STR) will be a student's first point of contact for Chromebook technical support. *See the appendix to this handbook for school-specific details.* Students can also check MyTech.dpsk12.org for additional support resources.

End of School Year / Changing Schools

All students must return their Chromebooks and accessories at the end of each school year. Returning students will be re-issued a new Chromebook package their following school year in DPS.

Students who unenroll from a DPS MyTech school are required to return their Chromebooks and accessories prior to leaving the school.

If a Chromebook and accessories are not returned, students' parents/guardians will be held responsible for payment in full. If payment is not received, the parents/guardians will be reported to the authorities for holding stolen property of Denver Public Schools.

Protecting and Storing Chromebooks

Chromebook Identification and Labeling
Chromebooks will be labeled, identified, and tracked by the DPS inventory barcode label affixed to each computer. These must not be removed from the Chromebook.

Personalization of Chromebooks
The only acceptable personalization of a Chromebook's physical case is by applying a pressure-sensitive adhesive tape — like blue "painters tape" — that can be easily removed without leaving adhesive residue on the Chromebook's surfaces. Students' names and other identifying information can then be written on this tape to help distinguish one Chromebook from another. *Please see the appendix to this handbook for school-specific details.*

Storing Chromebooks
When students are not using their Chromebooks, the devices should remain in students' possession or stored in their cases in the students' lockers with the locks securely fastened. Students should never leave Chromebooks on the bottom of their lockers or stack things on top of them.

Outside of school hours, Chromebooks should not be stored in lockers or anywhere else at school. Also, do not leave Chromebooks visible in cars, and don't leave them unattended anywhere in public.

At home, store Chromebooks on a desk or table — never on the floor. Keep them away from:
- Extreme heat or cold
- Food and drinks
- Small children and pets

Students should not lend their Chromebooks to others.

Theft Protection
If a student is threatened or endangered by someone demanding the student's Chromebook, the student should give it to the person and then report the theft. Since DPS can remotely lock the Chromebook's system if it is lost or stolen, the Chromebook has little value to anyone other than a DPS student.

Taking Care of Chromebooks

Students are responsible for the general care of their Chromebooks and accessories. Chromebooks that are damaged or malfunctioning should be taken to the school's technical support person (STR) for repair. *See the appendix to this handbook for school-specific details.*

General Precautions

Students should:
- Carry their Chromebook in the provided protective case when outside of classrooms.
- Close the Chromebook's lid before carrying it.
- Keep food or drink away from the Chromebook.
- Wrap the Chromebook's power cord loosely to avoid breakage.
- Shut down the Chromebook when not in use to conserve battery life.
- Never force the Chromebook into a book bag or a locker containing other heavy objects, as this may damage the device.
- Never stack heavy items on top of the Chromebook.
- Insert all cords, cables, and flash drives carefully into the Chromebook to prevent damage.

- Never expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Prolonged extreme heat or cold may cause damage to the Chromebook.
- Allow the Chromebook to reach room temperature prior to being turned on.

Chromebook Screen Care
- Chromebook screens can be damaged if subjected to improper treatment. The screens are particularly sensitive to excessive pressure and temperatures.
- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen or with the lid open.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Before closing the Chromebook lid, make sure the keyboard is cleared of pens, pencils, notebooks, earbuds, etc.
- Only clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use window cleaner, water, or any other liquid on the Chromebook or its screen.

Chromebook Use

At School
Chromebooks are intended for use at school *every* day. Students are responsible for bringing their Chromebooks to all classes, unless otherwise instructed by their teachers. Students should use their Chromebooks and their DPS email accounts for school-related communications and schoolwork. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

Chromebooks Left at Home: If students leave their Chromebooks at home, the school may provide a device for loan. However, discipline procedures may occur if this becomes a repeated offense. *See the appendix to this handbook for school-specific details.*

Away From School
All students are required to take their Chromebooks home each night throughout the school year for use and charging. Students are responsible for ensuring their Chromebooks are fully charged each day when they return to school. When fully charged, the Chromebook's battery should last throughout the school day.

Password Protection
Students should never share their passwords with anyone other than their parents/guardians. This practice will help keep students' information secure.

Sound
The Chromebook's speaker must be muted at all times during school hours unless permission is obtained from the teacher. Headphones are permitted for use in non-classrooms school settings. In the classroom, Chromebook headphone use is at the teacher's discretion.

Chromebook Web Cams
DPS Chromebooks are equipped with a web camera. This camera offers students the opportunity to develop new communication, collaboration, and creative skills. Webcams are to be used for educational purposes only and at the direction of a teacher. Some examples include:
- Recording videos or taking pictures to include in a class project.
- Recording a student giving a speech and playing it back for rehearsal and improvement

Extensions & Add-ons
Students are responsible for any extensions, add-ons, or apps they choose to install on their Chromebooks and all such add-ons must be selected for specific educational purposes. Extensions, add-ons, or apps that are deemed inappropriate, or which cause the Chromebook to not function properly, may be removed by DPS and could result in disciplinary action.

DPS Chromebooks are not intended to be used for non-educational games and entertainment and students should not download apps or content onto their Chromebooks — or to their Google Drives — that their teachers would not consider to be "educational." *See the appendix to this handbook for school-specific details.*

Non-curricular Use (movies, music, social networking, gaming)
If non-instructional game apps are installed, they must be approved by the school's administration or technology staff. The content of movies, music, social networking, and games must be school and age appropriate.

Printing
If students choose to print schoolwork at home or at school, they can sign into their DPS Google account from any computer that is connected to a printer and print from that computer.

Internet Connectivity

Connecting At School
DPS Chromebooks are set to automatically connect to the DPS network when the device is turned on. If this does not happen automatically, restarting the Chromebook is the simplest way to troubleshoot the problem.

Connecting Away From School
Students are allowed to connect to non-DPS wireless networks on their Chromebooks. This will allow students to use the device effectively at home and away from school.

To see the available wireless networks, click on the Wi-Fi symbol located at the bottom right corner of the Chromebook's screen and then click to join the desired network.

See *MyTech.dpsk12.org* for information about finding Wi-Fi networks outside of DPS.

NOTE: DPS recommends joining only *secure* networks. If students are using a public Wi-Fi network, they will be more vulnerable to hackers and snoopers. Students should therefore be mindful of entering any personal information on websites when using public networks as this information can be intercepted.

Managing Chromebook Files & Saving Work

Students' work is automatically saved while using Google Drive. Students can convert files from Microsoft product formats (Word, Excel, PowerPoint, etc.) by uploading the files to their Google Drives. Once loaded into Google Drive, the Microsoft product created documents will automatically be converted into Google product formatting.

Google Drive allows students' work to be shared with their teachers and also their classmates. Students can create documents, spreadsheets, drawings, photos, presentations, and even videos using Google's

applications. Each student-created assignment can be shared with a teacher prior to its due date. Teachers can then see the student's work on their own computers to review it, grade it, and supply written responses back to the student.

Students may save documents to their Google Drives or to an external memory device, such as a flash drive. Saving documents to Google Drive will make the files accessible from any computer with internet access. It is the responsibility of each student to maintain the integrity of their files and to keep proper backups.

Students may add appropriate music, photos, videos, as well as other documents and media, to their Google Drives. Personalized media must follow the DPS Acceptable Use Policy to ensure copyright laws are followed. All such media files are subject to inspection by DPS staff.

Gmail for Students

All students are issued a DPS Google Gmail email account. Gmail allows students to safely and effectively communicate and collaborate with DPS staff and classmates.

DPS Gmail Guidelines
- DPS Gmail should be used for educational purposes only.
- All DPS Gmail messages and their contents are the property of DPS.
- DPS Gmail should only be used by the authorized owner of the account.

Examples of Unacceptable DPS Gmail Use:
- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

If used improperly, students' DPS Gmail accounts may be revoked at any time by school or district staff. Improper use may also lead to disciplinary action.

Software on Chromebooks

Originally-Installed Software
All Chromebooks are supplied with the latest version of the Google Chrome Operating System (OS), along with other applications potentially useful in an educational environment. The Chrome OS will automatically install software updates when the Chromebook is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

Upgraded versions of DPS licensed software and applications are periodically released for use on students' Chromebooks. At these times, students may be required to check in their Chromebooks at their schools for updates and syncing.

Inspection
Students may be required to provide their Chromebook and accessories for inspection by DPS school or district staff at any time. If technical difficulties occur, inappropriate software is downloaded, or apps are discovered that are suspected of harming the computer's performance, the Chromebook's system may be wiped clean and returned to its original settings. DPS does not accept responsibility for the loss of any software or documents deleted due to such reformatting and/or re-imaging processes.

Reminder: Discovery of inappropriate student Chromebook use, or inappropriate content found on a student's Chromebook, may subject the student to disciplinary action.

Chromebook Device Troubleshooting and Help Resources

Occasionally, unexpected problems do occur with Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The school's technology support personnel will assist students with fixing these issues at no cost to the student.

Recommended Chromebook Troubleshooting Procedures:
1. Student tries to fix the problem.
   - Always try restarting the Chromebook as the first step in troubleshooting.
   - If appropriate, student may ask a classmate for help.
   - Student may ask a teacher, if the teacher is available.
   - Reminder: Students should not spend too much time troubleshooting their Chromebooks during class and risk missing important instruction. If the student is unable to resolve the problem, the student should contact the school's technology support personnel (STR) for assistance. *See the appendix to this handbook for school-specific details.*
2. School's technology support personnel will try to fix the problem. Otherwise, the technology support personnel will issue a replacement Chromebook to the student.
3. Before turning over their Chromebooks for repair and receiving a replacement device, students should verify that all of their schoolwork has been saved to their Google Drive accounts.

Restoring the Chrome OS
If technical difficulties occur, the Chromebook may be restored to its factory settings. All student-created files stored on external storage devices or Google Drive will still be intact after the operating system is restored. If the Chromebook cannot be repaired, students will be able to access their saved Google Drive files from their replacement Chromebooks.

Password Help
To change or manage students' passwords, go to http://iforgot.dpsk12.org.

Copyright & Plagiarism

Students are expected to follow all U.S. copyright laws and should remember that these laws do apply to the internet. When students copy text, pictures, videos, or sound clips from a website, they must cite the

sources and put each citation's text in quotation marks. Copying and pasting from online sources is easy, so it's important that students be sure they give their sources the proper credit, otherwise, it's considered plagiarism, and plagiarism is theft.

Internet and Social Media

Students and parents are responsible for their awareness and understanding of DPS district policies regarding students' use of the internet and Social Media.

Internet
The DPS Internet Acceptable Use Policy can be found here:
http://tinyurl.com/DPSInternetRegulation

The internet is a vital tool for education and DPS provides internet connectivity to all schools. Use of the internet requires that both students and staff follow certain rules. For example, accessing the internet for illegal, obscene or inappropriate purposes is prohibited. DPS filters internet content in an effort to prevent users from accessing illegal, obscene, and inappropriate materials.

All accessed internet content can be investigated by DPS staff and should not be considered private. Students who violate the DPS internet use policy can lose their internet access and may face disciplinary action. *See the appendix to this handbook for school-specific details.*

Social Media
The DPS Social Media Policy can be found here: **http://tinyurl.com/DPSSocialMedia**

Social media, such as sites like Facebook, Google+, and Twitter, have important educational uses and can be powerful communication tools. If students and teachers are aware of the challenges and behave politely and professionally in these environments, these sites can and should be used in schools. Students who violate the DPS Social Media policy can lose their access to social media sites and may face disciplinary actions. Students should feel comfortable reporting to a school staff member if the students feel they are being harassed or bullied by a peer through social media.

Digital Citizenship

Digital Citizenship refers to the rights & responsibilities of participating in today's global society via the internet. Elements of digital citizenship include digital communication, online etiquette (or "Netiquette"), and digital ethics. The practice of digital citizenship entails navigating the digital world safely, responsibly, and ethically.

Practicing good digital citizenship will help create a positive school culture that supports safe and responsible technology use.

Guidelines for practicing good digital citizenship:
- A good rule of thumb for posting on the internet is: Don't post anything you wouldn't want your grandmother to see.
- Use social networking sites cautiously and appropriately.
- Online actions have real-life consequences. If you wouldn't do it in real life, don't do it online.
- Be mindful of the trail of content (postings, etc.) that you leave on the internet. Once it's posted, you can never take it back.

- Your future employers, friends, and partners can and probably will trace the cyber-trail you leave on the internet.
- Keep your browsing history appropriate. Your internet history can be seen by DPS staff, even if it's deleted.
- DPS has a filter to prevent all users from accessing inappropriate websites when on the DPS network. However, if you accidentally stumble upon an inappropriate website, quickly exit the site, close your computer's lid, and tell your teacher. Do not show or discuss what happened with your classmates.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Cyber-Bullying

Online cruelty, also referred to as cyber-bullying, takes place whenever someone uses digital media tools, such as the internet, to deliberately upset or harass someone else, often repeatedly. While spreading rumors and bullying is nothing new, online tools can magnify the hurt, humiliation, and social drama in a very public way.

Cyber-bullies post rumors, cruel comments, or images online. The effects of cyber-bullying on individuals can lead to low self-esteem, depression, or even thoughts of violence or suicide. It's therefore very important for parents/guardians, teachers, and students alike to learn how to prevent cyber-bullying and stop it in its tracks.

Tips for preventing cyber-bullying:
- Avoid gossip.
- Never post or email threatening, mean, or embarrassing content.
- Ignore abusive messages — don't react at all. Cyber-bullies thrive on getting responses from their targets.
- Get help! Don't try to cope with cyber-bullying alone.
- Be an *Upstander* (rather than just a *Bystander*). If you know of someone who is cyber-bullying, don't stay silent — speak up.

Internet Safety

Internet safety has become a fundamental topic in our digital world and includes the need for knowing about one's internet privacy and how one's behaviors can support healthy online interactions. The internet offers an amazing way to collaborate with others worldwide. However, it is also important to distinguish between inappropriate contact and positive connections.

Internet Privacy & Security

- Never give anyone except your parent/guardian your DPS network password or Google account information.
- Never give out personal information, even seemingly innocent and unimportant info.
- Use Google Drive for file sharing. There are many other file-sharing sites on the internet that can

cause serious problems related to copyright infringement, spyware, and viruses.

Internet Phishing and Scams

Phishing is the slang term for using email to get people to divulge their personal information so it can be used to steal their identity. Here are some tips to avoid phishing and scams:

- Don't click on unfamiliar links; especially links in junk email or "spam" email.
- Don't reply to suspicious, junk, or spam emails.
- Don't click on banner/pop-up ads. Clicking on them places a "cookie" on your Chromebook, allowing websites to track your movements — and these can often lead to phishing scams.
- Don't make online purchases without parent/guardian permission and supervision. Make sure the website is secure (it should have *https:* in its web address) before entering any credit card information.
- Some websites ask you to give personal information to qualify to win a prize. Don't be fooled! These are scams.
- DPS will never send you an email asking for your personal information, credit card information, or login information. If you receive an email asking for such information, delete it without responding — it is fraudulent and spam.

Internet Personal Safety
- Don't make plans online with anyone you don't know in person.
- Be extremely careful sharing personal information with anyone online.
- Stick to your values when communicating with someone online.
- Keep your parent/guardian informed about what you're doing online so they know they can trust you.

Internet Safety Resources

commonsensemedia.org — Education and advocacy to promote safe technology and age appropriate media.

safe2tell.org — Anonymously report anything that concerns or threatens you, your friends, your family, or your community.

netsmartz.org — A program of the National Center for Missing and Exploited Children.

fosi.org — The Family Online Safety Institute.

Parent/Guardian Guidance

DPS makes every effort to equip parents/guardians with the necessary tools and information to ensure their students' safe use of the Chromebooks in the home. DPS has adopted a K-12 digital citizenship curriculum through Common Sense Media to train students in using technology tools appropriately, which is an important life skill. There are several areas where parents/guardians can support their students and these are outlined below.

Encourage Healthy Digital Citizenship
- o   Monitor your students' activity on social networking sites to ensure none of their private data

is posted online, and also to catch any symptoms of cyber-bullying.
- o Cyber-bullying is a real thing, so please help your students avoid and prevent this despicable act.
- o Set and enforce rules (e.g., time limits, behavior, purchases) for your students' internet use.
- o Know your students' online friends.
- o Be a good digital role model for your students. Demonstrate the same online behavior you expect them to use.
- o Help your students understand that digital communication may not always be the best way to interact with others. Depending on the situation or the topic, face-to-face discussions or phone calls may be better options.

Monitor Student Use

The parent/guardian must agree to monitor their students' internet use at home and away from school. The best way to keep students safe and on-task while online is to have a parent/guardian present and involved.

Suggestions
- o Investigate and apply the parental controls available through your internet service provider and/or your home's wireless router.
- o Know your students' usernames and passwords for their DPS Google accounts. To manage your students' DPS Google passwords, go to http://iforgot.dpsk12.org.
- o Develop a set of rules and expectations for your students' Chromebook use at home. Set limits on the amount of time your students use technology — to help prevent physical harm due to extended and concentrated use, and also to help your students to not become over-dependent on technology.
- o Only allow your students' Chromebook use in common rooms of the home (e.g., living room or kitchen) and not in students' bedrooms.
- o Get to know the websites your students access and use.
- o Demonstrate a genuine interest in what your students are doing online. Frequently ask questions and request them to show you their work.

Signature Agreements

Student and Parent/Guardian Agreement for Use of MyTech Chromebooks

MyTech Program Pledge

MyTech Program Pledge | 2017-2018

I agree to respect myself & others:
- I will demonstrate respect for myself and for others when posting information and images online, including personal information about my life, experiences, or relationships.
- I will not use electronic mediums to bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I agree to disagree with others online in a respectful manner.
- I will select online names that are appropriate and inoffensive to others.

_____ (parent/guardian) _____ (student)

I agree to not to plagiarize others' work and to obey all U.S. Copyright laws:
- I will suitably cite any and all use of websites, books, media, etc.
- I will use and abide by U.S. Copyright Fair Use rules.
- I will use free and open-source alternatives rather than pirating software and music.
- I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.

_____ (parent/guardian) _____ (student)

I agree to protect myself & others:
- I will not publish my personal contact details or a schedule of my activities.
- I will protect my passwords, accounts and resources.
- I will report any attacks or inappropriate online behavior directed at me.
- I will protect others by reporting abuse and not responding to or forwarding inappropriate materials or communications.
- I understand that my use of technology at school or elsewhere is not private.
- I understand that DPS may monitor my use of the Chromebook and any files or products related to my use (whether they are current or deleted).
- I will remember that I need to balance technology use with other activities.
- I have read and will follow the policies outlined in the MyTech Program Handbook and the DPS Acceptable Use Policy while at school as well as away from school.

_____ (parent/guardian) _____ (student)