



XENIA
COMMUNITY SCHOOLS

Xenia Community Schools works to help improve student achievement and academic growth. Through technology integration, academic opportunities increase by enhancing the curriculum and increasing 21st-century technology skills of all students and staff. The district's goal is to ensure that every school has the infrastructure to support learning with technology - and every student has a device to optimize his or her learning experience.

Goals

- Improve student achievement and academic growth
- Enhance curriculum, instruction, and assessment
- Integrate technology to increase academic opportunities
- Increase 21st century technology skills for all students and staff
- Every school will have the infrastructure to support learning with technology
- Utilize technology to expand the academic environment outside of the traditional school day
- Educate staff members on the importance of instructional technology best practices and social media skills
- Provide professional opportunities to all staff members

Xenia Community Schools is entirely one-to-one. That means each student will be loaned a chromebook that will be his or hers for the school year. Students in grades 6-12 will be able to take the device home with them from the start of the school year to the last couple weeks of the school year. In doing so, parents need to be aware of the following:

- Devices are the property of Xenia Community Schools (XCS).
- Students may retain the same device for up to four years.
- WMS & XHS students are expected to charge their device at home.
- All devices are filtered 24/7 against inappropriate websites. Alerts will be sent to administrators about inappropriate use. Additionally, while at school, teachers monitor student usage during class.
- The XCS Acceptable Use Policy is effective 24/7 when using these devices.
- Printing will not be allowed on these devices. The goal is to share documents digitally and use less paper.

Xenia Community Schools utilizes Google Apps for Education for students, teachers, and staff. All services within the Google Apps Suite are available to enhance teaching and learning. This document provides the tools and student responsibilities for using these services and devices. As with any educational endeavor, a strong partnership with families is essential to successful experience.

Using the Google Suite tools, students collaboratively create, edit and share files and websites for school-related projects - and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet connected computer. All students will be assigned a school account.



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One2One Chromebook Handbook

It is an exciting time at Xenia Community Schools as we continue our journey to utilize blended learning with our students, giving students access to communication, resources, and tools. The adoption of One2One Chromebooks will allow students to access online and digital content. Tools like a Chromebook will allow students to access software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically. We are also excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. Further, Xenia educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students.

Receiving Your Device

The Chromebook, charger and Chromebook cover (hereafter, collectively “Chromebook”) will be distributed during a Distribution Day or at Open House. Students will not receive a Chromebook until parent/guardian and student sign and return the One2One Chromebook Agreement. This is not optional. The Chromebook is considered an instructional tool is and required for your child’s education.

XCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are lent to the student for educational purposes only for the academic year. Moreover, XCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work to alter, add or delete installed software and hardware. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained.

Student Responsibilities

Student and parent/guardian are solely responsible for the Chromebook issued to them and must adhere to the following:

- Students must comply with the District’s Acceptable Use Policy and the One2One Chromebook Handbook when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged, if applicable.
- Students must treat their Chromebook with care and never leave it in an unsecured location.
- Students must report any problems with their Chromebook to each building’s designated individual as soon as possible.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.



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Where applicable, if a student leaves their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves his or her Chromebook at home, (s)he will be subject to appropriate disciplinary action.

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Cost of Repairs/Replacement

XCS recognizes that with a One2One initiative, there is a need to protect the investment by both the District and the student/parent. Therefore, we have set a flat fee of \$25 for every necessary repair. This includes incidental damages. This fee is not subject to waiver for free and reduced students. Students will be provided a new or slightly used device and will have two weeks to report any current damages. Total replacement cost for the device is \$350. If the Chromebook issued is not returned, law enforcement will be notified and the Chromebook will be considered stolen property.

Let the designated individual at the building know right away if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device may be issued to you. All device policy agreements will remain in effect for the loaner devices. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance; do not try to fix yourself.

Student devices will be labeled in the manner specified by the district. Serial numbers and inventory tags are on the device. Do not remove any identifying labels or markings. Also, stickers or other markings are not permitted to be placed on Chromebooks. Further, no personal apps should be installed.

Any student who withdraws, terminates enrollment or is expelled must return their device and accessories immediately. If a student fails to return the devices and/or accessories when requested, the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property.



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Care of the Device

The Chromebook is the property of Xenia Community Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- All WMS and XHS student devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the XCS Technology Department.

When transporting the device between classes or outside the building, you are required to close the lid. Never walk with the device open. Do not leave headphones plugged in. WMS & XHS students are required to take their devices home every day after school, regardless of whether or not they are needed. Students may never share, distribute, or otherwise allow other students access to their password. At any time a parent/guardian, teacher, or school administrator may request and obtain the password and access to the device. Loaning a district issued Chromebook to another student is also forbidden. The student who has been issued the device is responsible for all damage to the device. The Student Code of Conduct applies where disciplinary action is necessary.