



Date: May 20, 2019

From: Adam Larsen, Assistant Superintendent

To: Board of Education

Cc: Thomas Mahoney, Superintendent

Re: May 2019 Board Report

Technology Training (Mobile Mind) Update

In the past week, faculty and staff have been taking a survey about their familiarity with the Google Suite (GSuite) and Google Classroom. The intent of this survey is to help us understand the depth and breadth of Google skills we currently have in our employees. This will serve two purposes: 1) identify the types of training that will need to be available during our four days together, and 2) group adults into similar levels of proficiency so training can be targeted at these levels.

For those who will require in-person instruction at the most basic levels of the GSuite, the two trainers will be available on site. These sessions will cover how to navigate the various tools and how to collaborate on documents. For those who have already mastered these skills, self-guided training and assessment will be available. These same modules will be available throughout the next school year, so people who started at the beginning will still have opportunities to extend their learning once they have mastered those initial levels. This is one of the clearest advantages that this company had over competitors – that they could provide a blend of on-site and remote learning, and that the strategies used to teach these skills could roll from one setting to the other.

As a reminder, all faculty and staff will receive this technology training. The entire district will be broken up into two groups. One group will receive 7 Habits training the first two days while the other receives this tech training. The groups will then flip for the remaining two days. We believe that these four days of training will be instrumental in setting us up for success in the 2019-2020 school year and beyond.

Group	May 29	May 30	May 31	June 3
Group 1	7 Habits	7 Habits	Google	Google
Group 2	Google	Google	7 Habits	7 Habits



Chromebook Documents

As we inch closer to one-to-one device implementation, we are initiating a pilot for the 2019-2020 school year at DLR Junior High School. This has required the administrative team to begin working on documents to support the deployment. We have drafted a letter to parents, a new Acceptable Use Policy (AUP) specifically for Chromebooks, and an protection plan for the devices. The purpose of the parent letter is to help families understand why students will be issued the devices and how they are to be used. The AUP is an agreement that parents and guardians will sign during the online registration process. Finally, the optional protection plan exists to provide some insurance against costs for the devices to be repaired or replaced. While the devices are not very expensive, loss, damage, or destruction comes with a replacement cost, and the insurance policy is a way of sharing the burden. Final drafts of all three of these documents are attached for your review.



May 1, 2019

Parent Name
Address
City, State ZIP

Dear Parent/Guardian,

We are excited to inform you about the 1:1 Chromebook program available for your child next year! It marks the beginning of an era where students will have immediate access to information via their own computers. We hope this initiative will bring our students into the 21st Century and prepare them for the dynamic, digital workplace that they will be navigating after high school.

During the first week of school, we will be distributing a Chromebook to each 7th/8th grade student. The Chromebook and charger will be used in the classroom and home for educational purposes. Teachers will vary in their expectations for Chromebook use, but your child will be using this tool for instruction, assignments, projects, research and assessment throughout the day.

As part of the online registration process, you will be presented with the Chromebook Acceptable Use Policy. Please take time to review this document before acknowledging that you have read it.

Enclosed you will find a description of the optional Chromebook Protection Plan. Please review the plan carefully before deciding whether purchasing this plan is right for you and your student. The option to purchase the plan will also be available during online registration. Any questions regarding the protection plan can be directed to the OCUSD Central Office at 815-732-5300.

We look forward to working with you as we embark on this exciting new opportunity. If you have any questions, please contact one of us at your convenience.

Respectfully,

Kip Crandall, DLR Principal
Shawn Gadow, Director of Technology

Mission: Educate students to be lifelong learners who are productive, responsible citizens.

206 South 10th Street, Oregon, Illinois 61061 phone: 815-732-5300 fax: 815-732-2187 www.ocusd.net

Oregon Community Unit School District #220

Chromebook Policy

Purpose Statement:

The purpose of the Chromebook program at Oregon CUSD is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of the 21st century student is the Chromebook. The individual use of the Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with the Chromebooks integrates technology into the curriculum in all settings.

The procedures and information within this document apply to all Chromebooks used at Oregon CUSD, including any other device considered by the administration to come under the procedures. Teachers may set additional requirements for use in their classroom.

Please understand that while Chromebooks are assigned to individual students to be used for school purposes, the device remains the property of the Oregon CUSD. There is no expectation of privacy while the device is in use.

1. Receiving your Chromebook & Check-in

1.1. Receiving your Chromebook

Chromebooks will be distributed at the beginning of the school year through the learning / media centers.

1.2. Returning your Chromebook

Chromebooks will be returned the learning/media center during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of Oregon CUSD during the school year, their Chromebook will be returned at that time. Failure to return a Chromebook will result in a fine up to the full device replacement cost.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher/taken to the office for an evaluation of the equipment.

2.1. General Precautions

- The Chromebook is school property, and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Oregon CUSD. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

2.2. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to classroom curricular work, school messages, calendars, and schedules may be accessed using the Chromebook computer. Students are responsible for bringing their Chromebook to school each day.

3.1. Chromebooks Left at Home

If a student leaves their Chromebook at home, they will be required to check out a Chromebook from the library. Violations will be handled school administration.

3.2. Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students from the library while their issued Chromebooks are being repaired. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3. Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

In cases where use of the Chromebook has caused batteries to become discharged during the school day, students may be able to connect their Chromebooks to a power outlet in class.

3.4. Desktop Backgrounds

- Inappropriate images, including but not limited to those promoting drugs, alcohol, tobacco, gangs or gang activity, sexploitation, discrimination, or profanity, may not be set as desktop backgrounds.
- The use of inappropriate desktop backgrounds will result in disciplinary action.

3.5. Approved Apps, Programs, and Extensions

- Only approved applications should be installed on Chromebooks.
- Students will not synchronize Chromebooks or add apps to their assigned Chromebook to include home syncing accounts.
- The installation or use of unapproved applications will result in disciplinary action.

3.6. Approved Websites and Services

- Only approved websites and services should be used on Chromebooks.
- The use of unapproved websites and services will result in disciplinary action.

3.7. Home Internet Access

- Students are allowed to connect to home and public wireless networks on their Chromebooks.
- All Internet traffic, regardless of access point, will be filtered and monitored by the school district.

4. Managing Your Files & Saving Your Work

4.1. Saving to the Chromebook/Home Directory

- Student data should be saved in Google Drive accounts.
- Only school-issued email accounts will be allowed, unless pre-approved by school staff.
- In the event that a device needs to be reset to factory settings, any locally saved work will be lost.

4.2. Network Connectivity

Students are encouraged to save their work frequently in the event that network failures occur.

5. Software on Chromebooks

5.1. Originally Installed Software

The software/apps originally installed by Oregon CUSD must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Chromebooks will be monitored to ensure that students have not removed required apps.

5.2. Inspection

In addition to the ongoing monitoring of device activity, students may also be required to submit devices for inspection.

5.3. Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

6. Acceptable Use

The use of the Oregon CUSD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Oregon CUSD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Oregon CUSD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Oregon CUSD's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

6.1. Parent/Guardian Responsibilities

- Talk to your children about the values and standards that your children should follow while using the Internet, similar to how other media sources are treated.

6.2. School Responsibilities

- School will provide Internet and email access to its students while at school.
- School will block access to inappropriate Internet content as able.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3. Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Oregon CUSD’s Internet connection is at your own risk. Oregon CUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Oregon CUSD protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to report it to the building principal.
- Students will return their Chromebooks to the library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Oregon CUSD for any other reason must return their individual school Chromebook computer on the date of termination.

6.4. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Sites encouraging plagiarism, including services that sell term papers, book reports, or other student work.
- Chat rooms or messaging services (i.e. MSN Messenger, ICQ, Facebook, etc.)
- Unauthorized Internet/computer games.
- Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading unauthorized apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Oregon CUSD web filter through a web proxy.

6.5. Chromebook Care

- Students will be held responsible for maintaining their issued Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by Oregon CUSD may be applied to the Chromebook.
- Chromebooks that malfunction or are damaged must be reported to the school office. The school district will be responsible for repairing Chromebooks that malfunction as a result of normal use.
- If a Chromebook is damaged not as a result of normal use:
 - Chromebooks covered by a Chromebook Protection Plan will be repaired or replaced by Oregon CUSD at no cost to the student
 - Chromebooks not covered by a Chromebook Protection Plan will be repaired or replaced by Oregon CUSD with costs being borne by the student

- Chromebooks that are stolen or lost must be reported immediately to the school office.

6.6. Student Discipline & Suspensions

Inappropriate use of student devices will result in disciplinary action in accordance with the student behavior handbook at the corresponding school.

DRAFT 5/15/2019

Oregon Community Unit School District #220

Chromebook Protection Plan

Oregon School District offers families an optional protection plan to insure the district-owned Chromebooks issued to students. This insurance program protects the Chromebook against loss, theft or destruction as a result of accidental damage (drops/spills, fire, flood and natural disasters). This insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds for one school year.

1. Program Premium/Coverage

- Nonrefundable Premium: \$25 annually
- Deductible: \$25
- Maximum Coverage Per Year: The value of one Chromebook
- Additional claims beyond the value of one Chromebook will be assessed as a fine
- Make checks payable to Oregon Community Unit School District #220

2. Fees without Insurance

- Claims made without insurance will be assessed at full value of the repair or replacement

3. Effective Coverage/Expiration Date

- Effective Date: The first day of school or subsequent date when the Chromebook is issued after the first day of school
- Expiration Date: The last day of school before summer vacation or the date a student leaves OCUSD
- Insurance must be paid for prior to student receiving his/her Chromebook

4. Coverage

- Accidental Destruction: Pays for accidental damage caused by liquid spills, drops or any other unintentional event that destroys the Chromebook.
- Theft: Pays for loss due to theft. The claim requires a police report to be filed.
- Fire: Pays for damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the device due to an electrical surge.
- Natural Disaster: Pays for loss or damage caused by natural disasters.

5. Exclusions

- This policy does not cover dishonest, fraudulent, intentional, criminal or negligent (not locked/stored in an unsecured manner, or location) use.
- This policy does not cover consumables (the charging cable).

- Damage that does not affect the functionality of the Chromebook is not covered. This includes, but is not limited to, scratches, dents and broken ports/parts and port covers.
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software also voids this protection.
- District 220 is not liable for any loss, damage (including accidental, consequential or punitive damages) or expense caused directly or indirectly by the equipment.

6. School District 220 Chromebook Insurance Terms and Conditions

In this Terms and Conditions, “we,” “us” and “our” means Oregon Community Unit School OCUSD. “You” and “your” means the parent/guardian and the student enrolled in OCUSD. The “property” is the Chromebook owned by OCUSD. Upon signing, you are eligible to receive the property at no cost with the following terms and conditions:

Terms: You will comply at all times with the OCUSD Acceptable Use of the Chromebook Guidelines and the OCUSD Acceptable Use of the Internet Policy.

Title: Legal title to the property is held by OCUSD at all times. Your right of possession and use is limited to and conditioned upon your full and complete compliance with these terms. As there is no filtering software placed upon the property, your compliance of these terms may require parental and self-monitoring while using outside of OCUSD facilities.

Loss/Damage: If you do not accept insurance and the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or the replacement value on the date of loss. Loss or theft of the property must be reported to school administration by the next school day following the occurrence. OCUSD is not responsible for assisting with the recovery of any lost or stolen devices. You may be required to file a police report.

Appropriation: Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the consent of OCUSD may be considered unlawful appropriation of the school’s property.

Indemnification: The student and parent/guardian release, hold harmless, defend and indemnify OCUSD from any claims, liability or money damages (including attorney fees) brought by a third person, the student or the parents/guardians against OCUSD and related to the student’s use of the device or the student’s or parents’/guardians’ breach of these terms.

If a student is unenrolled from OCUSD for any reason, the protection plan becomes null and void on that date. There are no refunds once this document becomes active on the first day of school or on the subsequent date when the Chromebook is issued after the first day of the school year.

☐ I have purchased insurance through OCUSD for the _____ school year.

☐ I waive my option to purchase insurance and take full responsibility of the Chromebook for the _____ school year.



Meeting Protocol

One of the process improvements we have worked on the past few months is in how our meetings are run. This applies to all meetings, from departments and grade levels, all the way to our admin group. Originally, we wanted to set some standards for how we talk specifically about student data, but this crossed over into discussions for all meetings. A group of us met to build a standard protocol for conducting meetings, drawing from our experiences in meetings that didn't go well, meetings outside of school that may even be held remotely, and books and resources available on the topic.

The result is a Google Doc template that we can use to distribute an agenda, take attendance, assign tasks, and set goals. Our plan is to implement this in the 2019-2020 school year to help facilitate communication within and between teams, as well as between teachers and administrators. A copy of the finished document is attached for your review.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Adam P. Larsen'. The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Adam P. Larsen
Assistant Superintendent
Oregon CUSD #220

Meeting notes

Team Name	
Date	
Time	
Location	

Norms

- Start on time, end on time
- Do what you say you will do
- Be present
- Respect the contributions of others

SMART Goal (if applicable)

Remember: *Specific, Measureable, Attainable, Results-oriented, Time-sensitive*

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Attendees

Name	Required	Attended

Purpose of Meeting

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Desired Outcomes

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Preparation Items

What to Bring	Who Responsible

Meeting notes

Roles and Responsibilities

Role	Name
Facilitator	
Timekeeper	
Recorder	

Agenda

Item	Who Responsible	Discussion Notes	Revisit?
Affirmation	All		Standing item

Data Meeting Agenda

Use whenever student data is being discussed

Learning Outcome		
Assessment Used		
Proficiency Target		
Proficient Students	Percentage	Action Taken (Instructional Strategy, How Implemented)
Non-Proficient Students	Percentage	Action Taken (Instructional Strategy, How Implemented)

Action Items

Item	Who Responsible	When Due

Next Meeting

Date	
Time	
Location	