

LMS 1:1 Program

Guidelines for Students and Parents/Guardians

Grade 6-8

Littleton Middle School

Purpose of Program

This program will provide exciting opportunities for technology integration into the day-to-day school experience. Students in grades 6-8 will be freed from the limitations of school-only devices and schedules, and will be able to develop the critical technological skills necessary for success in high school and beyond. The expectations of researching, learning and creating work on these devices, coupled with the responsibility for their proper care, will become the foundation of future academic and personal growth.

Program Overview

- Students will be issued a Chromebook from the LPS Technology Department for school and home use.
- Chromebooks will be managed/supervised by the LPS Technology Department. The LPS Asset Tag and student name label must remain on the device at all times.
- Students must use their Littleton Public School account to sign in to the Chromebook.
- Students must not allow another student to use their device.
- LPS will provide repair service for accidental damage or hardware failures.
- Withdrawing or transferring students will be required to return the device.

Student Guidelines and Expectations

- Students are expected to be in compliance with the LPS Responsible Use Policy.
- Students are expected to bring a fully charged device to school every day.
 - If a student does not bring his/her device to school, the student may check out a loaner for the day.
 - There will be a limited number of charging stations and loaners available.
- Devices are educational tools and should be used in that capacity.
- Student's use of the device for personal reasons in class is not allowed without a teacher's permission.
- Students are responsible for the security of their devices at all times. Any loss or theft must be reported to the school, technology staff and/or local police immediately.
- Students and parents/guardians **must sign the LMS 1:1 Agreement Form** prior to receiving the Chromebook.

Repairing & Replacing Your Chromebook

Chromebooks in need of repair should be brought to the LMS Main Office as soon as possible. Loaner Chromebooks will be issued to students when they leave their school-issued Chromebook for repair.

The district will handle repairs to Chromebooks unless the damage is caused by intentional misuse or abuse. In this case the parent/guardian will be responsible for the cost of the repair. The replacement of lost devices, chargers, and/or sleeves will be the responsibility of the parent/guardian.

General Care

Students are responsible for the general care of the Chromebook issued to them.

- Never leave your Chromebook unattended. Chromebooks should be kept in a secured locker.
- Use the protective sleeve when transporting the device.
- Avoid food or drink around Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of the Chromebook.
- Always transport the Chromebook with care.
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like those used for cell phones).
- Do not mark the Chromebook in any way with stickers, markers, etc.
- Do not modify or remove the current Chrome OS.

Content Filtering

Compliant Internet Filtering (CIPA) and monitoring is active on Chromebooks. Regardless of physical location (in or out of school) Chromebooks will have all Internet activity protected and monitored by the school district.

No Expectation of Privacy

Students should be aware that none of their data is private with respect to any usage of a Chromebook regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record at any time for any reason related to perceived or alleged misuse of the Chromebook. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

- *Student users should assume that none of their data is private or confidential.*
- *Any communication or data may be subject to review by network or school administration.*