

# Garland ISD Middle School Student Ready 1:1 Handbook

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# GARLAND ISD MIDDLE SCHOOL STUDENT READY 1:1 HANDBOOK

## OVERVIEW

The goal of Garland ISD's middle school Ready 1:1 program is to empower students to gain the skills and knowledge they need to achieve academically and prepare them to be globally competitive now and in the future.

As part of the GISD Ready initiative, the intent of the 1:1 program is:

- Personalize instruction to each student's unique needs, abilities and interests
- Show students how to use technology to enhance education
- Provide consistent, student-centered curriculum with real-world connections
- Ensure equity of digital resources
- Emphasize the importance of digital citizenship
- Create collaborative learning environments
- Prepare students with skills needed to succeed in college and careers

The GISD middle school Ready 1:1 program provides a Chromebook computing device for every student to use throughout the school day. Students will be issued a specific Chromebook assigned exclusively to them. Each Chromebook will have a label with the student's name and bar-coded identification information. Students will receive instruction on the proper use and care of their assigned Chromebooks.

It is the policy of Garland ISD to maintain ethical and responsible conduct regarding all electronic resources and activities. It is important for students to understand and abide by the **GISD Acceptable Use Policy** ([Garland ISD Policies](#)) and the guidelines of this handbook.

## STUDENT CHROMEBOOK USAGE

Students will use their Chromebooks in classes throughout the day to access Google Classroom where their teachers have prepared lessons and materials. Students will interact with the on-line materials to complete lessons relevant to the subjects being studied.

Students will have access to the internet to research materials relevant to their lessons, and they will be also provided supervised e-mail accounts. Students will use numerous digital tools including word processing, spreadsheets, presentation software and other applications associated with academic achievement.

## STUDENT CHROMEBOOK PICKUP AND DROP OFF

Students will pick up their assigned Chromebooks at the beginning of the school day from an assigned storage cart. Students must return Chromebooks to their assigned storage carts before departing the school. Students are responsible for properly placing Chromebooks into the cart and connecting them to the battery charger.

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## LATE ARRIVALS AND EARLY DEPARTURES

Each campus will determine where and when late arriving students should pick up Chromebooks in order to avoid classroom disruptions. In a similar manner, students with an early dismissal will be instructed by the campus where Chromebooks should be turned in, whether in the front office or another designated location.

## CHROMEBOOK CARE AND MAINTENANCE

Students are responsible for the care and well-being of their Chromebooks. Students will receive instruction from their teachers about the proper handling and use of their Chromebooks. Students must notify a teacher as soon as possible about problems or damage to their Chromebooks.

Students / families are responsible for damage to Chromebooks due to negligence or improper behavior. Students will be assessed the full cost of replacement or repair for a Chromebook damaged because of negligence or improper behavior. Damage to school property is defined in the **GISD Student Code of Conduct**. ([Garland ISD Policies](#))

The school district will repair student Chromebooks that break under normal use or have accidental damage.

## READY 1:1 PROGRAM GUIDELINES

- All users of the Garland ISD network and equipment must always comply with the **Garland ISD Acceptable Use Policy** ([Garland ISD Policies](#))
- Devices are on loan to students and remain the property of Garland ISD.
- Each Chromebook is an educational resource. The expectations of care for the Chromebook are the same as those of a textbook or school-issued calculator.
- All use of the Garland ISD technology network must support education.
- All rules and guidelines are in effect before, during and after school hours for all Garland ISD computing devices.
- All files stored on Garland ISD equipment, the Garland ISD network and/or district-managed cloud storage are the property of the district and may be subject to review and monitoring.
- The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the device.
- All users must follow existing copyright laws and educational fair use policies.
- All students have access to network/cloud storage and should not use the network storage for non-academic purposes.
- Garland ISD may remove a user's access to the Chromebook and GISD network without notice at any time if the user is engaged in any unauthorized activity.
- Garland ISD reserves the right to collect the Chromebook at any time.

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- Any failure to comply with the Ready 1:1 Handbook may result in disciplinary action.

## STUDENT RESPONSIBILITIES

- Students receive district-managed usernames and passwords and must not share their passwords with other students.
- Students must take reasonable care to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
- Students will pick up their devices from a designated cart in the morning and return the device to the same cart in the last class of the day.
- Students must not share their assigned Chromebooks with other students.
- Students are responsible for ensuring each device is properly stored and plugged in the appropriate cart for overnight charging.
- Do not carry the Chromebook with the screen open.
- Do not remove district-applied labels.
- Do not add any additional labels.
- Students must report any damage to a device as soon as possible to a teacher or other school administrator.
- To protect student account security, students must completely log off the device before returning it to the cart at the end of their school day.
- Students who identify or know about a security problem must convey the details to a teacher or administrator without discussing the matter with other students.
- Students are to notify a teacher or administrator immediately if they become aware of information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Devices are configured with Garland ISD network security certificates and web-filtering policies. Students must not tamper with or attempt to alter the device security.
- Students must not attempt to circumvent the district's internet filter.
- Students must not attempt to connect to any inappropriate materials or use the device in inappropriate ways.