

Digital Learning FAQ- Parents

Responsibility

What is my responsibility?

As with all educational endeavors, parents are expected to be supportive, engaged and involved in their student's learning. Digital Learning adds the increased capability for students to work on assignments and collaborate with others through the use of technology. Parents are expected to monitor their student's device usage. Chromebooks and iPads that go home with students have Cloud based website filtering. This filtering is compliant with federal guidelines within CIPA (Children's Internet Protection Act) and COPPA (Children's On-Line Privacy and Protection Act.) In addition, the District regularly reviews teacher requests for access to sites that may be blocked by our filters. Those requests are reviewed by a panel of IT and teaching and learning leadership staff prior to any action to enable the requested website or leave it disabled.

Please work with your student to ensure they charge their device each night and bring it to school every day - it is now a part of their regular school supplies.

All participating students will benefit from an Internet connection at home for all Digital Learning-based homework assignments. Many Internet connection options are available, and Naperville area Comcast provides a reduced price connection program for qualifying families. That program can be found at <http://www.internetessentials.com/>

What is my student's responsibility?

All students participating in Digital Learning classes must use the District-issued device and may not bring another to school for use in class. Students are required to care for their device as if it were their own property, being careful not to damage it. The device is property of the school district and is not to be shared. It is your student's personal device for school.

Students are expected to sign and turn in a District Acceptable Use Guidelines (K-12) as well as a permission from for students in K-8 to access the Google Applications for Education (GAFE) suite or products.

Students are solely responsible for Chromebooks or iPads (as part of expanded Digital Learning Initiative in K-2 only) issued to them or used in the classroom and must adhere to the following:

- Students that are issued Chromebooks are expected to bring their device to school each day. The Chromebook must be charged at home overnight and brought to school each day with a fully charged battery.
- Students must treat their device with care and never leave it in an unattended or unsecured location.
- Students must keep their device in its protective case and exercise great care when placing it into a backpack when travelling.
- Students may not remove or deface serial numbers, asset tags or any District applied identification.
- Students may not change the physical appearance of their device in any way, including keyboard, screen covers, shell or casing.
- Students are strictly prohibited from installing or running any non-native operating system on their device. All Chromebooks must function in a Chrome OS environment and all iPads must function in an Apple IOS environment at all times.
- Students must care for their device, keep it clean and not deface it in any way. This includes writing on the computer shell, stickers, and decals.

Students are also expected to exhibit Good Digital Citizenship by engaging in responsible and respectful online behavior. More on Digital Citizenship as part of Digital Learning at District 203 can be found here.

What is my financial responsibility?

All Digital Learning Initiative devices will be provided by District 203 at no additional charge, and will remain the ownership of the school district. All devices purchased for Digital Learning will be used again in the following school year.

Technology Fee

The technology fee at the high school level was raised in the 2015-2016 school year from \$29 to \$50 to help cover costs associated with Digital Learning. In year two of Digital Learning implementation, the technology fee will be raised to \$50 at the junior high level for the 2016-2017 school year, and in year three for elementary in school year 2017-2018.

What if we do not have Internet access at home?

Most GAFE applications (Docs, Slides, Sheets and Drawings) allow students to work in offline mode so classwork can be completed at home without Internet access. Files are saved locally to the Chromebook, then automatically updated the next time a wireless connection is detected. Within the GAFE Suite as described above, a student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, any work done at home will be automatically updated to their Google Drive.

Many Internet connection options are available, and Naperville area Comcast provides a reduced price connection program for qualifying families. That program can be found at <http://www.internetessentials.com>. Our community offers free WiFi at various locations including our public libraries.

Device

What if the device is damaged, lost, or stolen?

If a student's device appears defective or fails to operate properly, the student is to inform the teacher who will contact the school Computer Support Associate (CSA). A help desk ticket will be opened and the device will either be repaired or a loaner device will be issued for the student to use during the remainder of the school day or until the student's original device is repaired and returned.

The District will not charge a student for the repair of a device due to system failure or normal wear and tear. Should a device be clearly broken or intentionally damaged by action of the student, the District may charge the student the cost of repair, up to and including the replacement cost of a new device.

If a device is lost or stolen, the student or their parents/guardians must submit an immediate police report to the school Principal, Assistant Principal or designated school leadership. D203 School Resource Officers (SRO) can assist. At the high school level a Dean may be involved in this process. The District reserves the right to charge a student a replacement fee up to the cost of a new device (\$310).

What if my student forgets the device at home?

As a part of Digital Learning, students are expected to bring their device to school every day as part of their regular school supplies.

If a student forgets to bring their device to school, the student is to inform the teacher who will contact the school Computer Support Associate (CSA). A help desk ticket will be opened and a loaner device will be issued for the student to use during the remainder of the school day. Students that regularly forget to bring their device to school may be subject to disciplinary action.

What is stored on the device?

No student data is stored on the devices. The Chromebook is primarily intended to run Internet based applications and will need an Internet connection in order to do most tasks. Users operate in a cloud-based environment saving to their cloud-based Google Drive.

What happens to the device at the end of the school year?

Currently, Chromebooks issued to high school students will go home with the student over summer break every year they are enrolled in the District.

The devices are property of the school district and will be returned prior to graduation and/or leaving the school district. The District reserves the right to collect devices at any point of the school year for refresh or repurpose.

Can my student bring their own device to school instead?

The District technology infrastructure, programs and classroom connectivity are all optimized for use as with District-issued devices such as Chromebooks and iPads. Any exception for a student to use a non-District device in the classroom must be approved by the school Principal and District IT.

Where does my student store the device during the day?

Students should store their device in a secure location such as their locker, or carry it with them throughout the day in the case provided or their backpacks.

Can my student use the device for gaming or recreation?

The primary use of devices issued to students as part of Digital Learning is educational, therefore gaming applications or recreational websites are blocked and prohibited on District-issued devices.

Where does my student take their Chromebook if they cannot log in or if their Chromebook is not working properly during the school day?

If a student has any kind of problem with their Chromebook, they should tell their teacher or go to the Computer Support Associate (CSA) at their school. A spare or replacement device will be issued while the student's original Chromebook is repaired.

How will my student be trained to use their Chromebooks in class?

Students will view student orientation videos or review usage plans at the start of the school year to understand their Chromebooks and the use of Google Apps for Education (GAFE). Teachers will also support students as the devices are integrated into classwork and assignments.

Can my student use their device outside of school - at home, public library, or other hotspots?

A major component of DLI is to allow for learning to happen both inside, and outside of school. Your student's Chromebook can be used anywhere a Wi-Fi connection is available, as well as in a limited fashion with Google Apps for Education (GAFE) applications like Google Docs, Sheets, Drawings and Slides without an Internet connection. While the District provides guidelines, policies and Internet filters, there is no replacement or substitute for Good Digital Citizenship.

Will my student be financially responsible for their device if it is stolen or badly damaged?

See the information on the District 203 website for information on how lost, stolen or damaged Chromebooks are handled => <http://www.naperville203.org/Page/5205>

If my student misplaces their Chromebook at school, how will someone know it belongs to them?

All Chromebooks have attached asset tags that can be scanned to determine to whom a particular Chromebook has been issued. Chromebooks issued to students in lower grades will be labeled with the student's name.

Will the District be able to view my student's online activity at school and away from school?

Chromebooks are District issued devices and District property to be used for educational purposes. Once logged into the Naperville 203 Google domain, both at school and at home, the usage logs created can be reviewed by the District.

How can I print from my Chromebook at home?

Visit <http://www.naperville203.org/site/Default.aspx?PageID=5450> for directions on how to print from Chromebooks at home.

How can my student use their Chromebook offline?

Visit <http://www.naperville203.org/site/Default.aspx?PageID=5457> for directions on how to use Chromebooks offline.

Student Learning

How will my child's classroom change?

Depending on the class, your child may use their device every day, however it is important to note that the device does not render textbooks, pencil and paper obsolete. Digital Learning at Naperville 203 incorporates blended learning which means technology is woven into the curriculum and used when appropriate. It is up to the discretion of your child's teacher on how often to use the device in and out of class for school work.

Students participating in Digital Learning at our high schools and junior high schools will be using the Google Apps for Education (GAFE) suite on their Chromebooks to enrich their learning experience. Students participating in the expanded Digital Learning Initiative at the elementary levels will be operating on selected devices (Chromebook or iPad and ecosystems Google or Apple).

How are you protecting my student when they are online?

The safety of our students is our number one priority, online safety and privacy is no exception. The District makes all reasonable efforts and adheres to all state and federal laws to protect and maintain your child's privacy.

Naperville 203 operates in accordance with the Children's Internet Protection Act (CIPA) and Children's On-Line and Privacy Protection Act (COPPA). The District filters all on-premises connections to the Internet and blocks entry of computers or devices sites that may contain content considered obscene, pornographic, harmful or inappropriate for students. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other educational purposes provided that the individual receives prior permission from the Superintendent or system administrator.

The District will supplement this by providing at-home filtering applications for Chromebooks and iPads that are used off-campus and at home. Regardless of filtering capabilities, families should discuss and encourage appropriate Internet usage and filtering outside of school.

Staff members shall provide supervision while students are using the District's Internet access to ensure that the students abide by District policy.

Will my student use this every day in class?

Depending on the class, your child may use their device every day, however it is important to note that the device does not render textbooks, pencil and paper obsolete. Digital Learning at Naperville 203 incorporates blended learning which means technology is woven into the curriculum and used when appropriate. It is up to the discretion of your child's teacher on how often to use the device in and out of class for school work.

Any questions regarding device usage in and outside of class should be directed to your child's teacher.

About Google Apps for Education

The Google Apps for Education (GAFE) suite is designed to increase teacher effectiveness and enhance student learning. GAFE tools provide avenues for students to develop online communication skills and personalized learning opportunities, while fostering positive Digital Citizenship. GAFE tools can be used to stimulate collaboration within and outside of the classroom.

GAFE resources can help stimulate teacher innovation and strategies. GAFE digital assessment tools offer added ways for teachers to assist students in meeting learning outcomes and provide ways to offer timely feedback.

Digital Citizenship

An integral piece of Digital Learning at Naperville Community School Unit District 203 is teaching our students to be good digital citizens. Digital Citizenship is the concept of educating all technology users about how to use technology safely and appropriately. A good digital citizen is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology.

Using technology responsibly and appropriately creates a good digital portrait for your student.

This portrait includes all of your student's actions online ranging from posts, photos, to projects, all of which may be permanently available on the Internet. Part of educating students on Digital Citizenship asks them to think about what kind of portrait do they want to show future colleges and employers? Digital Citizenship lessons are woven into the curriculum at all levels of participation in Digital Learning at District 203.

What e-mail system will my student use?

For Digital Learning at District 203, high school and junior high school students will have a District 203 Gmail account created and maintained within a Google Education domain specifically created for District 203. Students will receive email information when they receive their Chromebooks. Student Gmail accounts include the first initial of first name, first initial of middle name and then last name, then @stu.naperville203.org. For example, Mary K. Smith, mksmith@stu.naperville203.org.