

**Naperville Community Unit School District 203**  
**Digital Learning Initiative**  
**Frequently Asked Questions (FAQs) for Parents**  
**School Year 2017 – 2018**

## **Responsibility**

### What is my responsibility as a Parent?

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 and parents are expected to monitor their student's device usage.

Chromebooks and iPads that go home with students have Internet or 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 fully charged 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. (Note: wireless Internet connectivity is oftentimes called Wi-Fi). If Internet access is not available at home, there are options available. Note that regardless of Internet connection method, District provided devices always have filtering enabled.

- All schools have Internet access available before and after school to provide access to study time, homework or projects. In addition, many Naperville and surrounding area coffee shops and libraries provide free Wi-Fi connections.
- NaperNet is free Wi-Fi in the downtown Naperville area. NaperNet coverage extends from Washington St. on the east, Van Buren Avenue on the North, Main Street on the west and Chicago Ave on the south.
- All schools have Internet 'hotspots' available for check-out from each school library. Although all District-issued devices have automatic filtering, these hotspots have on-board filtering for any non-District device that may use them for Internet access and are intended to provide short-term (check-out based) connectivity from home or other locations. Check with your school library for checkout timeframes and details.
- The Naperville Public Library has 10 District 203 Chromebooks available for checkout as well as Internet hotspots
- 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, or different device, 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 the District Acceptable Use Guidelines (K-12) that help clarify the Board of Education Technology Use Policy. To access the vast library of Google educational products and tools, all K-8 students and parents must also sign and turn in a Google GSuite and Chrome browser consent form

Students are solely responsible for District issued Chromebooks in grades 2-12 and District issued iPads in grades K-1 and must adhere to the following:

- Students that are issued Chromebooks are expected to charge their device at home every night and bring it to school every 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 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 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 are strictly prohibited from loading any software with the intention of bypassing filters, alternate browsers or any other rogue or malicious software. Any activity related to this prohibited behavior is considered a willful disregard for the principles of Good Digital Citizenship, a broken promise made by both student and parent signatures on the Acceptable Use Guidelines, and is immediate cause for disciplinary action and potential confiscation of the device.

### 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 all schools is used to help cover costs associated with Digital Learning.

### What if we do not have Internet access at home?

Most GSuite applications (Google Docs, Google Slides, Google Sheets and Google Drawings) allow students to work in offline mode so some amount of classwork can be completed at home without

Internet access. Files are saved locally to the Chromebook, then automatically updated the next time the Chromebook connects to the Internet. Students 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 worked done at home will be automatically updated to their Google Drive.

## **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 another device will be issued. 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.

### 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?

While working data may be stored on the Chromebook from classwork done when not connected to the Internet, there is no permanent data stored on the device. The Chromebook is primarily intended to run Internet based applications requiring an Internet connection to do most tasks. Students operate in an Internet or Cloud-based environment using applications and data made available from the dedicated D203 Google Educational Domain.

### 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. All devices are property of the school district and must 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 with District-issued devices such as Chromebooks and iPads and students are expected to use these devices. If an assignment or project requires the use of a personal device, that device and its intended use 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.

How does my student get tech support during the school day?

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

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

Students will view orientation videos and review usage plans at the start of the school year to understand their Chromebooks and the use of the Google GSuite of applications. 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 Digital Learning is to allow for learning to happen both inside, and outside of school. Your student's Chromebook can be used anywhere an Internet connection is available, as well as in a limited fashion with the Google GSuite of Education applications like Google Docs, Google Sheets, Google Drawings and Google 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 are scanned and entered into a technology asset inventory allowing a quick determination of 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?

Unlike Windows computers where a printer may be directly connected to the laptop/desktop, Chromebooks operate in an Internet or Cloud connected fashion, so printing at home must be done from a printer that is also connected to the Internet. Cloud ready printers have been on the market for years and are available at any larger electronics store. For more information, 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 GSuite applications and Google Chrome browser on their Chromebooks to enrich their learning experience. Students participating in Digital Learning in grades K-1 will use Apple iPads.

### How are you protecting my student when they are online?

The safety of our students is our number one priority, and 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 connections to the Internet made from District issued Chromebooks and iPads, regardless of location and blocks entry to Internet sites that may contain content considered obscene, pornographic, harmful or inappropriate for students.

In specially approved situations, an administrator, supervisor, or other authorized person may disable Internet filtering device for bona fide research or other educational purposes provided that this activity receives prior permission from the Superintendent or system administrator.

Please see the District's Data Privacy and Protection document for more information =>  
<https://www.naperville203.org/cms/lib/IL01904881/Centricity/Domain/1216/2017-18%20Student%20Data%20Privacy%20and%20Protection.pdf>

#### How is my student's data privacy protected?

The protection of student data is very important, and the District is committed to the protection of student data with comprehensive privacy policies and multi-layered and redundant technology tools and processes. Anything created by our students is stored in our dedicated Google Drive space. All of the applications in the Google GSuite of products used by our students (Gmail, Google Docs, Google Sheets, Google Slides, Google Calendar, Google Forms, Google Sites and Google Hangouts) are covered by the SIIA (Software and Information Industry Association) Privacy Pledge. As a signatory to the SIIA Pledge, Google will protect all student data, ensuring that is never 'mined' for specific information nor ever used for any type of marketing targeted at our students. See <http://studentprivacypledge.org/> for additional information.

Note that the Google Chrome browser is not included in GSuite and therefore not covered by the SIIA Privacy Pledge. Students should at all times remember their Good Digital Citizenship training, make good Internet browsing choices and parents should monitor their students' Internet activity. All school related activity that requires use of the Chrome browser will be monitored by staff as well as security logs and tools within the District IT department. When using the Chrome browser outside of school, students are strongly encouraged to maintain awareness of website content, exercise Good Digital Citizenship and never offer any personal information to any site when browsing the Internet. Scrutiny of website content should be exercised by both students and parents whenever shopping for products or services on the Internet, and students should always be aware of the Digital Portrait they create such that college, military or job prospects are not jeopardized by inappropriate Internet behavior on social networks, websites or other Internet hosted content, product or activity.

#### Will my student use a Chromebook or iPad 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 GSuite for Education

GSuite for Education applications are designed to increase teacher effectiveness and enhance student learning. GSuite applications and tools provide avenues for students to develop online communication skills and personalized learning opportunities, while fostering positive Digital Citizenship. GSuite applications can be used to stimulate collaboration within and outside of the classroom as well as help stimulate teacher innovation and strategies. GSuite 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 in the safe and appropriate use of technology. A good digital citizen 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 online actions ranging from posts, photos, to projects, all of which may remain permanently available somewhere on the Internet. Part of educating students in Digital Citizenship asks them to think about what kind of portrait 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.