1:1 Technology Guidelines
The 1:1 Technology Policy for the Hopewell Valley Regional School District

The Hopewell Valley Regional School District instructional vision is to move towards a more student-centered/inquiry-based learning environment. Technology plays a vital role in this process. In the interest of having students take ownership of their education, technological skill-building needs to be integrated into all curriculum areas. Full and equitable access to technological resources, available at anytime and anywhere, must be a high priority for our students and staff. Classrooms that facilitate inquiry-based learning and collaborative partnerships are needed to support our instructional vision. Teachers will have resources to support guided inquiry and direct their students as they become independent and fully engaged learners. In the global environment, where technology continues to significantly change the normal course of business and education, students need proficiency in digital, visual, informational, and textual literacy in order to be active participants of the 21st century. Critical thinking and creative problem solving will be essential in cooperative and collaborative work environments. Technology facilitates this process and is a principle tool to accomplish these ends.

Future graduates must be equipped with the 21st century skills of 1) creativity and innovation, 2) communication and collaboration, 3) research and information fluency, 4) critical thinking, problem-solving and decision-making and 5) digital citizenship. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues--not just in their classroom or school, but within a global community that spans the globe.

The Hopewell Valley Regional School District wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, the school district has implemented a 1:1 student to computing device program to create a seamless and dynamic educational experience for students.

The 1:1 technology program will provide:

- a better opportunity to individualize learning (differentiation)
- opportunities to demonstrate mastery of content in a variety of creative ways
- increase collaboration (contact time) with the teacher and other students
- increase student engagement
- the opportunity for distance learning.
- 24/7 access; students no longer will need to go somewhere to get technology
- the opportunity for teachers and students to try new approaches and take educational risks in order to grow as learners and professionals.

Those teachers, parents and students that are a part of the 1:1 Technology Program must understand and agree to these guidelines for the program and are subject to the same behavioral standards set forth in the Student Code of Conduct, faculty and staff employee handbook and the HVRSD Guidelines for Responsible Computing (Acceptable Use Policy).

- The Hopewell Valley Regional School District (HVRSD) retains sole right of the technology device and grants permission to the student to use the device according to the guidelines set forth in this document and related technology policies. Additionally, HVRSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, alter, add, or delete installed software or hardware.

- The student is solely responsible for backup of student data as necessary. HVRSD provides a means for saving and backing up student data.
- Students are not to install any software programs. Only technology support staff can download and install applications onto the device.
- If an assigned technology device is damaged or is not working correctly, the teacher or school must be notified immediately. A help desk system is in place to aid with this problem. Repairs are only to be initiated by school district authorized staff.
- If a student damages a technology device due to gross negligence as determined by administration, the student and parent is responsible for paying repair or replacement costs. Examples of gross negligence includes, but is not limited to: leaving equipment unattended or unlocked, lending equipment to others other than one's parents/guardians, using equipment in an unsafe environment or manner. A lost or stolen technology device will require a police report from the municipality in which the unit was thought to be lost or stolen.
- A student who does not have a computer due to a computer being damaged accidently will be allowed to use a computer from school.
- Lost or damaged peripheral devices that are a part of the assigned technology device, including chargers, are the responsibility of the student.
- Technology support will be available to students outside of the school day. The days and times that this is available will be communicated to students and parents.
- Students are required to take their computer to each class each day unless told differently by the teacher. It is imperative that students bring their technology devices fully charged. Students should bring their charging unit to school each day as well.
- At school, students will have filtered access to the Internet. When at home or in other locations outside of school, there will be no school district-based Internet content filtering in place other than what is provided at home or other places that the student accesses the Internet.
- Students are allowed 24/7 access and parents should monitor their student's time and activities on the technology device.
- Ultimately the technology device is the property of the Hopewell Valley Regional School District and the school has the right to determine what is appropriate for students to access and to search the computer if necessary at any time. School district faculty and staff may need to remotely access the student's assigned technology device. This is done only after online acknowledgement by the student or parent.
- The technology device must be kept in the protective carrying case at all times when not in use.
- Stickers and other markings are not to be placed on any part of the technology device other than the HVRSD asset sticker.
- There will be times when a student will find it necessary to privately listen to audio and video recordings. Headphones/ear buds should be used. These will not be provided by the school.
- Students are expected to provide care for the technology device as if it were their own. Keep the technology device in its protective carrying case at all times when transporting and when not in use. Keep the device away from liquids. Use a soft, dry, lint-free cloth to clean the device. When cleaning the screen of the device, the cloth can be lightly dampened with water. At no time should any cleaning agents be used on the technology device or computer screen. More in-depth instruction on device care will be provided by the classroom teacher. Questions on care can be addressed to the technology support staff via the help desk.

Because the Hopewell Valley Regional School District owns and operates the technology device and software applications that compose our network resources, the district is obligated to take steps to insure that all technology resources are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of the HVRSD's network resources is subject to the rules stated in this policy and the HVRSD Guidelines for Responsible Computing (Acceptable Use). School administrators and technology staff monitors our network and may find it necessary to investigate technology-related incidents even if they happen after hours and outside of school. As the owners of our technology environment, including email, the school administration reserves the right, if needed and at its discretion, to remotely access, open, examine and/or delete electronic files that violate Hopewell Valley Regional School District policies.