# Parent Technology Orientation

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Runnels Mission and Vision Statement

Mission: *The Runnels School instills knowledge in a community of respect and compassion, celebrates student individuality, and inspires creativity to grow confident and curious lifelong learners.*

Vision: *The Runnels School strives to fulfill the educational needs of our community and empower students to positively impact our world.*
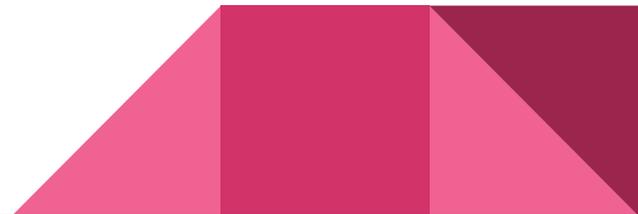
Our Technology Initiative

Creativity and Innovation

Communication and Collaboration

Research and Information Fluency

Critical Thinking, Problem Solving and Decision Making

Digital Citizenship

Technology Components

Infrastructure

Staff

Smartboards

GAFE : Google Apps For Education

One to One Grades 4-12

One to One

4th through 6th grade
Google Chromebook - a relatively simple, streamlined, web-based device that utilize Google and their Chrome internet browser for most/all functions.

Chromebooks will stay in classroom carts.

While the Chromebooks are not to be taken home, student accounts are still accessible from off campus.

7th through 12th grade
Dell Latitude running Windows 10 Education. Students will be issued a Flak Jacket (protective case) which must be used to store device when not in use.

Laptop will have a unique ID tag which should not be removed.

Devices will "belong" to the student. The same device will be returned to the student each subsequent year of their enrollment.

Devices are scheduled to be replaced every four years.

4th - 12th Grade Accounts

Google Classroom - replacing Moodle as our learning management system (student account only).

PlusPortals - online grades, schedules, attendance, etc.
(parent and student accounts).

Emails - 4th - 8th grade students can only email others
with a runnels.org email account.
9th - 12th grade students can email anyone.

Parents are encouraged to monitor student email,
particularly with younger students.

Student Expectations 4th - 12th Grade

Interact with Google Classroom.

Follow classroom procedures regarding devices.

Follow guidelines for proper care of the computer.

Practice good digital citizenship.
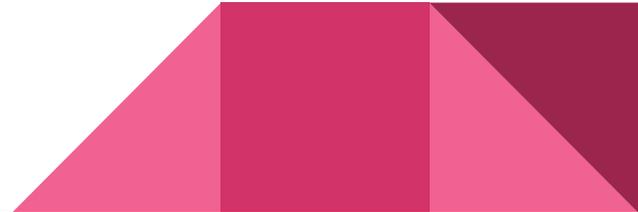
Student Expectations 7th -12th Grade

Students should bring charged laptop to school each day.

Keep device in school issued protective case when not in use.

Check email daily.

Seek assistance for any hardware/software issues.

Room 35 help desk : helpdesk@runnels.org.

Parent Responsibilities
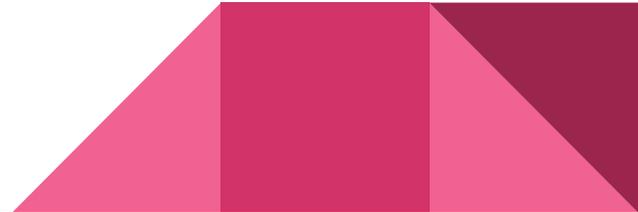
Monitor laptop use at home.

Allow access to the device.

Help your student make responsible choices with regards to the care of their device.

Communicate with student, teachers, helpdesk, administration as needed.

Understand warranty details.

Sign parent Acceptable Use Policy.

Infrastructure

Increased network and internet bandwidth.

Expanded wireless coverage and speeds.

Internet filtering will be enforced while on campus and at home.

Classroom Orchestrator - a classroom content and device management service.

Full time staffed helpdesk dedicated to provide hardware and software support.

Hardware Warranty

Fourth through sixth grade students and families will not be liable for accidental damage that occurs to Chromebooks. Intentional damage will be dealt with through disciplinary action on a case by case basis.

Each Windows laptop comes with a four year hardware warranty. Covers defective ram, processor, hard drive, or what would otherwise be considered manufacturer's defects. The hardware warranty does not cover accidental or physical damage.
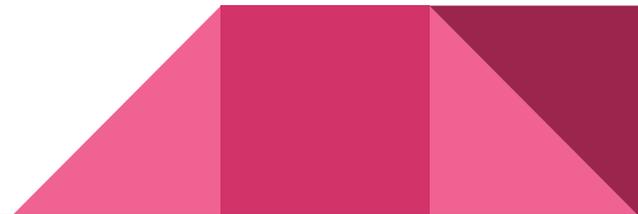
Hardware warranty repairs will be performed at no cost to the family.

Chargers are covered for four years.Batteries are covered for one year.

Replacement Flak Jacket - $40
Replacement battery - $80
Replacement charger - $30

Accidental Damage Protection (ADP)

- Covers failures caused by accidental physical damage, temperature damage, screen cracks, and spillage/water damage, etc.

- ADP will not cover loss, theft, fire, smoke, vandalism, or intentional damage.

- ADP claims may be repaired or replaced with a new or refurbished machine, of equal or greater specifications, at our discretion.

Claim Process and Costs

Claim is made by student or parent/guardian.

Parent/guardian will be emailed a record of the pending ADP claim. An appeal can be made at that time. If no appeal is filed, charges will be applied through Smart Tuition.

There is a progressively increasing cost per ADP claim:
(1st claim - $50, 2nd claim - $150, 3rd claim - $250, 4th and each additional claim - $500).

Keep in mind that each student will be assigned a specific device and be responsible for that state of that device. Records of each warranty claim and repair will be kept for lifetime of that device.

No repairs should be performed on these devices outside of the Runnels helpdesk.
Any such repairs will void your entire hardware and ADP warranty.

Student Training

Runnels will provide extensive training both on how to care for and utilize the devices as well as digital citizenship.

7th - 12th grade students will be issued their device on the first day of school. Training will be concentrated during the first 3 days and then integrated thereafter.

4th - 6th grade students will begin accessing devices and receiving training during the first days of school.

Acceptable Use Policy (AUP)

Based on ISTE standards.

Both parent and student signatures are needed before student will have access to a device.

Students will sign AUP at school.

Parents will sign AUP prior to school start.

AUP Form is available at runnels.org.