

# **Digital Conversion Guidebook**

## **Edmond Public Schools**

### **Grades 6th - 12th**

All Edmond Public School students will have access to instructional technology that will support their success in the classroom and beyond. At the beginning of the school year, the district will issue a technology package: a Chromebook, charge cord, and protective carrying case to each qualifying student.

The Digital Conversion will support Edmond Public Schools' mission to empower all students to succeed in a changing society.

#### **Digital Conversion Objectives**

- Prepare students to be college and career ready.
- Ensure equitable access to instructional technology.
- Transform student learning through:
  - Creativity and Innovation
  - Critical Thinking and Problem-Solving
  - Communication
  - Collaboration
  - Inquiry
  - Individualization and Choice

#### **Why the Chromebook**

The Chromebook is a personal computer designed to work through with G Suite web-based applications. The district chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The district will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with board policies [#5720](#) and [#4301](#).

#### **District Responsibilities for the Use of the Chromebook**

The district will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired according to the [Student Technology Protection Plan](#). The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

### **Distribution of the Chromebooks**

Distribution of the Chromebooks will take place at the beginning of the school year. A student will be given a device only if a parent or guardian has signed the [Technology Responsible Use Agreement](#). Each student will receive a Chromebook, charge cord, and protective carrying case. Earbuds or headphones will not be provided.

### **Parent and Student Responsibilities**

As with any district-owned property (e.g. textbooks), students and parents/guardians will be responsible for returning the Chromebook in good working condition at the end of the school year or upon leaving the district.

### **Process for Reporting Damage**

The student and parent/guardian will be responsible for replacing a lost Chromebook or making repairs necessitated by inappropriate use or neglect of the device. A [Student Technology Protection Plan](#) for the device will be offered to those parents who choose to purchase that coverage. When applicable, reporting damage or needed repairs should be submitted at the school's media center (not the district office).

### **Chromebook Care Recommendations**

<b>DO...</b>	<b>DO NOT...</b>
always carry the device with care and a closed lid	deface the device with writing, drawings, stickers, labels, etc.
keep the Chromebook in the district-issued protective case	deface or remove any district labeling
carefully insert cords, cables and removable storage devices	lift the device by the screen or close the device with pens inside
only clean the screen with a soft, dry microfiber cloth or anti-static cloth	use cleaning solvents or other liquids on the screen
report any damage or issues immediately to the Media Center	store the device where other items can place pressure on the screen (e.g. books, backpacks)
charge the Chromebook every night	place food or drink near the device

### **Appropriate Use**

The Chromebook is intended to be used for educational purposes only, not personal use. Only Edmond Public School accounts are allowed to log onto the Chromebook. Failure to use district devices, networks or other resources responsibly may result in disciplinary action.

## **Digital Citizenship Tips**

As productive digital citizens, students should develop skills and strive to:

- Be positive, kind, and constructive in all digital environments.
- Be mindful that what is posted online impacts others and self.
- Verify source reliability before using.
- Be authentic, and give credit where credit is due.  
(Do not plagiarize or violate copyrights.)
- Be safe with your information; never give out private or confidential information.

## **Internet Access**

Chromebooks are Internet-based devices; therefore, students will need Internet access either at home or at public places, in order to use the web-based applications. Students are expected to observe all EPS technology policies, as well as federal, state and local laws when using the device at any location. In addition, students should follow the “[Topics to Prepare Students and Strengthen School Communities](#).”

Free Wi-Fi can be accessed at EPS schools, local libraries, and many businesses/ restaurants.

Discounted Wi-Fi Options (for those who qualify)

[Cox Connect to Compete](#)

[Access from AT&T](#)