

# **DIGITAL LEARNING PLAN**



**EMPOWERED  
ENGAGED  
EQUITABLE**



# Digital Learning Vision

## Empowered

- Students and staff leverage digital tools to optimize meaningful learning choices that help them to reach their full potential, regardless of their learning styles or needs.
- Students develop the skills necessary to independently navigate and appropriately express themselves in an increasingly digitized world.
- The Wisconsin Heights School District provides training, time, and resources so staff may better use digital tools to support their teaching and learning.

## Engaged

- Teaching and learning emphasizes connections to students' lives and interests, collaboration, authentic tasks, creative problem solving, and critical thinking in a constructive setting.
- Students and staff respect their digital tools and use them in a responsible, balanced manner.

## Equitable

- Students and staff have equitable, safe access to digital tools to find, to create, and to participate in and connect to classroom, community, and global opportunities.
- The Wisconsin Heights School District creates and supports procedures to keep digital tools working properly and to minimize lack of access.
- We gather input as we collaboratively decide how to adapt our digital tool offerings and procedures as our teaching and learning needs change.



## Vision of Teaching, Learning & Assessment

In order to ensure our commitment to children and excellence in education, the Wisconsin Heights School District establishes a learning environment that is rigorous and attentive to the diverse learning needs of all students. To attain this vision:

- Learning environments will be engaging, meaningful, and inspire students to take initiative for their own learning.
- Teaching, learning, and assessment will be personalized to meet individual differences and needs.
- Teaching, learning, and assessment will reflect evidence-based best practices and high expectations for all.
- Teaching, learning, and assessment will be an ongoing practice using formative and summative assessment to provide feedback to teachers, students, and families.
- Teaching and assessment will be delivered consistently and collaboratively to provide equity and access for all students.

## Why a Focus on Equitable Access?

We believe that robust and reliable access to digital learning devices for all students empowers them to engage in their learning through inquiry, collaboration, and world-wide perspectives to create and share their own ideas and products. Robust, equitable, and reliable access is essential in preparing students for their future in college and career.

The Wisconsin Heights School District digital learning initiative builds on increasing levels of access and responsibility from elementary school through high school.

- K-5** All Black Earth elementary students will have equitable access to iPads and Chromebooks to support curricular and learning needs during school.
- 6-8** Each student will be assigned a Chromebook to use throughout the school day and beyond the school day to support curricular and learning needs. Students will pick up Chromebooks during open house on Thursday, August 26th.
- 9-12** Each student will be assigned a laptop to use throughout the school day and beyond the school day in order to support curricular and learning needs. Laptops will be distributed during open house on Thursday, August 26th.



## About Chromebooks/Laptops

Our middle/high school will make use of Chromebooks and Windows laptops. Chromebooks are internet-based devices that support limited offline use, focused around Google's suite of online applications. They are designed to last 8 to 14 hours of use. Windows laptops are capable of running more software, such as Microsoft Office. They are designed to last 6 to 10 hours of use. Battery life of both is only an estimate and can vary dramatically. For both, content filters will be deployed 24/7 to promote appropriate use of these education devices.

## Middle & High School Distribution

Devices will be distributed to students during registration and the first week of school as needed. In order to receive a Device, the district must have received the following documents:

- A parent/guardian-signed [WHSD Digital Learning Plan Agreement](#). This document was included in students registration forms and can be accessed in skyward.

If you missed the distribution at registration please contact Rachel Elliott at [relliott@wisheights.k12.wi.us](mailto:relliott@wisheights.k12.wi.us) to arrange a pick up time.

**NOTE:** Each student will receive a laptop/chromebook and AC charger. Students will also be provided with a protective carrying case. The case is required to be used at all times.

**NOTE:** If you do not have wireless access at home, don't worry. Please stop by the Student Technology Service Center and let them know. A limited number of mobile hotspots are available.

## Agreements

A parent or guardian must sign and return the [WHSD Digital Learning Plan Agreement](#) before a Device is issued to the student in grades 6-12.

## End of School Year & Return Procedures

Students will return their laptops and chargers during the final week of school so they can be checked for serviceability and regular summer maintenance. . Chromebooks must be returned immediately when a student transfers out of the District, is suspended or expelled or terminates enrollment for any reason.



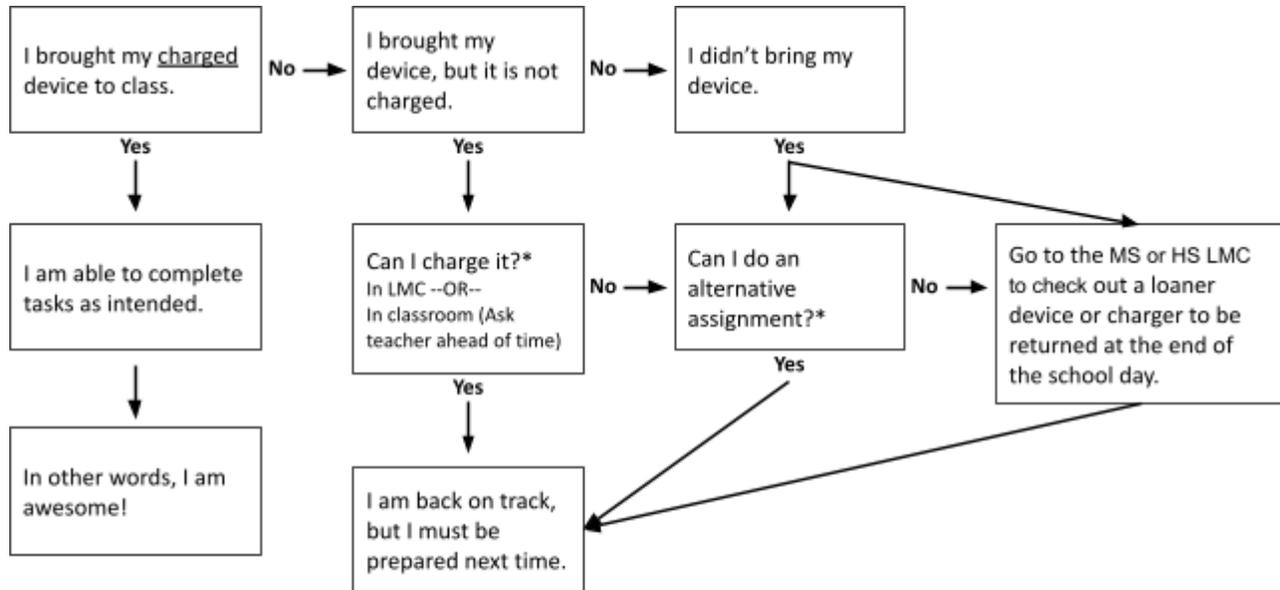
## Everyday Device Expectations

Devices assigned to students are tools that support their class curriculum and extended learning. As such, students must:

- Follow the [Acceptable Use Policy](#).
- Bring their device to school each day. Please see [MS/HS Student Device Procedures](#).
- Keep device charged
- Use district-provided programs and accounts to support their learning
  - Schoology
  - Google Drive
  - Google Suite applications
  - Online class sites
  - School Gmail
  - Standard apps and extensions
- Take care of the device. Please see [Device Care](#).
- Address repair needs immediately. Please see [Problems and Repairs](#).
- Complete school work and other school-related tasks no matter the state of the chromebook.



## MS/HS Student Device Procedures



\*NOTE: Depending on the assignment, classroom logistics, and other circumstance, charging in the classroom and alternative assignments might not be available.

- Teachers will not have extra chargers.
- Please make arrangements before class starts.

## Loaner Chargers & Devices

A limited number of loaner chargers and devices will be available.

- You must return the loaner and/or device by the end of the school day.
- You will be able to check out a loaner charger and/or a device from the MS and HS LMC. Chargers and devices must be returned by the end of the school day.



## Acceptable Use Policy for Students

In order to access and use district devices, network, and internet, students must agree to the following expectations:

### Be Responsible

- I will:
- Use digital tools, the network, and the internet for class assignments as directed by my teachers.
  - Bring my district-assigned device to school every day.
  - Store my Chromebook properly when it is not in use.
  - Use only my own accounts.
  - Keep my district-assigned device charged.
  - Monitor my screen time.
  - Follow international copyright laws.
  - Charge my chromebook before the start of each school day.

### Be Respectful

- I will:
- Use digital tools in a manner that does not distract those around me.
  - Be polite and productive in my online communications.
  - Treat all equipment with care.
  - Respect the work and privacy of others.

### Be Safe

- I will:
- Keep passwords and login information private.
  - Alert a staff member if another student or I receive threatening or inappropriate online communication.
  - Tell an adult if I read something on the internet that makes me feel uncomfortable.
  - Use only district authorized software and browsers.
  - Refrain from sharing personal information on the internet.
  - Record or take pictures of others only if you have their permission.

I understand that inappropriate use of school technology may result in restriction or loss of equipment, network, or internet access, and I could face further disciplinary action.

[Full Wisconsin Heights School District Student Technology Acceptable Use and Safety Policy](#)



## Device Care

### General Guidelines

The Wisconsin Heights School District entrusts students with the daily care and security of district-owned Devices. As a result, students are expected to follow these general guidelines:

- Keep all food or drink away from Device and charger.
- Keep the keyboard clear of pens, pencils, and other items.
- Insert/remove cords, cables, headphones and removable storage devices carefully into the Device.
- Leave the Device's original labels in place and do not add other labels or stickers.
- Do not draw on, engrave, or use sharp objects on the Device.
- Do not attempt to gain access to the internal electronics or attempt to repair Device.
- Be sure not to cover or block the Device's vents.
- Do not lend your district-assigned Device to anyone else.
- Do not leave Device in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- Report a lost, stolen, or improperly functioning Device immediately.

***Do not take district-owned Devices to an outside computer service for any type of repairs or maintenance.*** See [Problems and Repairs](#) for more information.

### Carrying and Storage

Devices can be damaged when not stored or transported appropriately. These guidelines help to ensure proper handling of your Device:

- Always support a Device from its bottom; do not lift a Device by its screen.
- Carefully remove all plugged in accessories (including charger cord) by pulling from the plug, not the cord before storing your device
- Close the Device before carrying it from place to place.
- When not in use, leave the Device in a secure area, protected from extreme temperatures. Devices must not be left in a vehicle or a location that is not temperature controlled.
- Do not leave your device on your bed, as a fall could damage the screen
- Never leave the device on the floor as it could be accidentally stepped on. When finished using, place in a safe area off the floor.



## Screen Care

Follow the tips below to protect your screen:

- Use accessories that are designed to be used with the screen.
- Always use it on a flat surface to prevent falling.
- Before closing your device, make sure the keyboard area is free from items (ie: pencils, flash drives)
- Do not put pressure on the top of the device when closed
- Clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not use solvents or liquids to clean the screen.

## Charger and Battery Care

To assure that your Device is ready for school and to help extend its battery-life:

- Charge your Device at home and bring it to school everyday fully charged.
- To save your battery do not (a) stream unnecessary videos, (b) use the device to charge your phone or other devices, or (c) connect Bluetooth accessories. These actions will drain your battery quickly.
- Reduce your brightness level to prolong the battery.
- Use the correct charger with your device, as a substitute could damage the battery

## Printing

You may print from your Device, but please keep in mind the following:

- Printing to school printers is only allowed for school work.
- Please conserve paper: Print only what you need, check page lengths, and print double-sided.
- Check that you are printing to the correct printer.
- If your Device does not print, do not just print again. Double check the printer location and make sure that the printer is functioning properly.
- You may be able to configure your Device to print to your home printer. If you need instructions on how to do that, please ask someone in our Student Technology Service Center.



## Proper Use

### Images: Screensavers & Backgrounds

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.

### Sound, Music, Games, Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds.
- Music is only allowed on the Device at the discretion of the teacher.
- All software/apps must be district approved.
- Non-instructional games are not allowed on the WHSD Devices.

### Legal Propriety

- Students are responsible for all activity done using their assigned Device or any activities performed under their school login on any device (home or school provided).
- Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist, Technology Integrator, or the IT manager.
- Plagiarism is a violation of the WHSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Online bullying is a serious offense that can take many forms across many platforms. Direct or indirect harassment of anyone in the WHSD is unacceptable and will result in immediate disciplinary action.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Violation of applicable state or federal law and may result in criminal prosecution.

### Filter

As a matter of security and safety, all Devices will be regulated by a Wisconsin Heights District internet filter. This filter will be active at all times, no matter where the Device is. Please see [Parent's Guide: Safe and Responsible Internet Use](#) for tips on how to help guide students in appropriate internet use.



# Problems and Repairs

## Troubleshooting

If the student-assigned Device is not functioning properly, check that the following is true:

- You are logging into the Device assigned to you.
- You are using the correct login credentials. (Capitalization matters.)
- The local WiFi is turned on and functioning properly.
- The Device is charged.
- The Device has been charged with the correct charger.

For additional suggestions, please check out Google's Chromebook Help at <https://goo.gl/jbAbx1>

## WHSD Student Technology Service Center

### ***Service Procedure***

If your Device is not functioning properly or a part of it is broken, please complete a Help Desk Ticket here <https://support.wisheights.org/> as soon as possible or visit the Tech Support office Rm 3203 located in the high school.

- The IT technician will be able to remedy the situation on the spot, and you will have your Device back in a few minutes.
- The IT technician cannot determine a quick fix and needs to examine it further; you will be issued a loaner without penalty.

The Technology Support Center will contact you and your parents regarding next steps for further service, timeline, replacement device, and applicable fees.



## Student Technology Service Center *(Continued)*

### **Fees**

The following guidelines will be used to determine fees if any:

- **Student Technology Service Center advice and troubleshooting:** Free!
- **Normal wear and tear:** Covered by the school district  
Examples of normal wear and tear include but are not limited to: missing key, worn hinge, battery no longer charges.
- **Negligence:** Covered by student and parent  
Examples of negligence include but are not limited to: Water damage, extreme temperature exposure, thrown, stepped on, run over, crushed, improper handling/transporting, repeated damage.
- Fees will vary depending on the extent of damage and age of Chromebook/Laptop, but could include total replacement cost of Chromebook/Laptop.

## Device Replacement Cost

Device Model	Replacement Cost
Ipad	300\$
Chromebook	250\$
Laptop	582\$

## Stolen Device

Students and/or parents should report a stolen Device to the police immediately. Lost, damaged, or stolen Devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Parents should contact their insurance agent for details about their homeowners'/renters' coverage.

- All insurance claims must be reported to WHSD.
- In the event of a lost or stolen Device, the WHSD may deploy location software, which may aid in recovering the Device.
- Failure to report a stolen Device in a timely manner may result in a request for compensation for the replacement cost of the Device.



## Parents' Guide: Safe and Responsible Student Internet Use

The Wisconsin Heights School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Device.

1. Encourage your child to use and store the Device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.
2. Model good digital citizenship and discuss your expectation of appropriate online behavior.
3. Remind your children to limit their online "friends" to people they actually know in person.
4. Discuss the amount of time your student is on the Device and other devices.
5. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
6. Help your child develop a routine as to how the Device is cared for and when and where its use is appropriate.
7. Read and share the WHSD Digital Learning Plan with your child to create a clear set of expectations.
8. Recognize that district Devices are filtered at all times to ensure appropriate use.

## General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the Internet just as you do on use of all media sources such as television, phones, movies and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Devices are taken home by the students, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.



## WHSD Digital Learning Plan Agreement

All Wisconsin Heights High School and Middle School students will be issued a district-owned Device at the start of the school year to use for academics. This Device must be taken care of and returned in good working condition at the end of the school year.

### Damage

Type of Damage	Examples	Responsible Party
Normal wear and tear	Missing key, worn hinge, battery no longer charges.	Covered by School District
Negligence	Water damage, extreme temperature exposure, thrown, stepped on, run over, crushed, improper handling/transporting, repeated damage.	Responsibility of student or parents to cover up to and including total <a href="#">replacement</a> of device

***Please do not take the device to an outside vendor for repair.***

### District-issued Devices:

- Are to be used for academic and school-related purposes.
- Are to be used by the designated student only (not shared).
- Will be filtered through the school Internet filter at all times and in all places.
- Need to be charged at home and brought to school fully charged each day.

A parent/guardian must sign this agreement before a device will be issued. Each student will sign a separate acceptable use agreement at the start of the school year. Please refer to the [Wisconsin Heights School District Digital Learning Plan](#) for more complete information.

Student Name (PRINT) \_\_\_\_\_

As the parent/legal guardian of the minor student listed above, I grant permission for him or her to use a district-issued device for the current academic school year at Wisconsin Heights. I understand that I may be held liable for equipment damage to this district-issued Device that is beyond normal wear and tear. This agreement covers the current academic school year at Wisconsin Heights.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_