






Prairie Middle School's New Student Tech Orientation & Information FOR PARENTS/GUARDIANS & STUDENTS

Welcome to Prairie Middle School! Listed below is information on how to log into and care for your new school device, access your school accounts, and information for parents/guardians.

| App | For Parents/Guardians | For Students |
|--|--|---|
|  | <p><u>What</u>: communicate with teachers in your preferred language</p> <p><u>How</u>: download the TalkingPoints app or receive text messages and respond through your texting app</p> | No access |
|  | <p><u>What</u>: Check grades & attendance, pay fees</p> <p><u>How</u>: my.cherrycreekschools.org → PowerSchool or use the app</p> | Students can see their grades, attendance, schedule, and other important information. |
|  | <p><u>What</u>: Check student assignments</p> <p><u>How</u>: my.cherrycreekschools.org → Schoology</p> | Students can find, complete, and submit some or all of their assignments through Schoology. |

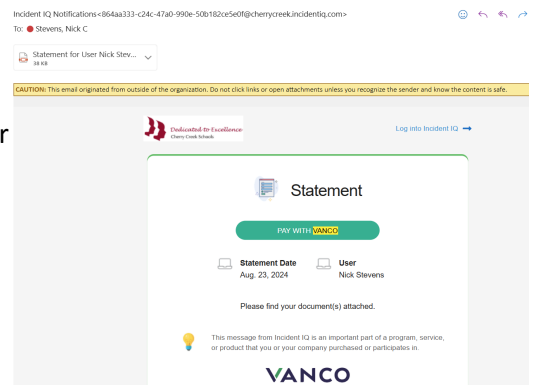
Important Computer Expectations:

- Take care of the computer & charger: Do not eat or drink around it. If it has a case, keep it on.
- Do not download anything: No games, no VPNs, no backgrounds, or personalization.
- Be responsible: update your computer at the beginning of each day, restart it at the end of each day, keep it in your backpack unless you're using it, do not let anyone else use it, plug it in to charge overnight, bring your device and charger to computer everyday

CCSD Student Device Fines

| Incident | Damage | Loss | |
|---------------------|--------|-----------------------|------------------------|
| | | Laptop (Dell/Surface) | Charger (Dell/Surface) |
| 1st Incident | \$25 | \$50 | \$30/\$30 |
| Following Incidents | \$50 | \$490/660 | \$30/\$30 |

If the charger or device is missing or broken, please have the student come to the Media Center. We will assess the situation and you will receive an invoice via email. If you choose to pay with card, you may pay through the email from Incident IQ (click Pay with Vanco). If you choose to pay via cash or check, please send the student to the Media Center with the cash. Any questions, please email the Media Specialist, Becca Tessarolo (rtessarolo@cherrycreekschools.org). Thank you.



CCSD Student Device FAQ

<https://www.cherrycreekschools.org/Page/13750>

Why is CCSD Providing Laptops to All Students?

Cherry Creek School District's (CCSD) 1:1 program supports our Mission and Goals - "To inspire every student to think, to learn, to achieve, to care", "Inclusive Excellence", and "College & Career Preparedness & Success". We believe to achieve our mission and goals, providing all students with access to technology is an essential next step. Providing ALL students with a digital device enhances student learning and prepares students for future careers. As the world around us becomes increasingly digital, we must ensure that each student has access to an appropriate learning device. By providing each student with a digital device, we can better prepare students for future careers.

Starting in 2021, Cherry Creek School District will be providing laptops for our students. This is a shift from the previous 2:1 or shared model in that each school only had enough devices for about half of their students and those had to be shared during the school day. The 1:1 program uses a combination of pre-existing devices, devices purchased using the federal stimulus funding during the pandemic, and devices purchased recently using the voter approved 2020 CCSD mill levy funds for technology.

The last 18 months showed that access to technology, either in the school or remotely, was an important part of our students' education. While CCSD was able to provide about 16,000 laptops to students for home use last year, this year the CCSD has made it a priority to provide comparable laptops to all students.

What if my student changes schools?

The device will stay with the student between schools in the Cherry Creek School District.

What if my student leaves CCSD or graduates?

Upon exit the device should be returned to the student's school or at the following address: 5416 South Riviera Way, Centennial, CO 80015.

What if the device gets broken? Will I be charged?

The assigned device is the responsibility of the student to keep in good working condition. The life of the device is expected to last for four years. If the device gets damaged it will need to be repaired or replaced. If the device is broken, otherwise non-functional, please return it to your student's school to begin the repair process. All repairs or replacements must be completed by the district. **The parent and student will be personally responsible** for any intentional damage to or loss of the computing device while in the student's care – on or off school property. The cost of this repair or replacement will be as follows:

| Incident | Damage | Loss | |
|---------------------|--------|-----------------------|------------------------|
| | Laptop | Laptop (Dell/Surface) | Charger (Dell/Surface) |
| 1st Incident * | \$25 | \$50 | \$30/\$30 |
| Following Incidents | \$50 | \$490/\$660 | \$30/\$30 |

** District may charge a higher fee if there is indication that the damage or loss was intentional or notably negligent. Students may be eligible for a fee waiver based on Free or Reduced Lunch status.*

Does the device come home every night or stay in school?

Students are responsible for their assigned device. Middle and high school students will take their computers home each night. We believe it is important for students to continue to utilize the digital device outside of school hours to complete homework and other educational activities.

What will happen if a student loses a device?

The student needs to inform the school immediately so that a search can be conducted to find the device or to begin the replacement process. If the device cannot be located the district can remotely wipe the device protecting student data and making the device unusable.

Is there a student technology use agreement?

When issued a device, each CCSD student has agreed to the Student Technology Use Agreement for their grade:

- ES Grades K-3
- ES Grades 4-5
- **MS Grades 6-8 (see attached page)**
- ES Grades 9-12

In addition, at computer login, each student agrees to the [CCSD device policy](#).

What apps and programs will my student have access to?

Students will have access to all applications through the CCSD portal, <https://my.cherrycreekschools.org>. Applications are specific to each school and to each student. All students will have access to Microsoft Office 365 and Google Workspace for Education, both collaboration and creation tool sets. In addition, all students have access to a learning management system (LMS), such as Schoology or Seesaw.

Will students be expected to use their device only for school related activities or can they access other content such as social media and games?

The purpose of the device is for students to use it as an educational tool; however, students can access any website at school that is allowed through the district's Internet filter. There are specific restrictions regarding social media, digital communication, and games depending on grade level. The device restrictions are the same at school as they are at home.

Are the devices labeled, or marked, in a way that would make it easy for someone to return a lost device?

All devices are labeled with a CCSD asset tag number with district contact information.

If the device is being repaired or replaced, how will students still participate in class?

Each school has been provided with a limited number of loaner devices that a student can borrow while their device is being repaired.

What happens if students who habitually lose their devices or even loaner devices? What if students are struggling to pay for replacements?

The district is working on insurance options and will have more information soon.

Does my student have to return the device over the summer?

It is expected that high school and middle school students keep the device over the summer and will use it for educational purposes. Elementary students will leave their devices in their school over the summer.

How are the devices protected?

These devices are completely wiped and re-imaged using standard industry processes in accordance with guidelines from Dell and Microsoft. In addition, these devices are enrolled in a management platform that provides enhanced security features such as remotely disabling a computer. All devices are compliant with state and federal regulatory requirements.

How is internet use monitored and controlled?

CCSD uses **Securly** for internet safety and web filtering. All internet browsing activity is filtered at home just like at school. Securly is a CIPA (Children's Internet Protection Act) compliant internet filter. The internet filtering is based upon the age of the student.

What happens to my student's personal data? Is my student's personal data shared or sold?

CCSD values accountability and transparency and takes seriously its obligation to protect the privacy of data collected, used, shared, and stored. CCSD will never sell your student's data as it is unethical and against state and federal law. CCSD adheres to all state and federal policies and regulations. CCSD has taken action to ensure that all student data is handled securely and in compliance with the Colorado Student Transparency and Security Act, Children's Internet Protection Act, Children's Online Privacy Protection Act, etc.

The Cherry Creek Schools Board of Education has adopted policies relating to student data privacy and safety, JRCA, JRCA and JRCA-R. The district is committed to providing information and resources to students, parents, and staff to assist in safe, responsible online participation through its Internet & Social Media Safety webpage.

We already have a laptop computer for our child. Is it necessary for the district to purchase a device or can they use their existing equipment?

The CCSD issued device is the preferred learning device at our schools. While many students have access to their own device, we want to ensure that all students have equal access to comparable devices. The standardized devices the district is providing are approved for use with CCSD learning applications. If a teacher requires a new student application, it can be pushed out to the student's class or entire school. Personal devices are not supported with CCSD purchased applications. Additionally, students must use a CCSD device for all state standardized testing, such as CMAS (Colorado Measures of Academic Success). Due to cyber security measures, student personal devices will only be allowed to connect to the CCSD Guest network which will limit the capabilities of the personal device.



Prairie Middle School's New Student Tech Orientation & Information FOR STUDENTS

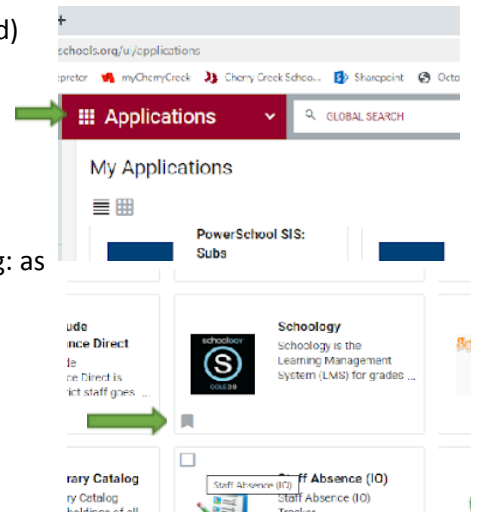
How to Login to your device



- 1) Log into your computer using your username and password
- 2) Once you're logged in, double click the Chrome icon on the desktop →
- 3) Type your school email address:
_____@cherrycreekschools.org
- 4) Type your password
- 5) Log into my.cherrycreekschools.org (using your username and password)



Adding Important Apps to your Dashboard (Homepage)

- 1) Go to my.cherrycreekschools.org
- 2) Click the drop down to Applications
- 3) Make sure you are on the Applications Page
- 4) Scroll through the Applications to the Apps and bookmark the following: as they are the most commonly used at Prairie: PowerSchool, Schoology, SmartPass, ST Math, Lexia, Google Drive.
- 5) Click on the Flag Icon until it turns grey



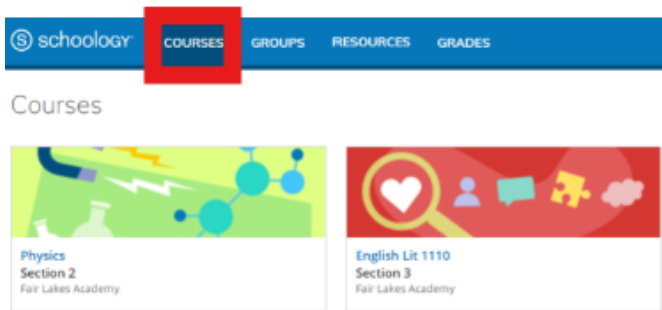
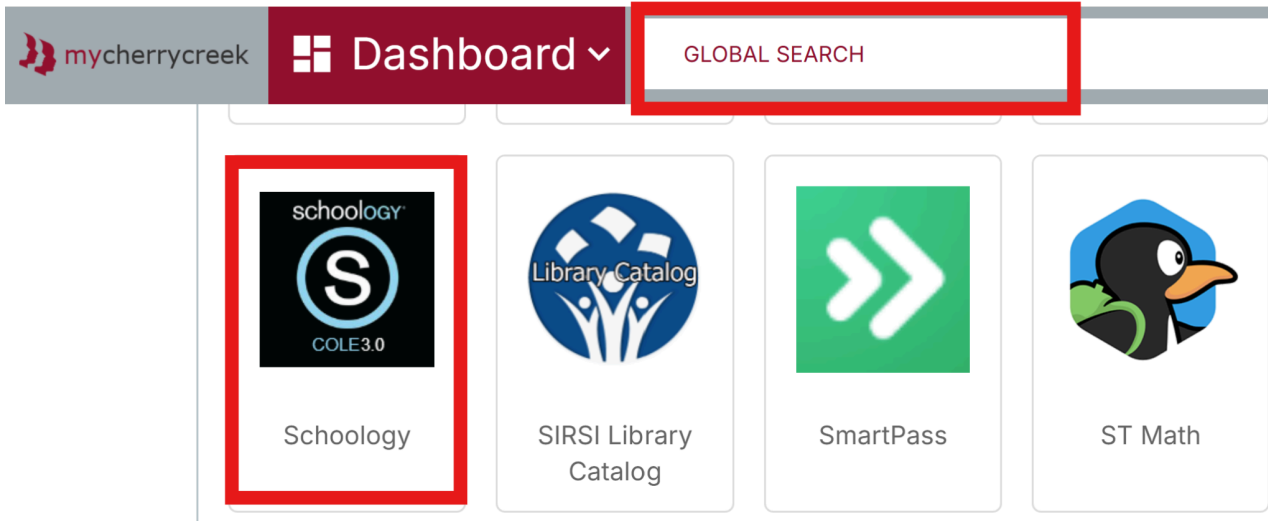
| <u>Common Apps/Tiles</u> | <u>Description</u> |
|---|---|
|  | Check grades, attendance |
|  | Assignments |
|  | digital hall pass - need to use it when you leave class |
|  | Math practice |
|  | Literacy (reading) practice |
|  | Storage for you Docs, Slides, and other Google files |

Computer Reminders:

- You can take your computer and charger home every day!
- Remember to charge it at home overnight
- Bring to school every day with charger
- No stickers
- Do not download anything, including VPNs, games, extensions, cursors, and backgrounds
- Keep the language set to English

Schoology 101

- 1) Go to my.cherrycreekschools.org
- 2) Click the Schoology tile or type "Schoology" in the Global Search and click it
- 3) Click "Course" you can find your different classes, then choose the class to see resources and assignments



PowerSchool 101

- 1) Go to my.cherrycreekschools.org
- 2) Click the PowerSchool tile or type "PowerSchool" in the Global Search and click it
- 3) Type in your username and password (again), then click "Sign In" and check out your grades, attendance, etc.

Attendance for last and this week

Your grades

Absences

Tardies

These are your teachers. If you click their name, you can email them, like if you have a question.

| Exp | Last Week | | | | This Week | | | | Course | Q1 | Q2 | Q3 | Q4 | S1 | Absences | | Tardies | | | | | | |
|--------------------|-----------|---|----|---|-----------|---|---|---|--------|---|----------|---------|-----|-----|----------|----|---------|-------|----|-------|----|----|----|
| | M | T | W | H | F | M | T | W | | | | | | | Th | F | S1 | 24-25 | S1 | 24-25 | | | |
| 1(P) | UP | Z | UP | E | E | T | T | U | U | Social Studies 8 Turner, Samuel L - Rm: 326 | A 95 | B 87 | (1) | (1) | | 13 | 13 | 2 | 2 | | | | |
| 2(P) | T | Z | T | E | E | Z | C | | T | Math 8 Berkdale, Grant Matthew - Rm: 328 | A 87 | B 83 | (1) | (1) | | 10 | 10 | 8 | 8 | | | | |
| 3(P) | | | | | | | | | | Lunch 8 Lunch, Team 8D - Rm: WEST CAFE | | | (1) | (1) | (1) | 5 | 5 | 0 | 0 | | | | |
| 4(P) | Z | Z | Z | E | E | Z | Z | | Z | Newcomer English Language Support 1 Loughry, Whitney - Rm: 450 | A+ 98 | A 96 | | | | 10 | 10 | 0 | 0 | | | | |
| 5(P) | Z | Z | Z | E | E | Z | Z | | Z | Language Arts 8 Lewis, Renee L - Rm: 332 | A 95 | A 95 | (1) | (1) | | 11 | 11 | 1 | 1 | | | | |
| 6(P) | Z | Z | Z | E | E | Z | Z | | | Science 8 Cardona Sanchez, Rafael Alfredo - Rm: 334 | B- 81 | A 92 | (1) | (1) | | 11 | 11 | 0 | 0 | | | | |
| 7(P) | Z | Z | Z | E | E | Z | Z | U | Z | PE/Wellness 8 Jones, Joetta A - Rm: WEST GYM | B+ 88 | C 77 | | | | 14 | 14 | 0 | 0 | | | | |
| 8(P) | L | Z | T | E | E | Z | Z | U | Z | Art Drawing And Painting Nelson-adak, Michelle M - Rm: 620 | A- 91 | B 87 | | | | 13 | 13 | 7 | 7 | | | | |
| Attendance Totals: | | | | | | | | | | | | | | | 87 | 87 | | | | 87 | 87 | 18 | 18 |

STUDENT TECHNOLOGY USE AGREEMENT - MS

Information Systems



The computer and/or peripherals assigned to you are the property of Cherry Creek School District and are for your use while enrolled at Cherry Creek Schools.

Devices:

- I am responsible for my device(s) and I will be careful with devices and avoid damaging them. I will notify a teacher immediately if a device I am using is damaged.
- I will not change the settings on any device without permission from an adult in the building.
- If I take my device home at night, I will bring it back to school undamaged and fully charged.

General Use:

- I will not use devices for applications other than those designated for a educational purpose by the teacher.
- I will ask permission before going to a site that has not been previously approved by an adult in my building.
- I will not download any app, song, movie, game, or other item without permission from an adult.
- I will not view or listen to anything inappropriate while at school or at home.

Protect your own and others' private information online:

- I will not share or publish my, or anybody else's, last name, address, telephone number, or other identifying information online.
- I will not share my password with another student.

Give proper credit when we use others' work:

- When I use information from a website, I will give credit for where I found the information.
- I will not download pictures, video, or music that belongs to someone else.
- I will not view or listen to pictures, video, or music downloaded illegally by someone else.
- I will not copy and paste information without giving credit (plagiarism).

Communicate Responsibly and Kindly with One Another:

- I will treat others the way that I wish to be treated when interacting with classmates online in Google Drive, Schoology, Google Classroom, SeeSaw or any other application where I work with another adult or student.
- I will tell my teacher if I come across any information online that makes me feel uncomfortable.
- I will not post or respond to any messages that are disrespectful or will make somebody else feel uncomfortable.
- I will be a responsible online citizen and not do anything to hurt other people or is against the law.

I recognize that the use of technology is a privilege. It helps me grow as a learner but is not necessary for my education. If I fail to abide by this contract, I recognize that I may lose that privilege.

Information Systems

Cherry Creek School District

<https://helpdesk.cherrycreekschools.org/>

