

South Central School District Electronic Device Student/Parent Handbook

South Central One-to-One Student/Parent Handbook

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Overview

South Central CUSD #401 views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of South Central CUSD #401 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

When signing the Student/Parent Electronic Device Agreement, you are acknowledging that you understand and accept the information in this document.

South Central CUSD #401 students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the South Central CUSD #401 network and equipment must comply at all times with the South Central CUSD #401 (Electronic Resource Policy)
3. All Electronic Devices are the property of South Central CUSD #401.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the Electronic Devices and network must support education.
6. Students and families must follow all guidelines set forth in this document and by South Central CUSD #401 staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all South Central CUSD #401 computers whether on or off district property.
8. All files stored on South Central CUSD #401 equipment or the networks are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to the Electronic Device, keyboard, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the Electronic Devices in good condition. This includes keeping them in their protective coverings at all times. Failure to do so will result in charges for repair or replacement.
11. The Electronic Device warranty will only cover non-neglect/normal wear and tear (this does not include cracked screens) along with other damage that might occur during normal use of the device, if it's a new device.

12. Students are expected to report any damage to any equipment as soon as possible. This means no later than the next school day.
13. Lost/Stolen items are to be reported immediately.
14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students nor may they create additional user log ins. Students who login under another name will be subject to disciplinary measures up to and including expulsion.
18. Students may not loan Electronic Device components to other students for any reason. Students who do so are responsible for any loss of components.
19. Students are not to send unsolicited e-mails.
20. Electronic Devices come with a standardized image already loaded.
21. Any failure to comply may result in disciplinary action. South Central CUSD #401 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. South Central CUSD #401 reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

South Central CUSD #401 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Electronic Devices in the home (if allowed by special permission from teacher/admin). There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Electronic Device Agreement

Parent/Guardian Responsibility

A student and their parent/guardian must sign the Student/Parent Electronic Device Agreement. If provided, the Parent Electronic Device Orientation will provide background information.

Orientation Topics

- South Central CUSD #401 Acceptable Use of Electronic Resources
- Student/Parent Electronic Device Handbook
- Parent/guardian and student responsibilities

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned.
- Accidentally or intentionally damaged.
- Lost.
- Stolen.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions:

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for tablet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the Electronic Device. Ask questions and request that they show you his or her work often.
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Electronic Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action.***

Students will receive Electronic Device-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Acceptable Use of Electronic Devices

General Guidelines All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords
Exception: students are asked to share passwords with parents or guardians
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Sending email. Unsolicited e-mails not of educational value are a definite no.
- Instant-messaging
- Using headphones in class
- Downloading programs, music, games and videos
- Playing games

Appropriate Content All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

- All South Central CUSD #401 rules and guidelines apply to any device or drive plugged in to a South Central CUSD #401 Electronic Device
- Backing up files to Google Drive is the preferred method for saving

Electronic Device Use, Care, and Classroom Routines

- Lockers**
- Electronic Devices **MUST** be encased when not in use
 - Electronic Devices should be stored on its side standing up.
 - Never pile things on top of it.
 - Never leave it on the bottom of the locker.
 - Never leave the locker set to open without entering the combination.

- Hallways**
- Never leave the Electronic Device unattended for any reason
 - Log-off before you change classes.

- Classroom Habits**
- Center the Electronic Device on the desk/table.
 - Close the lid of the Electronic Device before standing up.
 - Lock the Electronic Device before walking away from it.
 - Follow all directions given by the teacher.

- Care of Electronic Device at Home (If given teacher/admin permission)**
- Store the Electronic Device on a desk or table - never on the floor!
 - Protect the Electronic Device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

- Traveling To and From School (If Applicable)**
- Completely shut down the Electronic Device before traveling.
- Do not leave the Electronic Device in a vehicle.
 - Make sure case remains closed.

Electronic Device Use, Care, and Classroom Routines (continued)

Prohibited Actions Students are prohibited from:

- Putting stickers or additional markings on the Electronic Device, cases, batteries, or power cord/chargers.
- Defacing South Central CUSD #401 issued equipment in any way. This includes but is not limited to marking, removing stickers, painting, drawing or marring any surface of the Electronic Device or any stitching on the case.
- If such action occurs, the parent will be billed the cost of repair or replacement.

Troubleshooting and Swaps

Troubleshooting Procedure

1. Student tries to fix the problem.
 - Always try restarting the Electronic Device as the first step in troubleshooting.
 - Check to make sure the Electronic Device is connected to district wireless network.
 - If appropriate, student may ask a classmate for help.
 - Student may ask a teacher if the teacher is available to help for this purpose.
 - Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
2. Student should then save any work that they have, if able to.
3. Student takes Electronic Device to the library during open hours.
 - If the library isn't open, the student can continue to use his/her Electronic Device or work on paper.
 - Student returns to class with a loaner.
4. When the student's original Electronic Device is ready to be picked up, student will be called to the office.
5. Student picks up Electronic Device from office during open hours.

Gmail for Students

Purpose All South Central CUSD #401 students in 6th through 8th grade are issued a Gmail account. Gmail allows students to safely and effectively communicate and collaborate with South Central CUSD #401 staff and classmates, giving them an authentic purpose for writing.

The effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet NETS -- the National Educational Technology Standards
www.iste.org/STANDARDS

**Guidelines
and
Reminders**

- Email should be used for educational purposes only. Unsolicited e-mails are not permitted.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that staff may check students' email.
- All e-mail and all contents are property of the district.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- E-mail should only be used by the authorized owner of the account.
- Students must protect their passwords and not share them with anyone other than parents.

**Restrictions and
Limitations**

- Students in grades 6-8 are limited to sending and receiving email only within the district.
- Student email defaults to a "student only" view in the address book, but students may email teachers and other staff as well.

**Unacceptable Use
Examples**

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Web Cams

Purpose Each student Electronic Device is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note Please note that installing internet calling/video-conferencing software (i.e. Skype) is prohibited on South Central CUSD #401 tablets. Software for using the web cam is already installed on the South Central CUSD #401 Electronic Device.

Safety Please refer to the *Parent Responsibility* section of this document for suggestions on monitoring student use of technology in the home.

Listening to Music

At School Listening to music on your Electronic Device is not allowed during school hours without permission from the teacher

Watching Movies

At School Watching movies on your tablet is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

Gaming

At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

You are not allowed to load personal software onto the Electronic Device.

Printing

Printing at School Staff must approve all printing!.

Copyright and Plagiarism

Considerations Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law (Title 17, US)*

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Intentionally damaging, defacing, or endangering Electronic Devices or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

Tech Violations

Behavior unique to the digital environment without a “traditional” behavioral equivalent

See above

Not charging the device nightly.

Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

Unauthorized downloading or installing software

Attempts to defeat or bypass the district’s Internet filter or any other inappropriate use of the network

Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline The discipline policies at each school encompass the technological environment. Please reference the materials specific to each school or contact the school directly for details.

Progressive Discipline Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of Electronic Device for the class period
- Loss of Electronic Device or of network access for extended period of time
- Suspension

Classroom Interventions For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences South Central CUSD #401 may remove a user's access to the network without notice at anytime if the user is suspected of engaging in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Manipulating settings.
4. Exchanging parts.
5. Using the network for financial or commercial gain, advertising, or political lobbying
6. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
7. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
8. Gaining unauthorized access anywhere on the network
9. Revealing the home address or phone number of one's self or another person
10. Invading the privacy of other individuals
11. Using another user's account or password, or allowing another user to access your account or password
12. Coaching, helping, observing or joining any unauthorized activity on the network
13. Posting anonymous messages or unlawful information on the network
14. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
15. Falsifying permission, authorization or identification documents
16. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
17. Knowingly placing a computer virus on a computer or network
18. Attempting to access or accessing sites blocked by the South Central CUSD #401 filtering system
19. Downloading music, games, images, videos, or other media without the permission of a teacher
20. Sending or forwarding social or non-school related email

Electronic Device Security

Balanced Approach Two primary forms of security exist: Electronic Device security and internet filtering. Each of the tablets has a security program installed on it. South Central CUSD #401 strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the South Central CUSD #401 network.

Tablet Security Security is in place on the Electronic Device to prevent certain activities. These include downloading or installing software on the tablets, removing software, changing system settings, etc.

Internet Filtering at School South Central CUSD #401 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.

Damaged Equipment

Insurance These devices are not insured and opportunities to purchase insurance through the school district are not available.

Repairs Occasionally, unexpected problems do occur with the Electronic Device that are not the fault of the user (computer crashes, software errors, etc.). South Central CUSD #401 will assist students with having these fixed. These issues will be remedied at no cost to the students assuming there was no misuse.

Loaner Devices – Temporary replacements are available on a first come/first serve basis so that learning is not disrupted by the repair process. Students are responsible for the care of the “loaner” while issued to them. The same rules and regulations apply to loaners.

Accidental Damage vs. Negligence -

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the tech department and administration, if the tablet is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Lost or Stolen Equipment

Lost Equipment

Reporting Process If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility Students/families will be billed for damaged or lost equipment.

Stolen Equipment

Reporting Process If equipment is stolen, inform administration immediately. File a report with the local law enforcement agency and keep a copy of the report to provide to the school. This should be done by the student or parent in a timely manner.

Financial Responsibility Students/families will be billed for stolen equipment.

Damage and Replacement Costs

Practicing responsible care routines with your student is the best way to prevent breakage or loss. In the event that the Electronic Device is damaged or lost, we do expect you to pay for the replacement of the Electronic Device, just as we do for damaged or lost textbooks. The estimated replacement cost of the Electronic Device and accessories is listed below.

Device replacement	\$350
Power cord replacement	\$20
Keyboard replacement	\$25
Screen replacement	\$90
Camera replacement	\$14
Shell replacement	\$50

Payment Timeline

Once a parent/guardian receives a bill for their students Electronic Device you have 30 days to pay any bills. The school may set up payment plans to clear bills. Any unpaid bills may result in your child not being able to participate in the 8th grade promotion ceremony.

South Central CUSD #401 School Electronic Device Agreement – Students

Be responsible, respectful, and safe! Take care of your Electronic Devices!

By signing below, I agree to the following:

- I will ALWAYS keep the Electronic Device safe.
- I will clean my Electronic Devices with a micro fiber cloth only.
- I will report damages by the end of the next school day.
- I will report a lost/stolen Electronic Device immediately.
- I will not take off any school labels that are on my Electronic Device or case.
- I will not take another student's Electronic Device.
- I will not try to change the software on my Electronic Device.
- I will not manipulate settings.
- I will not exchange parts with other devices.
- I will follow the South Central CUSD #401 Acceptable Use Policy when using my Electronic Device.

Student Name/Signature

Date

South Central CUSD #401 Electronic Device Agreement - Parents

By signing below, I agree to the following:

I will take an active role in my student's use of the Electronic Device.

I will strongly encourage my student to take proper care of their Electronic Device and accessories.

I have read the South Central CUSD #401 Acceptable Use Policy and agree that my student will follow this policy.

I understand that the cost of the Chromebook is covered by the Book Rental, Technology, and Course fees, just as textbook usage is. My student and I are liable if lost or stolen and for damages to this equipment and will be charged for repair or replacement if needed.

Student Name Printed

Parent/Guardian Signature

Date