



Salt Creek SD 48

“Teaching Tomorrow’s Leaders”

1:1 Student and Parent/Guardian Handbook

Salt Creek SD 48 is committed to the **balanced** integration of technology to enhance learning, **maximize individual growth** and prepare our learners to **collaborate** in an ever changing **global society**.

This handbook accompanies Administrative Procedure 6:235-API, Acceptable Use of Electronic Network and must be signed when students will have unsupervised Internet access or when supervision will be minimal.

Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use the resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your child’s school.

1. Receiving Your Device

a. Parent/Guardian Orientation

All parents/guardians are encouraged to attend their school’s Curriculum / Technology events. They are also encouraged to read and understand the school’s Parent/Student Handbook.

b. Student Distribution

Students must sign the *Salt Creek SD 48 Device Agreement* prior to receiving their device.

c. Transfer/New Student Distribution

All transfers/new students will receive their devices from their building media tech department. After they have registered for classes, both students and their parents/guardians must sign the *Salt Creek SD 48 Device Agreement* prior to picking up a device.

2. Returning Your Device

a. Transferring/Withdrawing Students

Students that transfer out of or withdraw from the District will return their device in their attending school office before leaving for his/her last day. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to a teacher and the LMC. Students must provide any information they may have as to why the device does not work properly.

The LMC will then submit a help desk ticket as soon as possible for a replacement. District-owned devices shall **never** be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their devices unattended. **Failure to take proper care of the device and power cord will result in parent contact.**

a. General Precautions

- Food or drink should not be next or near to a device.
- Cords, cables, and removable storage devices must be inserted carefully into a device.
- Devices and power cords should not be used or stored near pets. *(when applicable)*
- Power cords must not create a tripping hazard. *(when applicable)*
- Devices must remain free of any writing, drawing, stickers, and labels with the exception of the District barcode/asset tag.
- Heavy objects should never be placed on top of devices.

b. Carrying devices

- Never lift a device by the screen.
- Never carry a device with the screen open or items in between the screen and the keyboard.

c. Screen Care

- The device screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).

- Only clean the screen with a soft, dry microfiber or anti-static cloth. If using a screen-safe solution, always spray the solution directly onto the cloth, NEVER the screen.

d. Asset Tags/Serial Number/Barcodes

- All devices will be labeled with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with a District asset tag or barcode or turning in a device without a District asset tag or barcode.

4. Expectations for Using Your Device At School

Students are expected to bring a fully-charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher. **Failure to bring the device to school each day will result in parent contact. (when applicable)**

a. Repairing/Replacing Your Device

- All devices in need of repair must be reported to the LMC, and they will create a help desk ticket so that a replacement can be provided as soon as possible.
- The stylus that comes with some of the devices can easily be lost. If it becomes lost, D48 will NOT replace it and it is the user's responsibility to replace it.
- Loss or theft of the device is also the student's responsibility and may result in a police report being filed. The police report is not filed against the student or the parent. It is filed because the insurance companies and our auditors will need the report to refer back to documentation that the unit was indeed stolen.
- *Estimated costs for lost, intentionally damaged, or stolen items (subject to change)*
 - o Device Replacement - \$340.00

b. Charging Devices

- Students should charge their device at home every evening. *(when applicable)*
- Devices must be brought to school each day with a full charge. *(when applicable)*

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their devices.
- Inappropriate media may not be used as device backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Devices have a built-in webcam. At no time will webcams be used to monitor students.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may print their work directly from their device at school as directed by their teachers and to specified printing stations throughout the school. *(when applicable)*
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/> *(when applicable)*

g. Logging into a Device

- Students will log into their devices using their school-issued Google login information.
- Students should never share their account passwords.

h. Managing and Saving Your Digital Work With a Device

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an internet connection and most mobile internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device.

5. Using Your Device Outside of School *(when applicable)*

- A Wi-Fi internet connection will be required for the majority of device usage. Some applications can be used while not connected to the internet. In the absence of Wi-Fi, work can be downloaded prior to leaving school for the ability to work at home.
- Inexpensive internet can be purchased through the following link: <https://www.internetessentials.com/>
- The following are local hotspots that families can utilize free Wi-Fi: Starbucks, Panera, McDonalds, and public library.
- Students are bound by the District Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their devices.

6. Operating System and Security

Students may not use or install any operating system on their device.

- Updates: Students do not need to manually update their devices.
- Virus Protection: Virus protection is provided by the District.
- Malicious Use: Students are bound by the District Acceptable Use Policy.

7. Content Filter

District 48 utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

- All devices, regardless of physical location (in or out of school), will have all internet activity protected and monitored by the District. *(when applicable)*
- If a website is blocked in school, then it will be blocked out of school. *(when applicable)*
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

Google Apps for Education

- Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

Chrome Web Apps and Extensions

- The District Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
- Students are allowed to install approved Chrome web apps and extensions from the Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the device is not connected to the Internet.

9. Device Identification

a. Records

- The District will maintain a log of all devices which includes the device serial number, asset tag number, barcode, name, and ID number of the student assigned to the device.

10. No Expectation of Privacy

- Anyone using a District owned device, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
- Teachers, school administrators, and the technology department staff may use monitoring software, such as GoGuardian, that allows them to view the screens and monitor activity on a student device.

11. Appropriate Uses and Digital Citizenship

District-owned devices are to be used for educational purposes and students are to adhere to the District Acceptable Use Policy and all of its corresponding administrative procedures at all times.

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. Salt Creek SD 48 may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Access to, and use of, a student account is considered a privilege awarded at the discretion of Salt Creek School District 48. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Apps Account must be limited to legitimate educational purposes consistent with the District's curriculum.

Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening or disrespectful language. Communication with others should always be school related. Students should notify their teacher or school staff of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including Authorization for Electronic Network Access Form, apply to student use of Google Apps for Education, whether access is through the District or outside of school.

RESPONSIBILITIES

The student will:

- Adhere to this technology commitment both at home and school.
- Charge their 1:1 device and make sure it is ready each day with a full charge. (when applicable)
- Communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
- Respect the internet filtering and security measures included on the digital learning tool.
- Back up important data files using cloud storage (such as Google Drive) regularly.
- Use technology for school-related purposes only.
- Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
- Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

- Mark, deface, or place stickers on the school-issued digital learning tool.
- Attempt to override, bypass or otherwise tamper with the internet filtering software, device settings, hardware, software, or network configurations.
- Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
- Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
- Reveal or post identifying personal information, files or communications to unknown persons.

- Participate in cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
- Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of District-provided devices.

The district reserves the right to access the user's Google account, including current and archival files of user data, at any time.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

The district understands that reasonable accidents may happen, and will cover the replacement of devices in these instances. However, a parent may be expected to cover the cost to repair or replace a Chromebook if his/her student purposely damages a device and/or displays extremely irresponsible behavior which causes damage or loss.

By reading this policy you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of District issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Parent / Student Handbook.

By reading this document, I approve my child to use a 1:1 device for the duration of my child's education in Salt Creek District 48. If I do not desire to give such permission, I will explain this in writing and send the letter directly to the school's Principal.