

Prescott School District One-to-One Student/Parent Handbook

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Overview

The Prescott School District (PSD) 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 experience. It is the policy of PSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

When signing the [Prescott School District One-to-One Technology Handbook Acknowledgement Form](#), you are acknowledging that you understand and accept the information in this document.

PSD 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 PSD network and equipment must comply at all times with the Prescott School District Electronic Resource Policy #2022 and Procedure #2022P.
3. Devices are on loan to students and remain the property of PSD.
4. All users are accountable to school, district, local, state, and federal laws.
5. Use of the device and network must support education.
6. Students and families must follow all guidelines set forth in this document and by PSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all PSD computers whether on or off the school campus.
8. All files stored on PSD equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The term “device” includes Chromebooks, tablets, notebooks, and desktop computers. 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 devices in good condition. Failure to do so may result in bills for repair or replacement.
11. The price that the district paid for the device includes: the device, battery, a 1-year warranty, and insurance.
12. The device warranty will cover normal wear and tear along with any damage that might occur during normal use of the device.
13. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to a staff member 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 passwords with other students.

18. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
19. Devices come with a standardized image already loaded.
20. All students have access to a cloud based storage system. Information is saved automatically on the Chromebook. It is not the district's responsibility to ensure critical files are saved.
21. Any failure to comply may result in disciplinary action. PSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. PSD reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Prescott School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. PSD has adopted components of a K-12 digital citizenship curriculum through Common Sense Media to train students in using technology tools appropriately. These will be reviewed at the parent, student and teacher orientations and are always available here.

Sign the One-to-One Agreement

Parent/Guardian Responsibility

In order for students to be allowed to take their devices home (7-12) or checked out to the student (K-6) a student and their parent/guardian must sign the [Prescott School District One-to-One Technology Handbook Acknowledgement Form](#).

Orientation Topics

- PSD Electronic Use Policy and Acceptable Use Procedure
- Prescott School District One-to-One Technology Student/Parent Handbook
- Internet safety training
- Parent/guardian and student responsibilities

Accept Liability

Parent/Guardian Responsibility

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

- Not returned.

- Intentionally damaged.
- Lost because of negligence.
- Stolen, but not reported to school and/or police within (2 weeks).

Monitor Student Use

Parent/Guardian Responsibility

For students in grades 7-12, 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 device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device 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 device. Ask questions and request that they show you his or her work often.

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 device. 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 receive device-related training at school during the first weeks of school. Below you will find a summary of some of the main points.

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines

All use of technology must:

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

Security Reminders

- Use school provided login and password only.
- 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

- Instant-messaging for educational purposes
- Using headphones in class for educational purposes
- Downloading programs, music, games and videos for educational purposes
- Playing educational 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 / Flash Drives

- All PSD rules and guidelines apply to any thumb drive plugged into a PSD device

Google Logins for Students

Purpose

All PSD students are issued a Google login.

- Students should use school provided login and password only.
- Students must protect their passwords. Students will be held accountable for activity on their account.
- Tasks completed on Google Docs saves automatically in the cloud.

- Information saved should only be accessed by the authorized owner of the account unless shared access has been requested by a teacher for a legitimate educational purpose.
- Only approved applications and extensions may be used.

Requesting an Application or Extension

Chromebooks are completely web-based. Instead of installing programs or software on them, apps and/or extensions may be enabled. In short, apps are maps (or URLs) to interactive web pages (or web apps), and extensions extend the functionality of the Chrome web browser, or the Google Chrome Operating System, as a whole.

All installed Google applications and extensions must be approved. To request access for an educational purpose please complete a [Prescott High School Google Application/Extensions Request Form](#).

Device Use, Care, and Classroom Routines

Storage

- Devices should be stored on its side standing up (in a locker or chromebook cart).
- Never leave it on the bottom of the locker/desk or pile things on top of it.
- Keep it in a secure location (locked classroom, locked locker).

Hallways

- Always use two hands to carry the device.
- Never leave the device unattended unless it is locked in a secure location.
- Close the device before you change classes.

Classroom Habits

- Center the device on the desk.
- Close the lid of the device before carrying it.
- Log-off the device before walking away from it.

Care of Device at Home (grades 7-12)

- If you take the device home, be sure it is charged so it is ready for the following school day.
- Use the device in a common room of the home.

- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children and pets

Traveling To and From School (grades 7-12)

- Do not leave the device in a vehicle, especially on the seats.
- Use your backpack to carry the device.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or a parent/guardian when you arrive home.
- Stolen devices are retrieved in cooperation with the local police department.

Troubleshooting and Swaps

Troubleshooting Procedure

1. Student tries to fix the problem.
 - Always try restarting the device as the first step in troubleshooting.
 - Check to see if it needs updated
 - 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. If the student is unable to resolve the problem, the student should swap chromebooks with their teacher (K-6) or in the library (7-12).
 - If the library isn't open, the student can continue to use his/her device or work on paper.
3. Student should verify that all school work has been saved.
4. Student returns to class with a swap device.
5. When the student's original device is ready to be picked up, the student will be called to the library for exchange.
6. Student picks up device from the library during open hours.

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams 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.
- (* Note: Students and staff may only be videoed or posted on social media with consent. Students under the age of 18, must have parent consent.)

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 device is not allowed during school hours without an educational purpose and only with permission from the teacher. The volume of music should be minimal to avoid disrupting others.

At Home

Listening to music on your device (from a streaming website or if available, CD) is allowed at home with permission from parents/guardians.

Watching Movies

At School

Watching movies on your device is not allowed during school hours without having an educational purpose and permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Watching movies on your device (from a streaming website or if available, DVD) is allowed at home with permission from parents/guardians.

Gaming

At School

Online gaming is not allowed during school hours unless it is for educational purposes and you have been given permission by a teacher. Any games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

Students are not to install personal applications or extensions onto the computer.

Printing

Printing at School

In general, printing should not be necessary or minimal. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on google docs and use the home computer to print.
- Printing at school should be at the request of the classroom teacher and related to an educational purpose.

Desktop Backgrounds and Screen-savers

Considerations

Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.

- Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols, or symbols commonly associated with hate will result in disciplinary action and/or loss of device privileges.

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, USC)*

Check Out Process

Chromebooks will be checked out to students once they have completed their student orientation during the first week of school and have returned the signed handbook acknowledgement form. Prior to Winter Break and Summer Vacation Chromebooks will be inventoried and updated. The turn in process will be communicated to students at school.

Device Security

Balanced Approach

Two primary forms of security exist: device security and internet filtering. Each device has a security program installed. PSD strives to strike a balance between usability of the equipment and appropriate security to prevent damage to the Prescott School District network.

Device Security

Security is in place on the device to prevent certain activities. These include downloading or installing applications or extensions on the devices, removing software, changing system settings, etc.

Internet Filtering

PSD maintains an on-site internet filtering software package. This program automatically filters all student access to the internet through the PSD device, regardless of where the student is using the device.

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 device	No binder/missing supplies
Cutting and pasting without citing sources	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device 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
<i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
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
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 one-to-one 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 device for the class period
- Loss of 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

PSD may remove a user's access to the network without notice at any time if the user is engaged 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 installation of any application or extension.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Using a proxy to circumvent district filtering.

6. 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.
7. Gaining unauthorized access anywhere on the network.
8. Defacing PSD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices.
9. Revealing the home address or phone number of one's self or another person.
10. Invading the privacy of other individuals including taking and or posting pictures without consent. Students under the age of 18 must also require parental consent.
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 cyberbullying 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 PSD filtering system.
19. Downloading music, games, images, videos, or other media without educational relevance and the permission of a teacher.
20. Sending or forwarding social or non-school related documents.

Damaged Equipment

Insurance

The price that the district paid for the device includes: the device, batteries, a 1-year warranty, and insurance.

Repairs

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). PSD tech support will assist students with having these fixed. These issues will be remedied at no cost.

Loaner Devices – “Swaps”

Temporary replacements, known as “swaps”, are available at each school so learning is not disrupted by the repair process. Students are responsible for the care of the swap as if it were their issued device.

Accidental Damage vs. Negligence

Accidents do happen. If, however, after investigation by school administration and determination by the authorized repair company, the device 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

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

Stolen Equipment

Reporting Process

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (2 weeks).

If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Financial Responsibility

Devices are covered by the district's insurance policy. After investigation, if a device is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

Replacement Costs

Item Missing or Damaged	Cost MODEL N21
Chromebook Only	\$212.96
Power Adapter (brick and cord if assigned)	\$ 20
Chromebook Full Package <i>(Chromebook, charger if assigned)</i>	\$232.96

Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear bills, if needed.