



KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY



ONE-TO-ONE DEVICE HANDBOOK

This resource outlines our commitment to support learning with the use of electronic resources and the partnership with students and families to make this program successful. Once you have read and understand the expectations please sign the KSD Device Agreement available in Skyward Family Access.

Contents	1
Expectations.....	2
Student Responsibilities.....	2
Parent/Guardian Responsibilities.....	3
Network and Classroom Expectations.....	4
Copyright and Plagiarism.....	4
Discipline.....	5
Device Care.....	5
Troubleshooting.....	6
Damage, Loss or Theft.....	6
Payment Timeline.....	6
Using the Device.....	7
Outlook and Teams.....	7
OneDrive.....	7
Web Cams.....	7
Personal Entertainment.....	8
Printing.....	8
Backgrounds and Screensavers.....	8
Internet Filtering.....	8

Note: This document frequently uses the terms “equipment” and “device(s).” “Equipment” refers to devices, batteries, power cord/chargers, and cases. The term “device(s)” refers to laptops, tablets, notebooks, desktop computers and hotspots.



Expectations

Student Responsibilities

Student electronic partnership expectations are listed below. Please read them and the rest of this handbook carefully. Parents/guardians: please discuss these expectations with your student and digitally sign the KSD Device Agreement when it becomes available in Skyward Family Access.

KSD Commitment & Ownership	<ul style="list-style-type: none">• KSD will provide every student an educational device and operational equipment. The device provided will have applications and software pre-installed and is ready to use for learning.• Devices and equipment loaned to students remain the property of the Kent School district and are expected to be returned regardless of condition.• Files stored on KSD devices, networks, or cloud services are KSD property and are subject to review or monitoring.
Student Commitment	<ul style="list-style-type: none">• Students are expected to keep and return the devices in good condition.• If devices or equipment are damaged beyond normal wear-and-tear, you may be charged for repair or replacement.• Costs are based on the price the district paid for the device/equipment including warranties, and insurance.
Acceptable Use	<p>The KSD network, devices, and equipment are for educational purposes only. Students are expected to conduct themselves appropriately and responsibly when using KSD network, devices, and equipment <i>regardless of location or time of day</i>. Appropriate conduct expectations are based on the KSD Acceptable Use Policy. In particular, students are expected to:</p> <ul style="list-style-type: none">• Use their own device rather than borrow someone else's.• Log in under their assigned username only and not share their password with other students.• Establish good practices for saving and backing up files.• Follow existing copyright laws and educational fair use policies.• Report any damage to their computer by the end of the next school day.• Immediately report to a teacher or administrator any information, images, or messages that are inappropriate, dangerous, threatening, or make them or others feel uncomfortable.

Support	For device/equipment repair, replacement or assistance please contact the Customer Support Center by emailing CSC@kent.k12.wa.us or calling (253) 373-7030.
---------	---

Parent/Guardian Responsibilities

Kent 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. KSD has adopted a [K-12 digital citizenship curriculum](#) through Common Sense Media to train students in using technology tools appropriately. However, there are several responsibilities assumed by the parent/guardian. These are outlined below.

Responsibility	Description
Sign the KSD Device Agreement	Students and their parent/guardian must sign the KSD Device Agreement. Individual schools may provide additional information and expectations for student use. Check with your student’s school for the options and schedule.
Accept Liability	The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is: <ul style="list-style-type: none"> • Not returned • Intentionally damaged • Lost because of negligence • Stolen, but not reported to school and police within 2 weeks
Support Student Safety	For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school while transporting a device. Student safety always comes first. Please review the following safety tips with your student: <ul style="list-style-type: none"> • Walk to and from school in groups of two or more. • Let someone know when you leave and when you arrive home. • Follow the safest route to school. Use main streets and avoid dimly lit areas, alleys or shortcuts. • If someone follows you on foot, get away from him or her as quickly as possible. If someone follows you in a car, turn around and go in the other direction. • Turn the embroidered side of the case toward your body. • If someone demands your device, give it to them.
Monitor Student Use	<ul style="list-style-type: none"> • 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. • Investigate and apply parental controls available through your internet service provider and/or your wireless router.

	<ul style="list-style-type: none"> • 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.
--	---

Network and Classroom Expectations

The KSD device/equipment and network rules and guidelines are developed to clarify student and family expectations when caring for or using a district owned device/equipment or using the KSD network. The rules and guidelines encompass efficient, ethical, and legal use of all technology resources. Our expectation is that students use KSD devices for educational purposes only, follow all applicable laws, and are school appropriate at all times. Failure to comply with these rules will be addressed accordingly.

Guideline	Expectation
Security Reminders	<ul style="list-style-type: none"> • Do not share logins or passwords, except when a student is sharing with their parent/guardian • Do not develop programs to harass others, hack, bring in viruses, or change others' files • Follow internet safety guidelines
Activities Requiring Teacher Permission	<ul style="list-style-type: none"> • Instant messaging/chat • Using headphones in class • Downloading programs, music, games and videos • Playing games
Appropriate Content	<ul style="list-style-type: none"> • All files must be school appropriate • Inappropriate materials include explicit or implicit references to: <ul style="list-style-type: none"> ○ Alcohol, tobacco or drugs ○ Gangs ○ Obscene language or nudity ○ Bullying or harassment ○ Discriminatory or prejudicial behavior
Flash Drives	<ul style="list-style-type: none"> • All expectations apply to external drives connected to a KSD device • Backing up files to OneDrive is the preferred method for saving

Copyright and Plagiarism

Students are expected to follow all academic integrity policies and 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)*.

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. In general, discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. KSD reserves the right to remove a user's access to the Network without notice at any time.

Device Care

Good routines at home and at school will prolong the life of the device. Defacing KSD issued equipment is strictly prohibited. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case as well as putting stickers or additional markings on the devices, cases, batteries or power cord/chargers. If such action occurs, the student/family may be billed for the cost of repair/replacement. Follow the tips below to ensure the device is well cared for:

Location	Recommendation
Lockers	<ul style="list-style-type: none">• Devices should be stored on the hook or on its side standing up.• Never leave it on the bottom of the locker or pile things on top of it.• Never leave the locker set to open without entering the combination
Hallways	<ul style="list-style-type: none">• Keep your device in the KSD case at all times.• Always use the handle, strap, or two hands to carry the device.• Never leave the device unattended for any reason.• Log-off or lock (Windows key + L) the device before you change classes.
Classroom	<ul style="list-style-type: none">• Center the device on the desk.• Close the lid of the device before carrying it.• Lock the device (Windows key + L) before walking away from it.
Home	<ul style="list-style-type: none">• The power cord/charger remains at home.• The device stays in the case, even to charge.• Charge the device fully each night.• 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:<ul style="list-style-type: none">○ Extreme heat or cold○ Food and drinks○ Small children and pets
Traveling to and from school	<ul style="list-style-type: none">• Completely shut down the device before traveling.• Do not leave the device in a vehicle, especially on the seats.

	<ul style="list-style-type: none"> • Use your backpack or carry the case by the handle or shoulder strap. • 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 at home.
--	---

Troubleshooting

There may be times when a device does not function properly. When this happens, a common fix is to power the device off and on. If the device still does not work, ask a classmate or your teacher for assistance. If the device continues to malfunction, contact the Customer Support Center by emailing CSC@kent.k12.wa.us or calling (253) 373-7030.

Damage, Loss or Theft

If the device is...	Take these steps...
Damaged	<ul style="list-style-type: none"> • Temporary replacements, known as “swaps,” are available at each school so that learning is not disrupted by the repair process. • Students are responsible for the care of the swap while issued to them. The same expectations apply to swaps as other devices. • Students are required to make frequent backups to their OneDrive in case they need to be issued a swap.
Lost	<ul style="list-style-type: none"> • Student or parent/guardian must report it to a teacher or administrator immediately. The circumstances of each situation involving lost equipment will be investigated individually. • Students/families may be billed for damaged or lost equipment.
Stolen	<ul style="list-style-type: none"> • 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 within 2 weeks of the date of theft. • If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student/family will be responsible for the full cost of replacing the item(s). • Failure to report the theft and follow the proper filing procedure may result in a bill for full replacement cost.

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 setup payment plans upon request.


Using the Device

Outlook and Teams

All KSD students are provided access to Microsoft Outlook and Teams for electronic communication and collaboration with staff and classmates. Please note the following about electronic communication.

Guidelines	<ul style="list-style-type: none">• Electronic communication should be for educational purposes only.• All mail and all contents are property of the district.• Electronic communication should only be used by the authorized owner of the account.• Students need to protect their passwords.
Limitations	<ul style="list-style-type: none">• Students 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.• Mailbox size is restricted.
Unacceptable Uses	<ul style="list-style-type: none">• 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.

OneDrive

Students should make use of OneDrive cloud storage as part of their KSD Microsoft 365 account for saving files and performing regular backups. To save documents created in Microsoft Office (Word, PowerPoint, Excel, etc.) click **File > Save As** and choose OneDrive as the location. To perform a backup of file stored locally on the device, open OneDrive select the white or blue cloud icon in the Windows notification area, and then select  **Help & Settings > Settings**, then **Backup > Manage backup**. Select **Start backup**.

Web Cams

Each student laptop/tablet is equipped with a web cam. Web cams are to be used for educational purposes only. Examples include recording videos or taking pictures to include in a project. Installing video conferencing software other than what is already included on the device is prohibited. Please refer to the [Parent/Guardian Responsibilities](#) section of this document for suggestions on monitoring the use of technology at home.

Personal Entertainment

In general, students are not permitted to listen to music, watch movies or game during school hours. Students may listen to music, watch movies or game outside of school with the permission of their parent/guardian.

Printing

For assignments that require printing, students should plan to print at school. Students should not need to print at home, but if it becomes necessary, students should save their work to OneDrive and print from a personal device connected to their home printer. It is also acceptable to install home printer drivers on KSD devices. Please note that the Customer Support Center provides limited support for personal/home equipment.

Backgrounds and Screensavers

Any images set as the desktop or home screen 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 will result in disciplinary action and/or loss of device privileges.

Internet Filtering

Per the federal [Children's Internet Protection Act](#) (CIPA), KSD maintains a robust internet filtering software package. This program automatically filters all student access to the internet through the KSD device, regardless of where the student is using the device.