

KSD One-to-One Student/Parent Handbook

Contents

OVERVIEW 2

PARENT/GUARDIAN RESPONSIBILITIES 4

 SIGN THE STUDENT/PARENT ONE TO ONE AGREEMENT4

 ACCEPT LIABILITY4

 MONITOR STUDENT USE.....5

 SUPPORT STUDENT SAFETY5

DEVICE RULES AND GUIDELINES..... 6

 ELECTRONIC RESOURCE POLICY AND ACCEPTABLE USE PROCEDURES6

 DEVICE USE, CARE, AND CLASSROOM ROUTINES.....7

 TROUBLESHOOTING AND SWAPS8

 OUTLOOK EMAIL FOR STUDENTS.....9

 WEB CAMS10

 LISTENING TO MUSIC.....10

 WATCHING MOVIES10

 GAMING.....11

 PRINTING11

 DESKTOP BACKGROUNDS AND SCREENSAVERS.....12

 COPYRIGHT AND PLAGIARISM12

TECHNOLOGY DISCIPLINE 13

 BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE.....13

 EXAMPLES OF UNACCEPTABLE USE15

DEVICE SECURITY 16

DAMAGED EQUIPMENT 16

LOST OR STOLEN EQUIPMENT..... 17

 LOST EQUIPMENT17

 STOLEN EQUIPMENT17

REPLACEMENT COSTS 18

 PAYMENT TIMELINE18

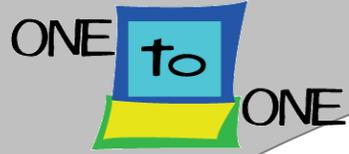
Overview

The Kent School District (KSD) 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 KSD 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 Student/Parent Device Agreement, you are acknowledging that you understand and accept the information in this document.

KSD 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 KSD network and equipment must comply at all times with the [Kent School District Electronic Resource Policy #2022 and Procedure #2022P](#) (click to follow link to this document).
3. Devices are on loan to students and remain the property of KSD.
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 KSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all KSD computers whether on or off the school campus.
8. All files stored on KSD 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 laptops, 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.



Overview (continued)

11. The price that the district paid for the device includes: the device, case, battery, a 3-year warranty, a 1-year extended care package, 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 password 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 OneDrive for Business account via Office 365. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
21. Any failure to comply may result in disciplinary action. KSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. KSD reserves the right to confiscate the property at any time.



KENT SCHOOL DISTRICT

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, which is a life skill. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent One to One Agreement

Parent/Guardian Responsibility In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent One to One Agreement. The Parent One to One Orientation, which is an event held at the school, provides background information. Check with your student’s school for the options and schedule.

- Orientation Topics**
- KSD Electronic Use Policy and Acceptable Use Procedure
 - One to One Student/Parent Handbook
 - Internet safety
 - 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 in a timely manner (2 weeks).





KENT SCHOOL DISTRICT

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 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.

Support Student Safety

Shared Responsibility

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. Student safety always comes first.

Safety Tips for Review

Please review the following safety tips with your student:

- 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; avoid dimly lit areas, alleys, and 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.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- Turn the embroidered side of the case toward your body.
- If someone demands your device, give it to the person.





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 the main points of each training topic.

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

- 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
- 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 / Flash Drives

- All KSD rules and guidelines apply to any thumb drive plugged in to a KSD device
- Backing up files to OneDrive for Business via Office 365 is the preferred method for saving





Device Use, Care, and Classroom Routines

- Lockers (if available)**
- 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**
- 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 Habits**
- 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.

- Care of Device at Home**
- 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:
 - Extreme heat or cold
 - Food and drinks
 - Small children and pets

- Traveling To and From School**
- Completely shut down the device before traveling.
 - Do not leave the device in a vehicle, especially on the seats.
 - 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.
 - Stolen devices are located through Absolute and are retrieved in cooperation with the local police department.





Device Use, Care, and Classroom Routines (continued)

Prohibited Actions Students are prohibited from:

- Defacing KSD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case.
- Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- If such action occurs, the student 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 device as the first step in troubleshooting.
 - 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 fill out a swap form.
3. Student quietly calls the Customer Support Center from the classroom phone (extension 7030, option 4).
 - A customer support team member will try to help fix the problem over the phone.
 - Otherwise, the student will get a ticket number to write on the swap form.
4. Student should verify that all work has been saved to his/her OneDrive for Business account via Office 365.
5. Student takes device to the swap room during open hours. Student returns to class with a swap device.
 - If the swap room isn't open, the student can continue to use his/her device or work on paper.
6. Student will receive an email verifying the ticket has been opened.
7. When the student's original device is ready to be picked up, student will receive an email through his/her district Outlook email for the closed ticket.
8. Student picks up device from swap room during open hours.





Outlook Email for Students

Purpose All KSD students are issued a Microsoft Outlook email account. Outlook allows students to safely and effectively communicate and collaborate with KSD 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 the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- All mail and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- 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 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 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. a Skype consumer account) is prohibited on KSD devices. Software (Skype for Business) for using the web cam is already installed on the KSD 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 device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

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 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 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 software onto the device.

Printing

Printing at School Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's Outlook email account. Use the home computer to access the web-based Outlook, and print from the home computer.

Printing at Home Printer drivers can be installed on the school device. KSD Customer Support Center provides limited support for personal/home equipment.





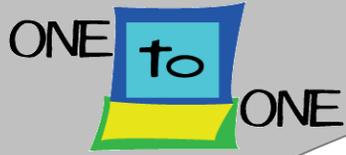
Desktop Backgrounds and Screensavers

- 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 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)*





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 case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	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)
Deleting browser history
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

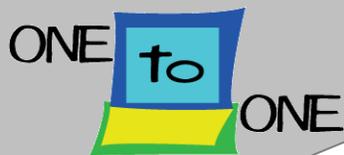
The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- 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 KSD may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.





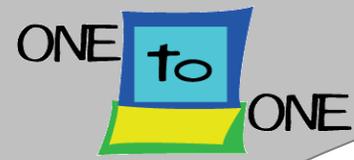
Technology Discipline (continued)

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. 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. 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
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. 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
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the KSD filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email





Device Security

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

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

Internet Filtering KSD maintains an on-site 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.

Damaged Equipment

Insurance The price that the district paid for the device includes: the device, case, batteries, a 3-year warranty, a 1-year extended care package and insurance.

Repairs Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). The Customer Support Center and the swap room 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 that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps. Students are required to make frequent backups to their OneDrive for Business account via Office 365 in case they need to be issued a swap.

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
Device Only	\$774.00
Power Adapter (brick and cord) Only	\$30.00
Protective Case Only	\$39.00
Device Full Package (device, charger, case)	\$813.00

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 to clear bills, if needed.

