Mat-Su Borough School District
One to One Parent/Student Handbook

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"The goal is highly effective instruction....in the presence of a device."

– Jaime Casap, Chief Education Evangelist, Google.

Rev 2.0

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Note: If a school has specific site policies, it may publish an APPENDIX B to this handbook.

OVERVIEW

The Mat-Su Borough School District (MSBSD) recognizes technology as a productivity enhancement tool. Student use of District information technology is a privilege, not a right. Use of District information technology shall be in accordance with the information in this document, in accordance with governing law, and in accordance with other relevant District policies, regulations, and procedures.

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

MSBSD students and families understand that:

1. All students are allowed access to electronic resources unless parents elect otherwise by contacting the Department of Instruction.
2. All users of the MSBSD Network and equipment must comply at all times with MSBSD Responsible Use Policy, AR 3523, BP 3523, BP 6161.4 and related AR's and BP's. These can be found online at:
   a. www.matsuk12.us/rup
   b. https://boardpolicyonline.com/?b=mat_su
3. Students and families must follow all guidelines set forth in this document and by MSBSD staff.
4. Devices are on loan to student and remain property of MSBSD. Identifying marks or labels are not to be removed.
5. All users are accountable to school, district, local, state and federal laws.
6. 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.
7. Use of the device and network <u>are intended for educational purposes</u>.
8. All rules and guidelines are in effect before, during and after school hours for all MSBSD computers whether on or off a school campus.
9. All files stored on MSBSD equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
10. All users are expected to follow existing copyright laws and educational fair use policies.
11. Students may only log in under their assigned username. Students may not share their passwords with other students.
12. Students may not loan devices or components to other students for any reason. Students who do so are responsible for any loss or damage.
13. Students are expected to keep the device in good condition. Failure to do so may result in bills for repair or replacement.
14. Students are expected to report damages, loss or theft to their computer as soon as possible.

15. Stickers, scratches or drawings will be removed before the laptop is checked-in at the end of the school year. In the case of scratches that cannot be removed, a fine may be assessed.
16. Students are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
17. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard.
18. Devices come preconfigured with a standard image. Any changes or attempts to change the system software, including administrative privileges, the user will be responsible for the consequences of those actions. This may result in disciplinary action.
19. Any repairs must be done by MSBSD. Any repairs or attempted repairs done will constitute damage and may result in disciplinary action and result in a bill or fine to ensure proper repair.
20. MSBSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. MSBSD reserves the right to confiscate the property at any time.

PARENT/GUARDIAN RESPONSIBILITIES

Your child has been issued a laptop computer to improve and personalize his/her education. MSBSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. MSBSD has adopted a K-12 Digital Citizenship curriculum to train students in using technology appropriately, which is a life skill. There are several responsibilities assumed by the parent/guardian. It is essential that these responsibilities, outlined below, are followed to ensure the safe, efficient, and ethical operation of your child's computer. MSBSD has compiled further information available online at http://www.matsuk12.us/onlinesafety.

SIGN THE STUDENT/PARENT DEVICE AGREEMENT
In order for students to take their devices home, a student and their parent/guardian must sign the Student/Parent Device Agreement. The Parent One to One Orientation provides background information on the One to One Program. Check with your student's school for the schedule.

ACCEPT LIABILITY
The parent/guardian/student may be 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 (No later than the next school day.)

MONITOR STUDENT USE

The parent/guardian is responsible for monitoring 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.

As part of the Children's Internet Protection Act (CIPA) all school districts are required to provide content filtering services while on school property or connected to school networks. These services attempt to filter things like violent, pornographic and offensive Internet sites.

Internet monitoring at home will be the responsibility of the parent/guardian. There are a variety of ways to achieve this and MSBSD provides no recommendations or support in this area.

STUDENT RESPONSIBILITIES

Your laptop is an important learning tool. In order to take your laptop home each day you must be willing to accept the responsibilities and guidelines outlined in this Handbook. In addition, you must comply with School and District Policies even if not included in this handbook.

DEVICE RULES AND GUIDELINES

The rules and guidelines 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 may result in disciplinary action. Students receive device-related training at school. Below you will find a summary of the main points of each training topic.

RESPONSIBLE USE POLICY AND ACCEPTABLE USE PROCEDURES

MSBSD's Responsible Use Policy (www.matsuk12.us/rup) addresses student use of district information technology. The related policies also outline guidelines for areas including but not limited to Blogging, Social Media Use and Anti-Bullying/Anti-Cyberbullying. *(Note: Please visit the above website for the most current version of the policy.)*

DEVICE USE, CARE, AND CLASSROOM ROUTINES

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the

School's designated contact. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

GENERAL PRECAUTIONS

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life. Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device. Always bring your device up to room temperature prior to turning it on.
- Do not leave your device unattended in a vehicle.

CARRYING THE DEVICE

The padded carrying case of the device will only provide basic protection when carrying. It is not designed to prevent damage from drops or abusive handling.

For example, you shouldn't toss the bag or drop the bag if your device is inside. Padded carrying cases are provided with each device but mostly provide protection against cosmetic damage.

SCREEN CARE

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the main area of the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth moistened with water. Do not use window cleaner or any type of liquid directly on the device.

USING YOUR DEVICE

At School:

The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic

handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

At Home:
For students that take their device home, they must ensure it is brought to school each day in a fully charged condition.

PRINTING
Any document that requires printing to a school printer must be printed at school, unless directed to do so by a teacher.

FILES/IMAGES
Any files or images, saved on the device, network or set as the background or screensaver must be in line with the responsible use policy. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs or gang-related symbols may result in disciplinary action and/or loss of device privileges.

COPYRIGHT AND PLAGIARISM
Students are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. 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
Technology related infractions/violations are not exempt from disciplinary actions. Below is a comparison of some technical and traditional violations.

Tech-Related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (offtask 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
Behavior unique to the digital environment without a "traditional" behavioral equivalent
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

BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE

MSBSD has progressive discipline policies. 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

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.

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

DAMAGED, LOST OR STOLEN EQUIPMENT

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

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. Students can continue to use District Google or OneDrive for Business from any device in case they need to be issued a swap.

DAMAGED EQUIPMENT

Accidents do happen. If, however, after investigation by school administration and determination by MSBSD staff performing the repair, 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/STOLEN EQUIPMENT

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

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

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the parent/guardian/student in a timely manner (next school day). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the parent/guardian/student may 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.

REPLACEMENT COSTS

In the event of equipment being lost or stolen, to ensure equipment is available to students MSBSD is required to replace equipment. The intent of this fee schedule is to ensure the equipment replacement.

Item Missing or Damaged	Chromebook
Chrombeook	$289
Power Adapter	$40
Device Case	$28
Full Device Package *(All items)*	$347

PAYMENT TIMELINE

Parents/guardians/students have 30 days to pay any bills. The school may setup payment plans to clear bills if needed.

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APPENDIX A
Agreement