ANDERSON SCHOOL DISTRICT FIVE

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STUDENT - PARENT HANDBOOK

Anderson Five 1:1 Student/Parent Handbook

Contents

Overview

Anderson School District Five 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 Anderson School District Five to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

During student registration and each subsequent yearly update you are given the opportunity to view the Student/Parent Responsible Use Agreement and during these processes you acknowledge that you understand and accept the information in this document.

Anderson School District Five students and families must understand that:

1. All students are allowed access to electronic resources unless access is revoked in cases such as disciplinary issues.

2. All users of the district network and equipment must comply at all times with the Anderson Five Board of Trustees policies IFBGA (Technology Resources) and IFBGA-R (Internet Acceptable Use and Safety). These policies can be found on the district web site or by visiting: https://www.anderson5.net/Page/31964.

3. Chromebooks and all technology equipment associated with the device are on loan to students and remain the property of Anderson School District Five.

4. All users are accountable to all school, district, local, state, and federal laws.

5. All use of the Chromebook and network must support education.

6. Students and families must follow all guidelines set forth in this document and by district staff.

7. All rules and guidelines are in effect before, during, and after school hours for all district computers whether on or off the school campus.

8. All files stored on district equipment or the network are property of the district and may be subject for reviewing and monitoring.

9. The term "equipment" or "technology" refers to laptops, Chromebooks, batteries, power cord/chargers and cases (where applicable). Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.

Overview (continued)

10. Students are expected to keep the Chromebooks in good condition. Failure to do so will result in bills for repair or replacement.

11. The price that the school district paid for the Chromebook includes: the Chromebook power adapter and pigtail.

12. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.

13. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

14. 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.

15. All users are expected to follow existing copyright laws and educational fair use policies.

16. Students may only log in under their assigned Anderson School District Five username. Students may not share their password with other students.

17. Students may not loan Chromebook components to any other person for any reason. Students who do so will be held financially responsible for any loss of components.

18. Chromebooks come with a standardized image already loaded and should not be modified.

19. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Anderson School District Five may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

20. Anderson School District Five reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Anderson School District Five makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Responsible Use Agreement

Parent/Guardian Responsibility In order for students to be issued a Chromebook, a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. **A student <u>will not</u> be issued a Chromebook until the agreement has been accepted via the Districts Online Registration Portal or a hard copy has been signed by both parent and student and returned to the school.**

Accept Liability

Parent/Guardian Responsibility The parent/guardian/student may be responsible for the actual cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence
- Lost or stolen (must be reported to school and/or police immediately. In cases involving theft a police report will be required)

Monitor Student Use

Parent/Guardian Responsibility The parent/guardian must agree to monitor student use at home (if applicable) 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 laptop use at home. Some websites provide parent/child agreements for you to sign.
- Only allow laptop 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 laptop. Ask questions and request that they show you his or her work often.

Chromebook 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 computer. 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 Chromebook-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 Responsible 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
- Using headphones in class
- Downloading programs/extensions, music, games and videos
- Playing games

Inappropriate 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 Drives
- All district rules and guidelines apply to any thumb drive plugged in to a district Chromebook

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Chromebook Use, Care, and
Classroom Routines

Lockers	● Chromebooks should not be stored in lockers.
Hallways	● Always use two hands to carry the Chromebook.
	● Never leave the Chromebook unattended for any reason.
Classroom Habits	● Ensure that the Chromebook is resting securely on the desktop.
	● Never place your Chromebook on the floor.
	● Make sure nothing is between the lid and keyboard when you close the lid of the Chromebook.
	● Never leave your Chromebook unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
	● Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.
Care of Chromebook	● Charge the Chromebook fully at the end of each day. The student is responsible for placing the Chromebook and ensuring that the power cord is connected to the Chromebook.
	● Store the Chromebook on a desk or table. Books and/or binders should never be placed on top of a Chromebook. If the Chromebook is not in use, it should either be stored on top of a desk/table, in the rack under a student desk, or in a classroom cart where applicable. A Chromebook should never be on the floor!
	● A Chromebook should never be open if a student is consuming food or drink.
Care of Chromebook at Home	● Charge the Chromebook fully each night.
	● Use the Chromebook in a common room of the home.
	● Store the Chromebook on a desk or table - never on the floor!
	● Protect the Chromebook from:
	– Extreme heat or cold.
	– Food and drinks.
	– Small children.
	– Pets.

Traveling To and From School	● Completely shut down the Chromebook before traveling.
	● Do not leave the Chromebook in a vehicle.
	● If ever in a situation when someone is threatening you for your chromebook, give it to them and tell a staff member as soon as you arrive at school.
	● Anderson School District Five will work with you, in cooperation with the local police department, if a device is reported stolen.

Prohibited Actions	Students are prohibited from:
	● Putting stickers or additional markings on the Chromebooks, batteries, or power cord/chargers.
	● Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the Chromebooks.
	● Chromebooks should not be stored along with papers, notebooks, headphones, and other material. Doing so can cause damage to the chromebook.
	● If such action occurs, the student may be billed for the cost of repair or replacement.

Email for Students

Purpose All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district 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.
- Email transmissions are monitored by the district to ensure appropriate use. This means that administrators and teachers may check students' email.
- All email and its/their contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned Anderson School District Five account should be reported immediately.

Unacceptable Use Examples
- Non-education related forwards (e.g. jokes, chain letters, images, etc.).
- 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 Chromebook 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.

Important Note   Please note that installing Internet calling/video-conferencing software (i.e. Skype) is prohibited on district Chromebooks. Software for using the webcam is already installed on the district provided Chromebook.

Listening to Music

At School   Listening to music on your Chromebook 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 Chromebook is allowed at home with permission from parents/guardians.

Watching movies

At School   Watching movies on your Chromebook 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 Chromebook is allowed at home with permission from parents/guardians.

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Gaming

At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All 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 a parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.
- If in class, you have the permission of your teacher.

You are not allowed to load personal software onto your district owned device.

Printing

Printing at School Printing from Chromebooks at school is allowed in certain locations and circumstances. Please see your school technology resource for assistance with printing only if you have permission to print from your teacher.

Printing at Home In some cases it may be possible to print from a home computer using Google Cloud Print. For more information on this feature, use Google to search for Google Cloud Print. Anderson School District Five will not provide technical support for personal/home equipment or use of district issued equipment at home.

Google Apps and Third Party Extensions

Considerations   School officials reserve the right to remove any app and/or extension that could interfere with the correct operation of the device and/or other software packages required for Instruction. Most apps are pre-loaded after

Desktop Backgrounds and Screensavers

Considerations   Any images set as the desktop background must be in line with the Electronic Resource Policy and Responsible 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 Chromebook 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)
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering Chromebook 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 someone else's locker

Tech Violations *Behavior unique to the digital environment without a "traditional" behavioral equivalent*
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

Tech Violations (continued)
Behavior unique to the digital environment without a "traditional" behavioral equivalent
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 Chromebook for the class period
- Loss of Chromebook 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
The district 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 district Internet 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

Chromebook Security

Balanced Approach   Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has security features built directly into the operating system. Anderson School District Five strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the district network.

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

Internet Filtering   Anderson School District Five maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

Damaged Equipment

Mandatory Technology Fee   Accidents do happen. Anderson School District Five offers coverage to all 1to1 initiative participants through payment of our Technology Fee of $20 at the time of registration, or at the beginning of the school year. By not paying your Technology Fee you are subject to immediate costs in the form of deductibles, the deductible structure is laid out on page 19 of this handbook. Parents will be notified of any charges as they are assessed to the student's account in PowerSchool. The charge can only be cleared when full payment has been received by the school official.

Any theft or damages not reported prior to device turn-in or end of year collection may not be covered by our Technology Fee. It is your responsibility to immediately report any device damage or theft.

Cost   Cost is defined as the price that the district paid for the Chromebook includes: the Chromebook, charger, and battery.

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. If it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

Financial Responsibility   The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment.

After investigation, if a Chromebook is deemed lost, the school will make a determination regarding a replacement device. Lost or stolen devices are not covered under the Technology Fee.

Stolen Equipment

Reporting Process   If equipment is stolen, the school must be notified and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

Financial Responsibility   Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident.

After investigation, if a Chromebook is deemed stolen, the school will make a determination regarding a replacement device.

Replacement and Repair Costs

Example Device Replacement Costs

The following prices are the estimated costs for replacement. Full cost replacement could be charged for the following: misuse, neglect, intentional damage, lost/stolen device. Students/Parents will be billed for the actual cost of replacement.

Item	Estimated Cost*
Dell Chromebook	$330
Chromebook Charger Adapter	$15.99
Chromebook Protective Cover	$30.00

*Prices listed are a subset of potential damages and may change without notice. Prices may vary based on purchasing cost fluctuations.

Example Device Repair Costs

The following prices are the estimated costs for repair. Full cost repairs could be charged for the following: misuse, neglect, intentional damage, lost/stolen device. Students/Parents will be billed for the actual cost of repair.

Item	Estimated Cost*
Chromebook LCD Screen	$36.50
Chromebook Bottom Case	$19.99
Chromebook Top Palm Case	$57.50
Chromebook Bag	$30.00

* Prices listed are a subset of potential damages and may change without notice. Prices may vary based on purchasing cost fluctuations.

Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, the student's account in PowerSchool will be charged for the cost of repairs. The school may set up payment plans to clear bills, if needed.

DISCLAIMER:

For the most up-to-date version of this document, please refer to the electronic copy of the Anderson School District Five 1:1 Student-Parent Handbook located on the district 1:1 website at the following URL: https://sites.google.com/a/anderson5.net/1to1. Any changes to policy and/or procedures will be reflected on the online version of this document.

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Student/Parent Responsible Use Agreement

Terms and Conditions of the Computing Device Agreement:
Student access to computers is one way that Anderson School District Five enhances the learning opportunities for our students. Use of the devices is a privilege, students who use a computing device at school are expected to follow Anderson School District Five's policies, procedures and practices. These are available in hardcopy and on the district website.

It is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the student to pay a deductible or cost to replace the device in its entirety, depending upon the scope of the damage. If a charger, power cord, or other accessories are damaged or lost, the student is responsible for the full cost of replacement.

Listed below are the costs:

Incident	Damage	Technology Fee NOT Paid	Technology Fee Paid
Any	***Misuse, Neglect, Intentional Damage or Lost/Stolen (see handbook pages 16-17)**	**Cost of Repair or Replacement of Device**	**Cost of Repair or Replacement of Device**
1st	***Accidental**	$20 charge	$0 Charge
2nd	***Accidental**	$40 Charge	$0 Charge
3rd	***Accidental**	$60 Charge	***$20 Charge

*Authority to determine cause of damage is the sole responsibility of Anderson School District Five or its representative.
**Each subsequent accidental damage will increase by $20 (ex: 4th Accident=$40 with a PAID Technology Fee)

NOTE: *This form is digitally signed and agreed to by all parents during school registration. By registering your student(s) with Anderson School District Five you agree to the terms and conditions detailed in the 1:1 Handbook and included Responsible Use Agreement.*