



**ONE to ONE**

**ANDERSON SCHOOL DISTRICT FIVE**



**STUDENT - PARENT  
HANDBOOK**



## Anderson Five 1:1 Student/Parent Handbook

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## 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 acknowledging 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 the school is notified in writing by the parent/guardian.
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 at <http://www.anderson5.net/boardoftrustees>.
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 bag/cases. 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 pig tail.
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 will not 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 are responsible for the 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.





## Parent/Guardian Responsibilities (continued)

### 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.
- Be aware of your surroundings including people, vehicles, and wheeled devices.
- 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.
- Obey the traffic lights and crosswalk signals; Look both ways and never run across the street.
- If someone demands your laptop, give it to the person. Report the incident immediately.





## 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**

- Instant-messaging
- 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

## Chromebook Use, Care, and Classroom Routines

- Lockers**
- Chromebooks should not be stored in lockers.

- Hallways**
- Keep your Chromebook in the district designated bag/case at all times when not in use.
  - Always use the handle, strap, or 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 desk top.
  - Never place your Chromebook on the floor.
  - Close the lid of the Chromebook and zip the bag closed before standing up.
  - 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**
- The power cord/charger remains in the bag at all times when not in use.
  - The Chromebook stays in the bag/case for all classes.
  - 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 or in the rack under a student desk. 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**

- The power cord/charger remains in the bag at all times when not in use.
- The Chromebook stays in the bag/case, even to charge.
- 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.
- Use your backpack or carry the bag/case by the handle or shoulder strap.
- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.
- Anderson School District Five will work 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, bag/cases, 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.
- The bag/case is not to be used as a storage device for papers, notebooks, headphones, and other material. Doing so can cause damage to the device and/or bag/case.
- If such action occurs, the student will be billed 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 web cam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> 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. Skype) is prohibited on district Chromebooks. Software for using the web cam 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.



## 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 your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

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

## Printing

**Printing at School** Any documents that require printing should be submitted to your teacher. 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 school email account. Use the home computer to access the email account, and print from the home computer.

**Printing at Home** It is 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.

## 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

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
Email, instant messaging, Internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing bag/case	No binder/missing supplies
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

<b>Tech Violations</b>
<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





<b>Tech Violations (continued)</b> <i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
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

**Optional Insurance and Charges** Accidents do happen. Anderson School District Five offers optional full coverage insurance to all 1to1 initiative participants within two weeks of initial device assignment to the student. Without optional insurance coverage you are responsible for actual repair or replacement cost. Parents will be notified of the repair cost, which will be assessed to the student's account in PowerSchool. The account will 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 will not be covered by optional insurance. It is your responsibility to immediately report any device damage or theft.

**Cost** 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 either 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.

## 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.

If the student is covered by the Optional Insurance coverage a claim can be filed, with accompanying police report, to seek reimbursement. If reimbursement is approved there will be no cost to the student/parent.



## 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: third accidental damage incident, 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. For current replacement costs please visit our 1:1 site at: <https://sites.google.com/a/anderson5.net/1to1>  
Prices may vary based on purchasing cost fluctuations.

### Example Device Repair Costs

The following prices are the estimated costs for repair. Full cost repairs would be charged for the following: third accidental damage incident, 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. For current repair costs please visit our 1:1 site at: <https://sites.google.com/a/anderson5.net/1to1>  
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 setup 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. Students/Parents may be notified during the course of the year about a change in the handbook but will not receive another hard copy of the document.

Anderson School District Five  
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## Student/Parent Responsible Use Agreement

**\*\*TEAR OUT THIS PAGE, SIGN, AND RETURN TO SCHOOL\*\***

### 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 web site.

While there is no cost to the student for the use of the device, 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 handling fee, deductible or replace the device in its entirety, depending upon the scope of the damage. If a power cord, bag/case 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	<b>*Misuse, Neglect, Intentional Damage or Lost/Stolen (see handbook pages 16-17)</b>	<b>Cost of Repair or Replacement of Device</b>	<b>Cost of Repair or Replacement of Device</b>
1st	<b>*Accidental</b>	\$20 charge	\$0 Charge
2nd	<b>*Accidental</b>	\$40 Charge	\$0 Charge
3rd	<b>*Accidental</b>	<b>**\$60 Charge</b>	<b>**\$20 Charge</b>

\*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)

**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.**

