



KSD One-to-One Parent/Student Handbook

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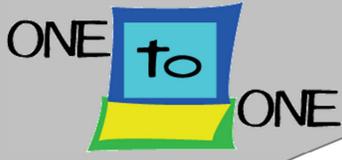
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Overview

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.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the Parent/Student 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.
3. Laptops are loaned to students and remain the property of KSD.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the laptop 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 the KSD equipment or network are the property of the district and are subject to regular review and monitoring.
 - a. KSD reviews and monitors all activity on the network for responsible use.
 - b. Internet history and E-mail checks may occur at the discretion of KSD staff.
9. The term “equipment” or “technology” refers to laptops, batteries, power cord/chargers and 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.
10. Students are expected to keep the laptops in good condition. Failure to do so may result in fines for repair or replacement.



Overview (continued)

11. The price that the district paid for the laptop includes: the laptop, case, battery, a 3 year warranty, a 1 year extended care package and insurance.
12. The laptop warranty will cover normal wear and tear along with other damage that might occur during normal use of the laptop.
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 their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
16. All users are expected to follow existing copyright laws.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components.
19. Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
20. All students have access to a network drive on which to store data (the H Drive). 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.

Parent/Guardian Responsibilities

Kent School District makes every effort to equip parents 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.

Complete the Laptop Orientation

Parent/Guardian Responsibility In order for students to be allowed to take their laptops home, a parent/guardian must complete a laptop orientation. Check with your student’s school for the options and schedule.

- Orientation Topics**
- KSD Electronic Use Policy and Acceptable Use Procedure
 - Parent/Student Laptop Handbook
 - Internet safety
 - Parent/guardian and student responsibilities

<i>If you complete the...</i>	<i>A parent/guardian must...</i>
Online Orientation	Accept the terms by logging in to Family Access and selecting “I agree” in the appropriate box.
In-person Orientation	Sign in at the event to confirm attendance. Read and sign the Parent/Student Agreement form and turn it in 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.
- Lost because of negligence.
- Stolen, but not reported to school and/or police.



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 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.

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.
- Turn the embroidered side of the case toward your body.
- If someone demands your laptop, give it to the person.

Laptop Rules and Guidelines

The rules and regulations are provided here so that students and parents 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 laptop-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic. The full training videos can be found on KSD Tube (<https://ksdtv.eduvision.tv/>).

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines All use of technology must:

- Support education
- Follow local, state, and federal laws
- All files on the network must 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

- Sending emails
- 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 Drives

- All KSD rules and guidelines apply to any thumb drive plugged in to a KSD laptop
- Backing up files to the H drive is the preferred method

Laptop Use, Care, and Classroom Routines

- Lockers**
- Laptops should be stored on the hook or on its side standing up.
 - Never pile things on top of it.
 - Never leave it on the bottom of the locker.
 - Never leave the locker set to open without entering the combination.

- Hallways**
- Keep your laptop in the KSD case at all times.
 - Always use the handle, strap, or two hands to carry the laptop.
 - Never leave the laptop unattended for any reason.

- Classroom Habits**
- Center the laptop on the desk.
 - Close the lid of the laptop before standing up.
 - Lock the computer before walking away from it.
 - Follow all directions given by the teacher.

- Care of Laptop at Home**
- The power cord/charger remains at home.
 - The laptop stays in the case, even to charge.
 - Charge the laptop fully each night.
 - Use the laptop in a common room of the home.
 - Store the laptop on a desk or table - never on the floor!
 - Protect the laptop from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.

- Traveling To and From School**
- Completely shut down the laptop before traveling.
 - Do not leave the laptop in a vehicle.
 - 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 laptop, give it to them and tell a staff member as soon as you arrive at school.
 - Stolen laptops are located through CompuTrace and are retrieved in cooperation with the local police department.

Laptop Use, Care, and Classroom Routines (continued)

Prohibited Actions Students are prohibited from:

- Putting stickers or additional markings on the laptops, cases, batteries, or power cord/chargers.
- Defacing KSD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops or any stitching on the case.
- If such action occurs, the student will be fined the cost of repair or replacement.

Troubleshooting and Swaps

Troubleshooting Procedure

1. Student tries to fix the problem.
 - 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 CSC from the classroom phone at extension 7030 and selects 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 then save any work that they have saved locally to his/her H Drive.
5. Student will receive an email for the ticket through his/her district Outlook email.
6. Student takes laptop to the Swap Room during open hours.
 - If the swap room isn't open, the student can continue to use his/her laptop or work on paper.
 - Student returns to class with a swap laptop.
7. When the student's original laptop is ready to be picked up, student will receive an email for the closed ticket.
8. Student picks up laptop from Swap Room during open hours.



Outlook E-mail for Students

Purpose All KSD middle/high school students are issued a Microsoft Outlook e-mail account. Outlook allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

The effective use of e-mail 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

- E-mail should be used for educational purposes only.
- E-mail transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' emails.
- All e-mail and all contents are property of the District.
- Students should not delete e-mails unless instructed to do so by a teacher. Deleting e-mails will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- 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 e-mail 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 laptop 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 you giving a speech and watching it back for rehearsal and improvement.

Important Note Please note that installing Internet calling/video-conferencing software (i.e. Skype) is prohibited on KSD laptops. Software for using the web cam is already installed on the KSD laptop.

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 laptop is not allowed on the laptop 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 laptop (from a streaming website or CD) is allowed at home with permission from parents/guardians.

Watching movies

At School Watching movies on your laptop is not allowed on the laptop 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 laptop (from a streaming website or 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.

You are not allowed to load personal software onto your computer. This means you may not put your own gaming CDs into the CD drive.

Instant Messaging

At School Instant-messaging is not allowed during school hours without permission from the teacher. Permission will be given only for instant-messaging that is useful in completing a school assignment. All communication must be related to the school assignment.

At Home Instant-messaging is allowed at home if all of the following conditions are met:

- The content of the messages is school appropriate.
- The messages are in support of education.
- You have permission from your parent/guardian.

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 using the home computer to print.
- E-mail the file to the student's Outlook e-mail 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 laptop. 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 laptop 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

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.

Compliance Checks Compliance checks (reviewing E-mail, Internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate computer usage.

Progressive Discipline Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

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 Consequences may include, but are not limited to:

- Lunch detentions
- After-school detentions
- Assignments that re-teach or reinforce correct behaviors
- Restricted computer use
- Office referrals
- Suspensions

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, 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. Engaging in sexual harassment 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 e-mails



Laptop Security

Balanced Approach Two primary forms of security exist: laptop security and Internet filtering. Each of the laptops has a security program installed on it. KSD 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 Kent School District network.

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

Internet Filtering at School KSD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet.

Internet Filtering at Home There is a second software filter package installed on each laptop unit. This filter will run when the students are home, and will help insure safe access to the Internet. Please note, however, that there is no better security tool than an involved adult!

Damaged Equipment

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

Repairs Occasionally, unexpected problems do occur with the laptops 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 Laptops – “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 H Drive in case they need to be issued a swap.

Accidental Damage vs. Negligence Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the insurance company, if the laptop 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 fined 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.
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 full fine to the student.

Financial Responsibility Laptops are covered by the district's insurance policy. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

Replacement and Repair Costs

Replacement Costs

**Laptop Models #6515
#6530**

Item	Replacement Cost
Laptop Case	\$60.00
Internal Battery	\$115.00
External Battery	\$112.00
Power Cord/Charger	\$78.00
Laptop	\$575.00
Full Package	\$940.00

Laptop Model #6360

Item	Replacement Cost
Laptop Case	\$44.00
9 Cell Battery	\$69.00
Power Cord/Charger	\$78.00
Laptop	\$659.00
Full Package	\$850.00

Estimated Repair Costs

Estimated Repair Costs

Damage	Estimated Repair Cost
Cracked Screen	\$273.00
Broken Latch	\$25.00
Broken Chassis	\$25.00
Broken CD/DVD Drive	\$25.00
Broken Keyboard	\$25.00
Broken or Missing Keys	\$15.00-\$25.00
Damaged Power Cord/Charger	\$78.00
Damaged Battery	\$100.00
Cosmetic Damage	\$15.00-Full cost of item

Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines 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 fines, if needed.