1 TO 1 PARENT HANDBOOK

ignite
Inspiring, Growing, and Nurturing
Imagination In Technology Education

RAYTOWN
QUALITY
SCHOOLS
Expect the Exceptional

Message from the Superintendent

Dr. Allan Markley

The Raytown School District is dedicated to providing a quality education with many opportunities for academic growth and success. Research shows that students' access to technology increases engagement and positively impacts student achievement.

In 2014, the District's Technology Department launched its IGNITE initiative which stands for Inspiring, Growing, and Nurturing Imagination in Technology Education. IGNITE programs are designed to provide students with real world, relevant experiences to better prepare them to compete in a technology rich work environment.

For the 2016-2017 school year, the District will expand its 1 to 1 computer program to include grades 7-10. Students in grades 2-6 will continue to have access to 1 to 1 devices, and our K-1 students will have access to classroom computer sets.

Thanks to a unique partnership with the Raytown Educational Foundation, the class of 2019 will be the first to take their devices with them after graduation. I am thrilled that we are able to support our students in this way as they pursue higher education and the workforce.

Please read the information contained in this Handbook carefully as it provides valuable information that will assist both students and parents in understanding many of our policies and requirements. Students will receive training and instruction on computer management, safety, and usage rules each year.

This is a very exciting time for the Raytown School District, and we look forward to providing students with the tools they need to be successful both inside and outside of the classroom. Additional information regarding 1 to 1 and other IGNITE programs can be found on the District website.

If you have any questions, please feel free to contact your building principal.

Sincerely,

For more information, please visit www.raytownschools.org

LOAN AGREEMENT

A signed Student/Parent Loan Agreement will be required for all students participating in the 1 to 1 program. This program includes students in grades 6 - 10 for the 2016-2017 school year and any student that is enrolled in a freshman or sophomore core class during the 2016-2017 school year. As part of the device loan process, parents are provided training on the 1 to 1 initiative and student expectations. Parent training materials can be found at www.raytownschools.org.
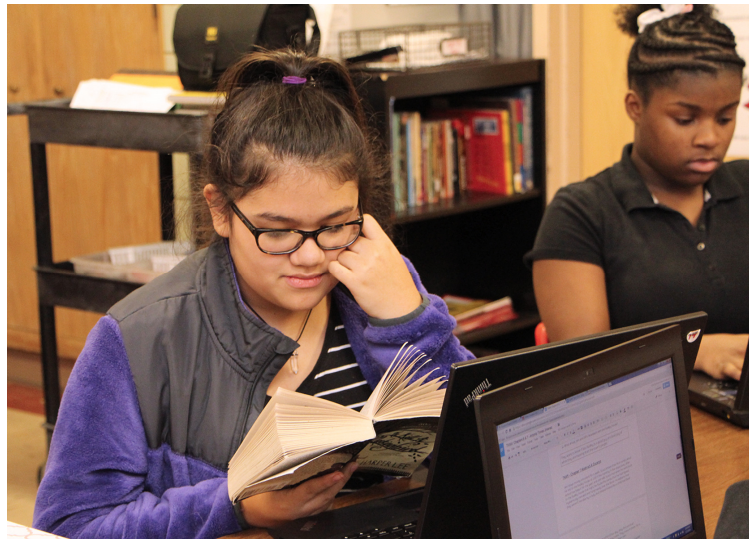
Basic Care: *I will . . .*
- be responsible for the device loaned to me and take good care of it.
- know where my device is at all times; I will not loan it to anyone or leave it unattended (including power cord).
- bring my fully charged device to school every day I am in attendance.
- keep my device in the condition I received it; I will keep my device clean and will not alter any surface of the device.
- transport the device securely closed and in the provided carrying sleeve.
- report any damage or need for service immediately and will not attempt to repair the device myself.
- keep my device away from food/liquids and off the floor, where it could be stepped on or tripped over.

Responsible Use: *I will . . .*
- keep my login and password information private according to Board Procedure EHB-AP1.
- be a safe technology consumer and practice good digital citizenship by:
  - using safe searching practices and not searching for unacceptable content.
  - keeping my and other's personal information safe and not giving my name, address, telephone number, school, or my teachers'/parents'/friends' names and information to anyone online.
  - following the Board Procedure EHB-AP1 and only use online resources approved by the district; in addition, I will not fill out any form or sign up for anything online that asks me for information about my school, my family or myself without permission.
  - using appropriate language in all digital products and communications.
  - not using my device to bully, harass or intimidate others.
  - not attempting to avoid or bypass a content filter installed by the District.
- follow the expectations outlined in Board Policy EHB, associated Board and district policies and procedures, Student/Parent Handbooks, and the Student Code of Conduct while at school, as well as outside the school day. A copy of EHB, board procedures and handbooks can be found on the district website.

Parent/Guardian Agreement: *I acknowledge . . .*
- a technology use fee will be assessed as part of the 1 to 1 program.
- I am responsible for loss, theft or any damage to the device as outlined in the Handbook.
- my loaned device remains the property of the Raytown Quality Schools and my device is subject to inspection at any time without notice and that I have no expectation of privacy while using the District's technology resources as outlined in Board Policy EHB, this includes my loaned device.
- my student and I are to follow the expectations outlined in Board Policy EHB and associated district procedures and handbooks. I understand that violating these guidelines may result in disciplinary action.
- my student must have his/her fully charged device at school each day.
- my child must return the device and all of its accompanying materials in good working condition at the end of the school year or at the point of withdraw or transfer out of Raytown Quality Schools.
- we will discuss online safety and digital citizenship at home and will follow the student safety at home guidelines outlined in the Student/Parent Handbook.

STUDENT TECHNOLOGY USAGE FEE

Students in grades 6-12 who receive a district 1 to 1 device will be charged a technology usage fee of $20 per year (not to exceed $40 per family per year). All students who meet the following free or reduced lunch criteria will be charged one half of the technology usage fee ($10 per student/ not to exceed $20 per family per year):

1. Student has been approved for the free or reduced lunch program for the current school year.
2. Parent has completed a waiver to allow the district to use this information for assessment of fees.

Student Technology Usage Fees will be paid as part of the enrollment/schedule pickup process at the beginning of the school year. Students entering the district after the first week of school will complete the process as part of enrollment/scheduling at their building.

DEVICE DAMAGE AND CHARGES

Students are responsible for caring for the device checked out to them and for following the Technology Usage Policies and Administrative Procedures (EHB, EHB-AP1). If an accident occurs, additional costs may be incurred as outlined in _Student Device Damage Charges_ _found on the district website or at your student's school._

Device Damage Key Points:

- Students must report any damage or need for service immediately to their teacher, librarian or building technician.
- Under no circumstances should students attempt to repair the device themselves.
- Any repair or work completed as part of routine maintenance or covered under the device warranty will not be charged to the student.
- If the student technology usage fee is NOT paid prior to the damage, all damage will be assessed a charge of 100% of the cost of repair/replacement.
- If it is determined that damage was caused intentionally or by gross negligence, the district may assess an additional charge for labor costs to repair a device as outlined in Board Policy EHB.
- Each building will have a limited number of loaner devices; issuance of a loaner device will be at the discretion of the building.
- Damage to or removal of district asset tag (RQS#) or damage to or loss of protective sleeve will not be considered a damage incident and will result in a full charge ($5 for asset tag/ $10 for sleeve).
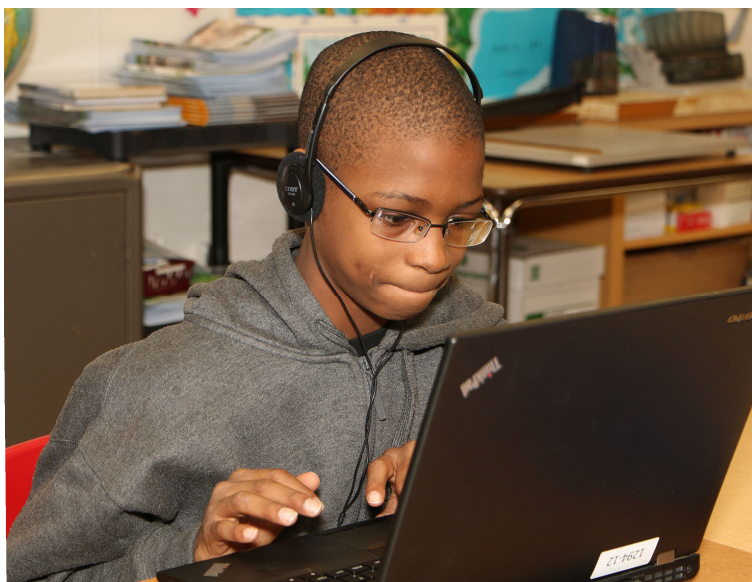
Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to $50 repair	No charge	50% parts cost	100% parts cost	Replacement Cost N Series: $163.42 11e: $488.06
Over $50 repair	Up to $25 deductible	50% parts cost	100% parts cost	Replacement Cost N Series: $163.42 11e: $488.06

DEVICE REPAIR COST FOR LENOVO N SERIES CHROMEBOOKS GRADES 6-8

Part Name	Example Cause of Damage	Replacement Cost
LCD Panel	Cracked screen - dropping device, holding device by screen	$45
Bottom Case	Cracked case - dropping device, adding decoration to case	$50
Back Case	Cracked case - dropping device, adding decoration to case	$50
USB Daughterboard	Broken USB port - breaking USB drive off in device, storing device with USB drive inserted	$15
Motherboard	Spilling liquid on device, breaking headphone jack	$100
DC Jack	Dropping device when plugged in	$15
Hinge Assembly	Dropping device	$20
Screen Bezel	Dropping device	$50
Keyboard/Palmrest	Removing key(s) - must replace entire keyboard and trackpad	$110
Power Adapter	Lost or broken power adapter	$45
Asset Tags (RQS#)	Damage to or removal of district asset tag	$5
Protective Sleeve	Loss of or damage to district provided protective sleeve	$10

DEVICE REPAIR COST FOR LENOVO 11E GRADES 9-10

Part Name	Example Cause of Damage	Replacement Cost
LCD Panel	Cracked screen - dropping device, holding device by screen	$45
Bottom Case	Cracked case - dropping device	$50
Back Case	Cracked case - dropping device	$50
Motherboard	Spilling liquid on device, breaking USB drive off in device, storing device with USB drive inserted	$100
DC Jack	Dropping device when plugged in	$15
Hinge Assembly	Dropping device	$20
Screen Bezel	Dropping device	$50
Keyboard Assembly	Removing key(s) - must replace entire keyboard	$50
Palmrest/Touchpad	Damage to trackpad - sharp objects, dropping	$50
Power Adapter	Lost or broken power adapter	$45
Asset Tags (RQS#)	Damage to or removal of district asset tag	$5
Protective Sleeve	Loss of or damage to district provided protective sleeve	$10

ACCEPTABLE USE

Each year, as part of enrollment, students and parents sign the district's Technology Use Agreement (EHB-AF1 & EHB-AF2). The Technology Use Policy, Procedure and Agreement is a document that outlines how the district expects students to behave with technology. It defines what is deemed acceptable behavior for users of district technology, including the use of loaned devices, online communication, and the Internet. The policy states that "a user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources." In addition, "use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources." Technology violations may result in additional discipline in accordance to Board Policy JG, Student Discipline and associated policies and administrative procedures.

In particular, these agreements state:
- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned device at home and school.
- Students are always responsible for their loaned device, including all activity on their device or on other devices using their district log-in.
- Your device is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- You are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- You must keep your login and password information private.
- You will use safe searching practices and not search for unacceptable content.
- You will only use online resources approved by the district; in addition, you will not fill out any form or sign up for anything online without permission.
- You will use appropriate language in all digital products and communications.
- You will not use your device to bully, harass or intimidate others.
- You will not attempt to avoid or bypass a content filter installed by the District.
- If you identify or know about a security problem, you are expected to convey the details to your teacher without discussing it with other students.
- You will not develop programs to harass others, hack, bring in viruses or change other individual's files.
- District technology users have no expectation of privacy while using the District's technology resources as outlined in BOE policy EHB, this includes student loaned device.

In addition, students are expected to follow the following expectations for use of district provided devices and accounts at both at home and school.
- The loaned device remains the property of the Raytown Quality Schools and the device is subject to inspection at any time without notice.
- You can only install district approved software or apps.
- You will follow Internet use guidelines as outlined in Board Policy EHB and Administrative Procedure EHB-AP1.
- You will not use pictures with offensive language and/or materials.
- You will not loan your device or charging cords to other individuals.
- You will follow all directions given by the teacher regarding device use.
- You will not modify, remove, or destroy any district issued labels or etchings.
- You will not provide personal information to anyone online without the permission of a teacher/parent/guardian.

PROTECTING STUDENTS AT SCHOOL

Student safety remains a priority for the District. We feel the best way to keep students safe online is to teach them to be safe consumers of technology. The District uses curriculum to teach digital citizenship and online safety to all students. As a certified Common Sense Media District, our online safety program is derived from the Children's Internet Protection Act (CIPA) recommended guidelines established through CommonSenseMedia.org.

In addition, the district uses a content filter that is updated nightly to block inappropriate sites and content. Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Board Policy EHB and EHB-AP1 states that "evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited." Furthermore, this policy allows for the monitoring of all District technology. As with all devices, the District has the ability to access the activity of any student/device regardless of if the activity is done on the district network.

Student devices will have district supported instructional software programs. These include Chrome Apps, Windows installed software and online resources. All District approved software has been researched to ensure that it is safe for students to use and that they meet the District's strict data privacy requirements. The District has a dedicated page online that lists the software and online resources most commonly used by the students. Since the student devices are managed by the district, students can only install district approved software or apps.
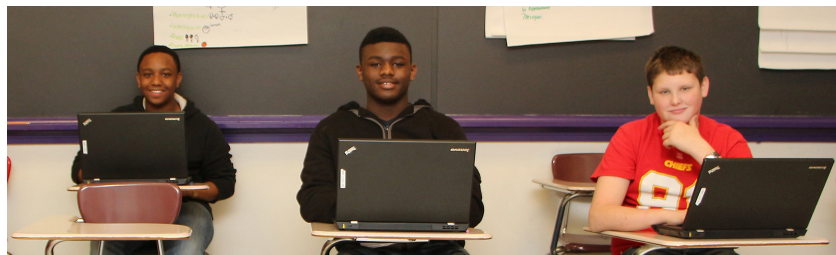
STUDENT SAFETY AT HOME

We feel that online safety and digital citizenship should not end when a student leaves our building. It is an expectation that students follow all district guidelines for technology usage when using the district technology resources away from school. We encourage families to discuss online safety and district expectations at home. To help parents and students grow more comfortable with technology and the etiquette needed for the Digital Age, the District's website has resources regarding online safety and digital citizenship for parents to use at home.

All student devices will be filtered at home by the same software used in district. As with all content filters, it is important to remember that no filter is foolproof. The District digital citizenship curriculum teaches online safety, including safe searching practices.

Board Policy EHB and EHB-AP1 allows for the monitoring of all District technology. As with all devices, the District has the ability to access the activity of any student/device regardless of if the activity is done on the district network or away from school.

The following are guidelines for use of district resources away from school:
- Parents are encouraged to supervise their student's device use at home. The best way to keep students safe and on task is to participate in what they are doing while utilizing the device at home.
- Parents are encouraged to support the District's digital citizenship curriculum at home.
- It is recommended that parents/guardians develop a device care plan with their student(s) to addresses the following key areas:
  - □ Use of the device in common spaces, not isolated behind closed doors.
  - □ A safe storage location for overnight charging.
  - □ Digital Citizenship expectations for use at home including guidelines for Internet activity.
  - □ Consistent conversation about the student's digital work.

LAPTOP RULES AND GUIDELINES

The following are highlights from the Laptop Rules & Guidelines. The complete document can be found on the District website.

- Log in on your device using only district provided account.
- Do not share passwords.
- Carry your device with both hands or in provided sleeve.
- Always set your device on flat surface to use it.
- Keep food and drinks away; don't eat or drink while using your device. Instead, take a study break.
- Never place heavy object on your device or place your device in a backpack with textbooks, this can cause your screen to crack over time.
- Keep your device clean; use the provided cleaning cloth to wipe your screen.
- Charge your device every night; look for the charging light.
- Keep your device away from pets.
- Do not swap or share with another student.
- You are solely responsible for your device, keep it safe at all times.
- You are only allowed to download or install any software or other materials approved by district.
- Do not record video, audio or photos on school property without district permission.
- Do not leave items, such as headphones, inside the laptop when closing.
- Do not leave your device in a car.
- Do not store your device with the lid open.
- Do not remove district asset tags or stickers; this will result in a damage charge.
- You are encouraged to save all your work to Google Drive.

GETTING CONNECTED AND TROUBLESHOOTING

Getting Connected:

<ins>At School</ins>
All devices should connect to the district network while on school property. This process should happen automatically. If you are having difficulty getting online, please see the wireless troubleshooting steps below.

<ins>At Home</ins>
Only connect to trusted wireless networks. Many public spaces have several wireless networks viewable, some of these networks are unsafe. Do not connect to a network that you do not know or that you suspect to be unsafe.

To connect to a wireless network:
- Click on the Wi-Fi icon in lower right corner (the status bar). It may be between the battery and sound icons.
- Select the Wi-Fi network name you would like to connect to.
- If the Wi-Fi network is password protected, enter in that password when prompted.

We understand that some families may not have Internet access at home. Teachers are encouraged to ensure all computer-based homework is able to be completed without Internet access. In addition, a map of local businesses/sites that have free public Wi-Fi access can be found on the District website.
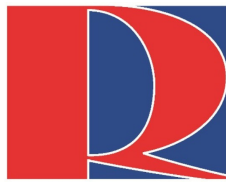
Troubleshooting:

Many technical problems can be resolved easily by following the troubleshooting checklist. If your device is broken or damaged, you must report the damage to your building administrator or teacher immediately. Each secondary building has a dedicated technician. If your device is broken or the problem cannot be resolved by following the troubleshooting checklist, your building technician will be happy to assist you.

Basic Troubleshooting Checklist:
- If you cannot connect to a website or online resource:
  - Look at the message on your screen: Is it blocked by the content filter? Do you get a 404 page not found?, or Does it say you are not connected?
  - Be sure that your wireless is on and you are connected.
  - Try a different website like the District's website: www.raytownschools.org.
  - Close your browser and then open it again (we recommend you use Chrome for most web browsing).
  - If the page loads, but you cannot see all of the content:
    - Check to see if it is blocked by the content filter.
    - Try a different browser, some sites load better in different browsers.
  - If the page still does not load: Restart your device.
- If you do not have any sound: Check your volume to be sure that it is up and that mute is off.
- If the device will not turn on: Be sure that it is charged. Plug it in for 10 minutes and try again.
- If your device is having problems with opening software or is running slow: Restart your device.
- Visit with classmates and/or teachers to see if they can help you resolve the issue.
- If your laptop is having a minor issue and is not causing a major impact in your learning, please let your teacher know during an appropriate time in class.
- If your laptop requires immediate assistance to continue in the classroom, notify your teacher.

For a list of frequently asked questions, please visit www.raytownschools.org