



# **Secondary Student and Parent Mobile Device Handbook**

## **Anacortes School District 103**

2200 M Avenue, Anacortes, Washington 98221

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<http://www.asd103.org>

# WHY DISTRICT ISSUED ONE-TO-ONE DEVICES: ANACORTES SCHOOL DISTRICT

We are excited to offer students the opportunity to use an Anacortes School District issued laptop, both in class and at home to enhance their academic experience. This handbook highlights key information about our program and the responsibilities of both students and parents/guardians for participation in this program.

One-to-one computing offers many benefits to our modern day classroom and learner. Anacortes' expectation is that the student will have their computing device (laptop) with them for use in all their classes and for continued use at home. The laptop will help increase student engagement. Students can access learning materials and engage in real-time inquiry as their questions arise. Adaptive learning software has evolved to a point that students can track their own learning and have confidence in their progress. Laptops also support problem-based learning, allowing students to research, collaborate, and produce a final product to share with peers, teachers and parents.

Having students take their laptops home provides several advantages. Once students leave the school campus, they are exposed to a different set of tools at home. Some have equivalent technology, though not the same software; others have faster, more powerful computers and become frustrated with the school devices; others have no technology at home and are limited in what they can do after the school day. By issuing students the same laptops we hope to make technology access and learning opportunities equitable. All students have tools aligned with teaching and designed to best support their learning.

## COMPONENTS OF ANACORTES SCHOOL DISTRICT'S ONE-TO-ONE PROGRAM

\* File Storage and Email: Internet based G-Suites (Google) and Office 365 (Microsoft) will be used among students and staff. These safe and secure environments allows students and teachers to collaborate with each other and work on their files anywhere that they are.

\* iBoss /Web filtering: Keeps the computer safe and prevents students from going to inappropriate or harmful websites.

\* HP Probook 430 G4: A touch screen capable laptop computer. It is running Windows 10. Students are able to navigate and write with a stylus or finger tip directly on to the laptop surface.

# CONTENTS

Why District Issued One-to-One Devices .....	2
Components of Anacortes School Districts one-to-one program.....	2
Parent/Guardian Responsibility.....	4
Monitor Student Use.....	4
Support Online Safety .....	4
Student Laptop Usage .....	5
Web Cams.....	5
Listening to Music .....	5
Watching movies.....	5
Gaming .....	5
Printing .....	5
General Care of Laptops.....	6
Care of Laptops at School .....	6
Care of Laptops at Home.....	6
Traveling with the Laptop.....	6
Prohibited Actions .....	6
Laptop Damage/Theft/Loss.....	7
Repairs .....	7
Loaner Laptops.....	7
Accidental Damage vs. Negligence .....	7
Lost Equipment.....	7
Stolen Equipment .....	7
Behaviors and Discipline Related to Student Computer Use.....	8
Support and Troubleshooting .....	9
Power on/Shut down.....	9
How to Connect to Wireless.....	9
Problems .....	9
Internet Safety Resources .....	9
Internet Safety: Rules of the Road for Kids.....	10
Replacement Costs for Accessories.....	10
Frequently Asked Questions.....	11-12

## PARENT/GUARDIAN RESPONSIBILITY

In order for students to take an Anacortes School District (ASD) laptop home, a student and parent/guardian must sign the Student Technical Use Agreement (Board Policy 2022) and agree to and follow applicable ASD policies and procedures.

The parent/guardian is responsible for the cost of repair or replacement if the property is:

- \* Not returned
- \* Intentionally damaged
- \* Lost because of negligence
- \* Stolen, but not reported to school and/or police in a timely manner (within 48 hours)

The District is providing insurance coverage, outlined later in this document. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school administrators.

### MONITOR STUDENT USE

Parents/guardians are encouraged to monitor student use of the computer while away from school. The best way to keep students safe and on-task is to participate in what they are doing.

Suggestions:

- \* Have your student share their passwords with you so that you can monitor their activities. (Students should share passwords only with parents/guardians)
- \* Laptop should be used in common spaces in your home, not isolated behind closed doors.
- \* Ask your student to show you what they are doing. Ask questions about their work.

### SUPPORT ONLINE SAFETY

Internet filtering is required by The Children's Internet Protection Act ("CIPA"). Student laptops will have iBoss Internet filtering installed on them. This will limit the student's browsing on the Internet. 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.

- \* Sites with material deemed obscene, promote violence, gambling, pornography, or are harmful to minors
- \* Non-school monitored forums and chats
- \* Sites promoting hacking or containing security risks (malware, viruses, etc.)

# STUDENT LAPTOP RESPONSIBILITY AND USAGE

## WEB CAMS

### Purpose

Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience 21st Century technology 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. Recordings require expressed permission of the person that is being filmed.

- \* Recording videos or taking pictures to include in a project
- \* Recording a student giving a speech and playing it back for rehearsal and improvement

## LISTENING TO MUSIC

### At School

Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used in support of education.

### At Home

Listening to music on your laptop (for example, from a streaming website) is allowed at home with permission from your parent/guardian.

## WATCHING MOVIES

### At School

Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used in support of education.

### At Home

Watching movies on your laptop is allowed at home with permission from your parent/guardian.

## 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.

**\* *You are not allowed to load software onto your computer.***

### At Home

Online gaming is allowed at home with permission of parent/guardian.

- \* The content of the game is school appropriate
- \* You have permission from your parent/guardian
- \* No download of any kind is needed

**\* *You are not allowed to load software onto your computer.***

## 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 assignments 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 email account. Use the home computer to access the web-based email account, and print from the home computer.

## GENERAL CARE OF LAPTOPS

- \* Keep your laptop in the ASD case when not in use
- \* Common sense should be used when consuming food or drink around laptops. A good rule of thumb for beverages in the classroom is to put drinks on the floor under desk. At home we recommend putting drinks a safe distance away from laptop.
- \* Always use the laptop case
- \* Never leave the laptop or laptop accessories unattended for any reason

## CARE OF LAPTOPS AT SCHOOL

### Classroom Habits

- \* Center the laptop on the desk
- \* Lock the computer before walking away from it
- \* Close the lid of the laptop before walking with the laptop
- \* Follow all directions given by the teacher

## CARE OF LAPTOPS AT HOME

- \* Laptops should be stored in their ASD case
- \* Charge the laptop fully each night so that it is ready for classroom use
- \* Use the laptop in a common room of the house (parent's choice)
- \* 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
- \* Keep the laptop clean and free of stickers or other decorations
- \* Clean laptops with a soft damp cloth when the laptop is powered off.

## TRAVELING WITH A LAPTOP

- \* Keep your laptop in the case
- \* Completely shut down the laptop before traveling anywhere including between home and school
- \* Do not leave the laptop unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination
- \* Use your backpack or carry the laptop case by its handle
- \* If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school

## PROHIBITED ACTIONS

### Students are prohibited from:

- \* Loaning laptop components /accessories to other students for any reason. Students who do so are responsible for any loss of components/accessories.
- \* Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers
- \* Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- \* Installing software. Student laptops will not allow students to install software on them
- \* Modifying the device's operating system in any way
- \* Opening or dismantling the laptop case for any purpose
- \* Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

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

## LAPTOP DAMAGE/THEFT/LOSS

Normal wear and tear of the equipment is covered by a three-year warranty. Theft of the device is covered by Anacortes School District's self-insuring of the student devices.

### REPAIRS

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

### LOANER LAPTOPS

Temporary replacements, known as "loaners", are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to the loaner. Students are encouraged to store their files in Google Drive and/or OneDrive. This will prevent loss of files when moving from one device to another.

### 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 technology staff or authorized repair 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. Students must report damage to their school within two school days of the damage being done.

Negligence repairs will be subject to a \$100 deductible to be paid for by the parent/guardian. Gross negligence (e.g. student throwing the laptop,

gouging with a screw driver, etc.) will lead to parents/guardians being charged the full cost of repair/replacement. If assistance is needed, please discuss with your school's administrator.

### LOST EQUIPMENT

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 billed the full cost for lost equipment.

### STOLEN EQUIPMENT

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (within 48 hours). 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 bill for full replacement cost 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.



## 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)
Academic Dishonesty Letting someone copy your document	Academic Dishonesty Sharing a document to allow someone to copy
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing or endangering	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
Not bringing laptop	No binder/Missing supplies

## TECHNOLOGY SPECIFIC VIOLATIONS

*Behavior unique to the digital environment without a “traditional” behavioral equivalent.*

Chronic, tech-related behavior violations (see above)

Deleting browser history to hide inappropriate use of internet

Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

Unauthorized downloading or installing software

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.



## SUPPORT AND TROUBLESHOOTING

### Power On/Shut Down

- \* Press the power button on the front right side of the keyboard
- \* After about a minute you will be presented with the login screen
- \* Enter your login name and password.
- \* To shut down click the Start Button, select Power and select Shut down

### How to Connect to Wireless

- \* Click on the wireless icon in the tray when connections are available
- \* Select the wireless network you would like to join
- \* Enter the required information needed to connect to the desired wireless network
- \* See FAQ page regarding wireless connection

### Problems

- \* Something is broken (e.g. broken screen, keys fall off, battery won't stay charged), take the laptop to the school's library to re-view/repair the unit
- \* Specialist will review/repair the unit.

## INTERNET SAFETY: DIGITAL CITIZENSHIP

Anacortes School District uses curriculum from Common Sense Media to teach Digital Citizenship to our students. Digital Citizenship teaches us strategies for living, working and playing in a digital environment. Using common sense media curriculum assists us in creating a positive school culture that supports safe and responsible technology use. Common Sense Media also offers a wide range of resources for students, parents and educators to help them navigate our modern media safely.

## INTERNET SAFETY: BE A MEDIA MENTOR

Here is what Common Sense Media says about being a media mentor from the article, **Here's the Secret to Raising a Safe, Smart Kid** by Sierra Filucci. Media Mentors are consistently engaged in media with their kids, despite their ages, and these kids had better outcomes. Kids of media mentors were less likely to access porn, chat online with a stranger, and impersonate an adult or peer online. Exactly what you are hoping for as a parent, right?

So what does it take to be a "media mentor"? Here are the steps:

### Talk about media and tech

Here is where most parents are #winning. In the 2015 Common Sense Census: Media Use by Tweens and Teens, 87 per-cent of tweens reported that their parents regularly discussed Internet safety. These conversations can include everything from stranger danger to creating strong passwords and should be empowering rather than scary.

### Play, watch, learn together

Media mentors play video games, watch movies, and download apps with their kids. They share their favorite YouTube videos and explore new music together. It is not all of the time, of course – who has time for that? – but staying engaged and showing interest breeds comfort and camaraderie.

### Teach new skills

Kids with tech-savvy parents have some advantages when getting up to speed on digital life. They can introduce kids to specialized websites and explain the ins and outs of Instagram. But that does not mean the rest of us have nothing to offer. Parents can show kids – especially young ones – how to use a mouse, do a Google search, charge a device, and so on.

## Follow their interests

You know what your kid is into – whether it’s dinosaurs, Minecraft, or Taylor Swift – and you can use these interests to support positive engagement with media and tech. Find cool dinosaur apps, sign your kid up for a Minecraft coding camp, or take a digital music-making class together.

## Do your research

High-quality content makes a difference in how kids interact with media. Parents who seek out good content by checking reviews, surveying friends, and exploring content themselves expose kids to better stuff.

## INTERNET SAFETY: RULES FOR KIDS

### Liz Perle’s Rules of the Road for Kids

- \* Guard your privacy. What people know about you is up to you.
- \* Protect your reputation. Self-reflect before you self-reveal. What’s funny or edgy today could cost you tomorrow.
- \* Nothing is private online. Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.
- \* Assume everyone is watching. There’s a huge, vast audience out there. If someone is your friend’s friend, they can see everything.
- \* Apply the Golden Rule. If you don’t want it done to you, don’t do it to someone else.
- \* Choose wisely. Not all content is appropriate. You know what we mean.
- \* Don’t hide. Using anonymity to cloak your actions doesn’t turn you into a trustworthy, responsible human being.

- \* Think about what you see. Just because it’s online doesn’t make it true.
- \* Be smart, be safe. Not everyone is who they say they are. But you know that.

## REPLACEMENT COST FOR ACCESSORIES

Laptop .....	\$765.00
Power Cable .....	\$38.00
Stylus .....	Replacement provided by student
Laptop Case .....	\$28.00
Battery .....	\$50.00

Available at the school

### Dimensions

Laptop: 13x9x0.85in, 3.28lbs  
Case: 10 x 14.5 x 0.5in

## FREQUENTLY ASKED QUESTIONS

### **What level of security is afforded with the implementation of Google/Office 365?**

Documents stored in student Google Drive and Office 365 accounts are only accessible through district login and password. H Drive is only accessible through laptop and school computers on site.

### **What if a student forgot to charge their laptop and the battery is dead?**

One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge the laptop at home every night. They are expected to bring the laptop to school charged every day. If they fail to do so, they may be able to borrow a spare power cable or battery.

### **What if a student forgot to bring the laptop to school?**

If a student forgets to bring their laptop to school, the student may miss out on laptop-related instructional activities that day. Please help us help your student bring their laptop to/from school daily! Each school has a very small number of "loaner" devices. Priority for these loaners goes to students who experience equipment issues outside their control. When available, a student who forgot their laptop may be issued a "loaner" device by the school.

### **What happens if a student's laptop is broken after check out?**

The student will bring the broken laptop to school to turn it in. A loaner/spare may be checked out on the spot to minimize loss of instructional time. The student is liable for loss or damage to the spare while it's in his or her possession. Once the student's original laptop is repaired, the student will be notified to swap the loaner for the original laptop. If the damage is determined to have been caused by student negligence or abuse, there will be a fine assessed for

the repair costs, as stated in the contract. There is a \$100 deductible per incident.

### **What if the laptop is stolen?**

The loss needs to be reported ASAP to your student's school. The student can then check out a loaner/spare until we settle the loss issue. It is critical that the student maintain good security for the laptop at all times! Please work with your student to reinforce the importance of taking care of the laptop. See *page 8*.

### **My student is on a sports team and/or is taking PE. How will the laptop be kept secure?**

PE and coaching staff will instruct students on the specific procedures. A secure location will be made available for students in PE .

### **How will my student be protected from objectionable material?**

Filtering software is installed on each laptop. Objectionable websites are screened out.

However, no filtering system is perfect. Digital citizenship is taught to students to help them stay away from objectionable material as well as to stay safe online. The filtering software remains on the laptop when used at home, as well.

### **I don't allow my student to have a password on their home computer so I can monitor its use. How can I know what my student is doing on the school computer?**

Get the user name and password from your student. While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. We encourage you to know what your student is doing on his or her school laptop.

## FREQUENTLY ASKED QUESTIONS *(continued)*

### **Home Internet access is expensive. Are families required to provide Internet access at home?**

No, we don't require families to have Internet access, though it would be very helpful for students. You should know, however, about the Comcast Internet Essentials program, which provides basic Internet access to families with students who qualify for free or reduced price lunch. This program offers home Internet service for \$9.95 a month plus tax, with no activation fees, equipment rental fees or price increases. For more information, visit: [InternetEssentials.com](http://InternetEssentials.com) or call 1-855-846-8376.

### **Why can't my student bring his/her own computer to school? (BYOD)**

We have reviewed this possibility and have determined it does not meet our goals and objectives. There are several reasons why we are providing the same computing devices to all students in school. They include safety, instruction, technical support and equity.

- \* **Safety:** we have installed web filters and have other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home.
- \* **Instruction:** we have purchased and installed several different software packages on district laptops that will not be available on outside computers. The same software, and even the same version, will be on each district laptop, so teachers will be able to quickly and more efficiently teach entire classes and help individual students.

- \* **Technical support:** We can provide technical support through our technical support staff to a limited universe of computing devices. We can't offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.

- \* **Equity:** some families cannot afford the latest computer or even a computer at all. If all students are using the same device, they can focus on what they are learning with the device, not on who has which device and what else is on it.

### **What if I don't sign the agreement? I don't want my family to have to be responsible for the laptop.**

If no parent or guardian signs the agreement, a student will still get access to a computer when he or she is at school. In order to facilitate this, the student will need to report to a designated area (office, library, etc.) both before and after school to check-in and out their laptop. If the student intentionally damages the computer, families still may be liable for the damage, the same as with any piece of school-owned equipment.

# ANACORTES SCHOOL DISTRICT #103

2200 M Avenue Anacortes WA 98221 Phone: (360) 293-1200 Fax: (360) 293-1222  
<http://www.asd103.org>

Form 2022-F2

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## Grade 7-12 Student Technology Equipment Use Agreement

### Student Agreement

- I have read the Anacortes School District Electronic Resources and Internet Safety Policy (Board Policy 2022)
- I will bring my device (laptop or other District issued device) to school each day with a full charge and ready to use.
- I will not leave my device unattended at any time while at school or in a public place.
- I will not remove the District barcode label or mark the device in any way with markers, stickers, scratches, engravings, etc.
- I will not remove the hard drive and/or modify the device's operating system in any way.
- If I have problems with the device, I will stop using it and ask my teacher or building staff for assistance.
- I understand that I may lose my technology equipment privileges as a result of inappropriate behavior, and may be financially responsible for damage to/or loss of any District issued device.
- I will return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian Agreement

- I have read the Anacortes School District Acceptable Use Procedure (2022P)
- I understand that my student may lose his/her technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.
- The District is providing insurance coverage for \$30.00. Parents will be responsible for up to a \$100 deductible per damage. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school administrators.
- I understand my student must return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment (laptop, stylus, charger, and bag).
- I accept responsibility to monitor and ensure appropriate use of the internet and websites when my student accesses the internet outside of the district's network.

\_\_\_\_\_  
Parent/ Guardian Printed Name

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

Student initials indicating receipt of device: \_\_\_\_\_

Date: \_\_\_\_\_