

CCSD

DIGITAL LEARNING

HANDBOOK



2017-2018



Digital Learning Project

Parent & Student Handbook



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Digital Learning Project

Parent & Student Handbook



Craig City School District is proud to be continuing the Digital Learning Project. This project loans a school-owned laptop computer to every student in 6th through 12th grade for school and home usage to expand and extend the educational process and to carry out and support the curriculum set forth by the school board. These laptops will be an important tool for student learning. We are excited to be able to offer the laptop computers as instructional resources for our students. The students share this excitement. The impact on teaching and learning has been enormous, as our students access up to date information and use the information to enhance learning. Simultaneously students will increase their technology skills and prepare for higher education and the workforce of the future.

In order to ensure success for our students, we want to be sure they understand that along with this great privilege, also comes responsibilities. Since each student and family is responsible for the proper care of this equipment, we know that they will appreciate these procedures to provide them with guidelines on how to keep their laptop in optimal condition. The steps outlined will help students understand how to handle and care for the computers properly and to store them safely, so that they will always have access to their valuable data and programs.

This handbook has been developed based on Craig City School District policies. Students and families are responsible for upholding district policies and procedures governing the use of school equipment. No modifications to any software, hardware or to any of the equipment or services, is permitted without prior permission from a designated Craig City School District project representative (School Principals or District Technology Staff).

As the Digital Learning Program proceeds, it may become necessary to modify these procedures. Procedures are periodically reviewed and are subject to change at any time. Appropriate notification will be issued as the procedures are updated.

The Craig City School District does not allow personal digital devices or personal laptops at school or on the school network without prior approval from teachers. Personal cell phones must be kept in lockers during school hours. Please maintain and have your school distributed bag tag in view.

Student Expectations

CCSD is providing student access to its laptops, networks and Internet service for educational purposes and research consistent with the curriculum and instructional goals of the district, and expect the student to:

- Follow all district policies and procedures governing the use of school equipment.
- Come to school with laptop batteries fully charged.
 - Charge laptops overnight or for a period of at least five hours.
 - A dead battery is not an excuse for late or missing work, unless due to maintenance issues.
- Back up all documents, files, multimedia and projects to personal flash drives or school provided Google For Education storage online..
 - A lost document is not an excuse for late or missing work.
- Use laptops for educational-related purposes only.
 - School laptops are not to be loaned or leased to anyone else.
- Use laptop in a common family location when at home.
- Have laptops available for inspection at teacher or administrator's discretion.
- Understand that the same rules and expectations that apply to non-technology related conduct and communication, also govern student use of computers.
- Help conserve resources by using print preview and obtaining teacher permission before printing.
- Software, hardware, or additional plug-ins are not to be loaded on these laptops.
 - Students are responsible for damages caused by any attempt to do so.
 - Make arrangements for tech department staff to properly install any necessary print drivers or Internet provider software.
- Properly store, care for and maintain laptops and associated equipment as outlined in "Laptop Handling and Care Instructions" (see Appendix B)
- The laptop comes with a protective backpack for ease in carrying. Use this whenever carrying the laptop when moving within the building between classes, as well as outside of the building. You may request approval of different bag.
 - To ensure safety and to reduce the possibility of damage, the laptop is to remain in its backpack at all times while on a school bus.
 - Keep laptop clear of stickers or other personal markings. Approved skins and covers are acceptable.
- Understand that intentional mishandling can result in loss of laptop use, disciplinary consequences and/or deductible insurance costs for any needed repair or replacement.
- Notify appropriate building personnel and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it repaired and returned quickly!
 - Damage reported as accidental will be relayed to school administration who will review this information and report their findings to the student and parents

Student Expectations con't

- Make no changes or alterations to the configuration of these laptops, other than personal Internet setting changes, when necessary.
 - Changes to the base configuration can result in errors, which can be difficult and costly to fix.
 - Students will be held responsible if any alternations are made and this will result in appropriate disciplinary action.
 - **The building principal shall have final authority to decide appropriate consequences if students are found to be responsible for any unacceptable activity.**

Parent Expectations

For students to experience all of the success and benefits that this program can offer, The district encourages parents to:

- Share in their son's or daughters excitement about this great opportunity and learn along with them as they use this instructional tool to enhance their learning, and to prepare for their future in the 21st century.
- Remind their son or daughter to charge the computer every evening and bring it to school everyday.
- When possible, make arrangements for a fully charged computer to be brought to school, should it be forgotten at home.
- Monitor appropriate Internet use and adherence to Internet guidelines by the student when using their laptop. (Appendix C)
 - While Craig Schools will provide some Internet security via a proxy server, (meaning sites will be blocked), at home and school, parents should ensure that their child adheres to Internet guidelines established at home and at school. (Appendix C)
- Oversee that students do not load software, hardware or plug-ins.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen (Appendix C) and report it no later than the next school day.
- Sign and follow the DLP Participation Agreement (Appendix E)
 - Reimburse the School District for any damage or loss (including theft) of the computer equipment, to the limits of the deductible, if such damage or loss is found to be due to negligence or misuse on the part of the student. The policy on deductible amount is described in detail on Appendix C, Section E.
- Ensure that only the student and family members will use this computer for school related purposes.
- Return the equipment at the end of the school year or upon leaving the district.

Be safe...Have fun...Learn!

Remember:

- Keep personal information about yourself or others off of the Internet.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- The laptop is for your own use only...this is one time you should not share!
- Notify a teacher immediately if you suspect problems with your laptop, including breach of security.
- Follow all rules so you won't lose privileges and/or have to go through disciplinary actions.
- To prevent loss or damage to your laptop NEVER leave it unattended or have it out of its protective bag on the bus or in the cafeteria during lunches.
- Keep your closed laptop in its bag when traveling between classrooms.

Copyright Laws

- Respect the rights of copyright owners.
- If you have any questions concerning what is considered legal, please speak to your teacher or administrator.

Prohibited Use and Consequences

- The user is responsible for his/her actions and activities involving School District computers, networks and Internet services and for his/her files, passwords and accounts. Refer to Appendix C, section C, for details on acceptable use.
- Consequences for non-compliance with the policies and procedures laid out in this document will be aligned to the consequences in the School Student Handbook for similar situations. This includes disciplinary actions and financial responsibilities
- The building principal shall have final authority to decide appropriate consequences regarding non-compliance.

Expectation of Privacy

- Teachers and/or school district administration may conduct an individual search of a student's computer files, music, video, email or other related items.

- The district will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through the district computer systems.
- There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the district computers and/or network.
- Teachers and/or school district administration may conduct an individual search of a student's computer files, music, video, email or other related items.
- The district will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through the district computer systems.

Repair, Replacement Requests and Support

- In the event that your laptop requires replacement, or is lost or stolen, the parents and student are to fill out the attached Computer Equipment Report (Appendix D) and are to turn it into the main office right away. The main office will then notify the Technology Director.
- Every effort will be made to repair or replace it in a timely fashion. If available, a replacement will be supplied to the student until their laptop is returned.
- **Technical support is only available during school hours.**

APPENDIX

WHAT EVERY PARENT NEEDS TO KNOW ABOUT INTERNET SAFETY

Craig City School District takes seriously its responsibility to prepare all students with 21st century tools and skills. Like any educational endeavor, parents and schools must work in partnership to assure students understand responsible and safe use of these tools. Student Internet use should be monitored at home as well as at school.

1. Discuss Internet use with your children and clarify what they should and should not do online.
 - a. Make your expectations about Internet use clear to your children
 - b. Advise your children never to reveal their name, address, phone number, or school name online without your permission. The Internet is a public place and protecting personal privacy is essential.
 - c. Advise your children never to upload a picture of themselves to the Internet or send it as an email attachment to anyone that they do not know.
 - d. Advise your children not to respond to “get rich quick” schemes and other emails or web sites offers that appear “too good to be true”.
 - e. Periodically monitor your children’s use of the computer – what they are doing at a particular moment as well as their Internet history.
2. Encourage your children to share their knowledge of the Internet and online learning experiences with you and to come to you with any concerns.
 - a. Ask your children to show you their favorite websites.
 - b. Ask your children to tell you about the exciting learning they have experienced online as part of their classroom or library activities.
 - c. Encourage your children to come to you if they feel uncomfortable about information they see online or receive via email.
 - d. If someone sends a message or image to your child that is inappropriate report it to your Internet Service Provider.
3. If your children use email at home, review email safety tips with them.
 - a. Advise your children only to send email to people they know. Every email has a return address and header that provides information about the sender.
 - b. Encourage children to protect their email identity by exercising caution about completing online forms that require an email address.
 - c. Advise children never to respond to email, or other online messages that are hostile, belligerent, inappropriate, or make them feel uncomfortable, and to tell you about them immediately.
 - d. Advise children not to respond to junk email (known as SPAM). If they do, they are likely to receive even more SPAM. Clicking on the “unsubscribe” link on SPAM messages often causes more SPAM instead of less.
 - e. The Federal Trade Commission monitors SPAM. To report SPAM that you receive, you can forward the messages to uce@ftc.gov. For more information on preventing SPAM or to fill out a complaint you can go to the website: www.ftc.gov/spam.

As in any environment, remind your children that when they are in “cyberspace,” their personal safety is of utmost importance. Just as they would not get into a car with a stranger, warn children never to agree to “get together” with someone they meet online.

Appendix B

LAPTOP HANDLING AND CARE INSTRUCTIONS

General Handling and Care

1. Mishandling of your Laptop could result in you being responsible for up to the total cost of the \$100.00 deductible per incident.
2. The laptop is not a toy. Remember that it is a tool and must be handled with care.
3. The laptop belongs to the Craig City School District. They are on loan to you to use as a tool for your learning.
4. The laptop comes with a backpack to protect the computer and make it easy to carry. The laptop backpack should always be used when carrying the laptop.
5. Protect the computer from the weather.
6. Protect it from heat or cold.
7. Do not eat or drink while you are using the computer.
8. Close the computer carefully – from the center of the cover – do not slam it shut!
9. Use the laptop on a flat stable surface...if it falls it may break!
10. Do not insert things into openings (ports) of the laptop.
11. Be patient. Sometimes computers require time to do their job.
12. If/when you take the laptop home for assignments, be sure it is recharged for the next school day.
13. For your own health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
14. You **MAY NOT** mark the computer in any way with markers, stickers, etc. (these could result in charges for damage if they cannot be removed

Cleaning

1. Wipe the surfaces lightly with a clean cloth.
2. Do not use water or other cleaning solutions on the Laptop.
3. To keep the screen clean, do not touch it with your fingers.

Cables

1. Be careful not to jerk the laptop around when cables are attached.
2. Don't yank the power cord out of the wall or off the computer by the cable.

Other Problems with the Laptop

If you have problems with your computer, ask for help. (Teacher, Instructional Technology Specialist, etc)

Appendix C

STUDENT COMPUTER and INTERNET USE PROCEDURES

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the Student Computer and Internet Use Procedures may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

A. Computer Use is a Privilege, Not a Right

Student use of the School District's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be suspended or revoked.

B. Acceptable Use

Student access to the School District's computers, networks and Internet services are provided for educational purposes and research consistent with the School District's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member when accessing the School District's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving School District computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing/Storing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal, storing music labeled explicit or video rated higher than PG.
2. Illegal Activities – Using the School District's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
3. Violating Copyrights – Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism – Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying Downloading, Installing or Modifying Software – Copying, downloading, installing or modifying software without the express authorization of the system administrator;
6. Non-School Related Uses – Using the School District's computer; networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access – Use of other users' passwords without permission;
8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the School District's computers, networks and Internet services, including but not limited to, hacking activities and creating/uploading of computer viruses;
9. Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The School District retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the School District. The School District reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and parent/guardian are responsible for paying the School District for its uninsured losses (up to \$100 per incident) due to the loss or damage of the computer equipment according to the following schedule:

- Up to \$100 for the first incident of repairable damage, for which the student is responsible for (due before the equipment is returned to the student for home use).
- Up to \$100 for the second incident of repairable damage, for which the student is responsible for, to the computer equipment (due before the equipment is returned to the student for home use).

F. School District Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The School District assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Appendix

Craig City School District Digital Learning Project Participation

1. The School District is responsible to:
 - A. To loan the student the following computer equipment to be used only for educational purposes until the student completes the twelfth grade, moves out of the School District, or otherwise ceases to be enrolled as a student in the School District, whichever occurs first.
Laptops are available for student use from dispersal date through the school designated pick up date.
Replacement Cost - \$1200.00 (including software)
Components: One Apple Mac Book Air AC adapter Laptop Backpack
 - B. Provide all necessary repairs and maintenance of the computer equipment.
 - C. Cover damages/loss (including theft) of the computer equipment with \$100 deductible per claim.
2. The parent/guardian and student are responsible for ensuring:
 - A. That only the student will use the computer. Family members of the student are permitted to use the computer for school-related purpose (checking for homework or the school website).
 - B. That the student will use the computer only for approved educational purposes according to the school district's Student Computer Agreement and district Internet Use Policy as published and updated from time to time.
 - C. That the student will bring the computer to school every day with the battery fully charged.
 - D. That the student will take good care of the computer equipment by following the Laptop Handling and Care Instructions.
 - E. That a report is provided to the Technology Coordinator or Principal as soon as possible, but no later than the next school day, whenever the computer equipment is lost, stolen, damaged or not working properly and to cooperate with the school district in completing and filing necessary insurance or police reports.
 - F. Payment to the School District for damage or loss (including theft) of the computer equipment:
 - Up to \$100 for the first incident of repairable damage, for which the student is responsible.
 - Up to \$100 for the second incident of repairable damage, for which the student is responsible.**(Payment due before the equipment is returned to the student for home use)**
 - G. The return of the computer to the school district at the end of each school year for and routine maintenance.
 - H. The return of the computer equipment to the school district immediately if the student is moving out of the school district or otherwise ceases to be enrolled in the school district.
 - I. The surrender of the computer to a teacher/school administrator for inspection upon demand.
 - J. That the school district may suspend or revoke the student's privileges under this agreement if student violates any provision of this agreement or of the district's applicable policies, if the computer is damaged so as to require other than routine repairs/maintenance more than two times while in the student's possession, or if the computer equipment is lost, stolen or destroyed.
 - K. That they have received a copy of the school district's current Student Computer and Internet Use Agreement and a copy of the Laptop Handling and Care Instructions.

We acknowledge that we have read this document:

_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
_____ Signature of Student	_____ Printed Name	_____ Date