

# Tracy Area Public Schools

## One-to-One Handbook

### 2018-2019



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## Overview

The Tracy Area School District (TAPS) 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 experience. It is the policy of TAPS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

**When signing the Student/Parent Device Agreement, you are acknowledging that you understand and accept the information in this document.**

TAPS students and families must understand that:

1. All students are expected to bring their computer, fully charged, to school every day. If students forget computers at home, parents may be contacted to bring the device to school.
2. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
3. All users of the TAPS network and equipment must comply at all times with the Tracy Area Public Schools Internet Use Policy (#524)
4. Devices are on loan to students and remain the property of TAPS.
5. All users are accountable to school, district, local, state, and federal laws.
6. Use of the device and network must support education.
7. Students and families must follow all guidelines set forth in this document and by TAPS staff.
8. All rules and guidelines are in effect before, during, and after school hours, for all TAPS computers whether on or off the school campus.
9. All files stored on TAPS equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
10. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers and backpacks. Each piece of equipment is issued as an educational resource. The term “device” includes laptops, tablets, notebooks, and desktop computers. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
11. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.

12. The price that the district paid for the device includes: the device, backpack, charger, battery, a 4-year warranty (which does not include accidental damage, theft, or loss)
13. The device warranty will cover normal wear and tear along with any damage that might occur during normal use of the device.
14. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
15. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.
16. 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.
17. All users are expected to follow existing copyright laws and educational fair use policies.
18. Students may only log in under their assigned username. Students may not share their passwords with other students.
19. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
20. Devices come with a standardized image already loaded.
21. All students have access to a network drive on which to store data. It is the responsibility of the student to save all of their documents to their designated documents folder (Z: Drive – Documents Folder or OneDrive), not to their desktop, on a daily basis.
22. Any failure to comply may result in disciplinary action. TAPS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
23. TAPS reserves the right to confiscate the property at any time.

# Parent/Guardian Responsibilities

Tracy Area Public School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

## *Sign the Student/Parent One to One Agreement*

**Parent/Guardian Responsibility** In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent One to One Agreement. The Parent One to One Orientation provides background information. Check with your student's school for the options and schedule.

### **Orientation Topics**

- TAPS Electronic Use Policy and Acceptable Use Procedure
- One to One Student/Parent Handbook
- Proper storage of computer
- Accessing Schoology

## *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:

- Lost or Stolen
- Intentionally damaged.

## *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 device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device 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 device. Ask questions and request that they show you his or her work often.

# Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. 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 device-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic. Training videos can be accessed on the students Schoology page.

## *Electronic Resource Policy and Acceptable Use Procedures*

### **General Guidelines**

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

### **Security Reminders**

- Do not share logins or passwords  
*Exception: parents or guardians*
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

### **Activities Requiring Teacher Permission**

- Instant-messaging
- Using headphones in class
- Downloading programs, 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 / Flash Drives**

- All TAPS rules and guidelines apply to any thumb drive plugged in to a TAPS device
- Backing up files to the Z: drive or OneDrive are the preferred methods for saving

## *Device Use, Care, and Classroom Routines*

### **Lockers**

- Devices should be stored in backpack on the hook.
- Never leave it on the bottom of the locker or pile things on top of it.
- Never leave the locker without spinning your combination lock once clicked in the locked position.

### **Hallways**

- Keep your device in the TAPS backpack at all times.
- Always use both straps to carry the device either over one or both shoulders.
- Never leave the device unattended for any reason.
- Log-off or lock (Windows key + L) the device before you change classes.

### **Classroom Habits**

- Center the device on the desk if at all possible.
- Close the lid of the device before carrying it.
- Lock the device (Windows key + L) before walking away from it.

### **Care of Device at Home**

- Always store device in backpack when not in use.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Small children and pets

### **Traveling To and From School**

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle, especially on the seats or in extreme hot or cold temperatures.
- Use your backpack to transport the computer and always use both straps on your shoulders to carry the device.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or a parent/guardian when you arrive home.
- Stolen devices are located through iBoss and are retrieved in cooperation with the local police department.

### **Prohibited Actions**

Students are prohibited from:

- Defacing TAPS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any ID tags on the backpack.
- Putting stickers or additional markings on the devices, backpacks, batteries, or power cord/chargers.
- If such action occurs, the student will be billed the cost of repair or replacement.
- Watching movies or gaming on your device.

## Troubleshooting and Swaps: Secondary Students

<b>Troubleshooting Procedure</b>	<ol style="list-style-type: none"><li>1. Student tries to fix the problem.<ul style="list-style-type: none"><li>- Always try restarting the device as the first step in Troubleshooting.</li><li>- If appropriate, student may ask a classmate for help.</li><li>- Student may ask a teacher if the teacher is available to help for this purpose.</li><li>- Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.</li></ul></li><li>2. If the student is unable to resolve the problem, the student should fill out a loaner form.</li><li>3. Student should verify that all school work has been saved to his/her Z: drive or OneDrive.</li><li>4. Student takes device to the Media Center during open hours. Student returns to class with a loaner device.<ul style="list-style-type: none"><li>- If the Media Center isn't open, the student can continue to use his/her device or work on paper.</li></ul></li><li>5. Student will receive an email verifying the ticket has been opened.</li><li>6. When the student's original device is ready to be picked up, student will receive an email through his/her district Outlook email for the closed ticket.</li><li>7. Student picks up device from Media Center during open hours.</li></ol>
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## Web Cams

<b>Purpose</b>	Each student device is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21 <sup>st</sup> Century tool and to develop 21 <sup>st</sup> Century communication skills.
<b>Examples of Use</b>	Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include: <ul style="list-style-type: none"><li>• Recording videos or taking pictures to include in a project</li><li>• Recording a student giving a speech and playing it back for rehearsal and improvement.</li></ul>
<b>Important Note</b>	Please note that installing internet calling/video-conferencing software (i.e. Skype) is prohibited on TAPS devices. Software for using the web cam is already installed on the TAPS device.
<b>Safety</b>	Please refer to the <i>Parent Responsibility</i> 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 device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

**At Home** Listening to music on your device (from a streaming website or if available, CD) is allowed at home with permission from parents/guardians.

## *Watching movies*

**At School** Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

**At Home** Watching movies on your device (from a streaming website or if available, DVD) is not allowed at home.

## *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 not allowed at home.

**Students are not to install personal software onto the 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 school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's Outlook email 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 device. TAPS 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 TAPS Acceptable Use Policy.
- 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 device privileges.

## *Outlook Email for Students*

- Purpose** All TAPS students are issued a Microsoft Outlook email account. Outlook allows students to safely and effectively communicate and collaborate with TAPS staff and classmates, giving them an authentic purpose for writing.

The effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.

**Guidelines and Reminders**

- Email should be used for educational purposes only.
- All email and all contents are property of the district.
- 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 email 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.

# Technology Discipline

## *Behaviors and Discipline Related to Student Computer Use*

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off task behavior)
Missing backpack	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker or “cheating”

<b>Tech Violations</b>
<i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
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

<b>School-Based Discipline</b>	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.
<b>Progressive Discipline</b>	Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.
	<p><b>Progressive Discipline Steps Example</b></p> <p><i>The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.</i></p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• In-class consequence</li> <li>• School-based consequences</li> <li>• Parent contact</li> <li>• Administration referral</li> <li>• Loss of device for the class period</li> <li>• Loss of device or of network access for extended period of time</li> <li>• Suspension</li> </ul>
<b>Classroom Interventions</b>	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.
<b>Consequences</b>	TAPS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

### *Examples of Unacceptable Use*

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

## **Technology Discipline (continued)**

9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the TAPS filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

## Device Security

- Balanced Approach** Two primary forms of security exist: device security and internet filtering. Each device has a security program installed. TAPS strives to strike a balance between usability of the equipment and appropriate security to prevent damage to the Tracy Area Public Schools network.
- Device Security** Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.
- Internet Filtering** TAPS maintains an on-site internet filtering software package. This program automatically filters all student access to the internet through the TAPS device, regardless of where the student is using the device.

## Damaged Equipment

- Insurance** The price that the district paid for the device includes: the device, backpack, batteries, a 4-year warranty, a 1-year extended care package and insurance.
- Repairs** Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department and the Media Center will assist students with having these fixed. These issues will be remedied at no cost.
- Loaner Devices** Temporary replacements, known as “swaps”, are available so learning is not disrupted by the repair process. Students are responsible for the care of the swap as if it were their issued device. Students are required to make frequent backups to their Z: drive or OneDrive in case they need to be issued a swap.
- Accidental Damage vs. Negligence** Accidents do happen. If, however, after investigation by school administration and determination by the authorized repair company, the device 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 or Stolen Equipment*

### **Reporting Process**

If any equipment is lost or stolen, the student or parent must report it to the school immediately. The student and parent will be responsible for the full cost of replacing the item(s).

### **Financial Responsibility**

The circumstances of each situation involving lost/stolen equipment will be investigated individually. Students/families may be billed for damaged or lost/stolen equipment.

## Replacement Costs

<b>Damaged Items</b>	<b>Toshiba C50-C</b>
<b>Laptop Only</b>	(Insurance covers)
Student/Parent pays full cost of the following items if lost or damaged	
<b>LCD Screen</b>	<b>\$35</b>
<b>Battery</b>	<b>\$40</b>
<b>Keyboard</b>	<b>\$33.75</b>
<b>Power Adapter (Brick &amp; Cord)</b>	<b>\$36.20</b>
<b>Power Brick Only</b>	<b>\$20</b>
<b>Power Cord Only</b>	<b>\$1.20</b>
<b>Backpack</b>	<b>\$30.00</b>
<b>Laptop Full Package</b>	<b>\$626.00</b>

### *Payment Timeline*

Parents/guardians/students have 30 days to pay any bills. If bills 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 bills, if needed.



# **Tracy Area Public Schools Laptop Protection Plan**

The Tracy Area Public School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection and insurance. The protection plan is elective; it is not required. However, if the protection plan is not purchased, families take full responsibility for the repair/replacement of the mobile device if damaged, lost or stolen.

Insurance for Theft, Loss or Fire: Laptops that are stolen, lost or damaged by fire **are not covered by warranty**. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

## **A. Personal Insurance**

You will cover the laptop under your own insurance policy and in the case of theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus an additional amount needed to cover the laptop replacement not to exceed \$626 (plus the cost of backpack if applicable)

## **B. School District Insurance**

You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \*\*\$30 or \$60 for family coverage when there are two or more children in the high school using laptop computers. The \$30/\$60 is non-refundable. This protection coverage has a \$200 additional charge (deductible) per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**The \$200 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.**

\*\* If your family has filled out the Application for Educational Benefits Form (attached or can be downloaded at the following link) [Free & Reduced Lunch](#) and qualifies for Free & Reduced Lunch, the annual protection payment for coverage will be \$15 or \$30 for family coverage.

## **C. No Insurance**

There is a \$200 deposit for this option. You agree to pay for the replacement of the laptop at the cost not to exceed \$626 (plus the cost of the backpack if applicable) should the Toshiba laptop be stolen, lost or damaged by fire. Your \$200 deposit will be applied to the replacement cost of the laptop.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principals' office.

**Intentional Damage:** Student/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

# Tracy Area Public Schools One-to-One Program

## Mobile Device Protection Plan – Student & Parent Agreement

Parent/Guardian Last Name:	Parent/Guardian First Name:
Address:	Phone Number:

\*Families that qualify for free/reduced lunches at school also qualify to receive the protection plan at a reduced rate by filling out and approval. (\$15 individual/\$30 family)

- Yes, I choose to use my Personal Insurance.
- Yes, I choose to use the School District Insurance.
- Individual Insurance \$30 (or \$15 for Free & Reduced)  
 Family Insurance \$60 (or \$30 for Free & Reduced)
- I choose NOT to take out the mobile device protective plan available through the district. I agree to pay the \$200 deposit as well as the full cost of repair or replacement (minus deposit) should the laptop become damaged, lost or stolen.

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

Check# \_\_\_\_\_ RevTrak Receipt #: \_\_\_\_\_ Cash: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Wireless Internet access is available at home.

\*\*\*\*\*

I/We have read the Tracy Area Public Schools 1:1 Learning Handbook and understand my responsibilities as a parent in the 1:1 Digital Learning Program:

Parent/Guardian Name (Please Print Full legal Name):	
Signature:	Date:

\*\*\*\*\*

By signing below, I agree that I have read the Tracy Area Public Schools 1:1 Handbook and understand my responsibilities as a student in the 1:1 Digital Learning Program:

Student Name	Grade	Ins (Y/N)	Signature	Rec'd Device