Enumclaw School District Student Technology Device Initiative

Student / Parent Handbook

OVERVIEW

The Enumclaw School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Due to the vast amount of educational information found on the Internet, the Enumclaw School District will be providing your student with the ability to access the district network and Internet. The Internet provides students opportunities to use technology for important purposes in school, just as individuals in workplaces and other real life settings use these tools. In addition, students are provided access to various third party websites, applications and other online resources to support student learning.

In addition, we're thrilled to provide all students in grades 6-12 a personal Chromebook device for their use and learning support. These devices are checked out to each student, much like a textbook, and remain with the student during their time enrolled in our school district.

With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to Internet access and that you discuss them. The rules governing the code of conduct for the use of technology and electronic resources by students are included in the Enumclaw School District Responsible Use Procedure (ESD Board Policy 2022P) which can be found in the Board section of the Enumclaw School District website (www.enumclaw.wednet.edu).

When your student is given an account and password to use on the network, it is important that students cares for and makes use of their device and account in a responsible manner. Inappropriate use or abuse of the student's accounts or device may result in disciplinary action, including suspension, expulsion from school and suspension or revocation of network and computer access privileges.

This booklet is intended to provide important information and guidelines to help support and guide the effective and responsible use of these tools to enhance the learning of our students.

Enumclaw School District students and families must understand that:

1. All users of the ESD network and equipment must comply at all times with the Enumclaw School District Electronic Resource Policy #2022 and Procedure #2022P (click to follow link to this document).
2. Devices are on loan to students and remain the property of ESD.
3. All users are accountable to school, district, local, state, and federal laws.
4. Use of the device and network must support education.
5. Students and families must follow all guidelines set forth in this document and by ESD staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all ESD computers whether on or off the school campus.
7. All files stored on ESD equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. 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.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. The price that the district paid for the device includes: the device, case, battery, and a warranty.
11. The device warranty will cover normal wear and tear along with damage that might occur during normal use of the device.
12. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
13. 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.
14. 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.
15. All users are expected to follow existing copyright laws and educational fair use policies.
16. Students may only log in under their assigned username. Students may not share their passwords with other students.
17. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
18. Any failure to comply may result in disciplinary action. ESD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
19. ESD reserves the right to confiscate the property at any time.

Responsible Use Procedure:
Electronic Resources and Internet Safety
(Student Summary)

The Enumclaw School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

This document is a summary of the rules, guidelines, personal safety recommendations and code of conduct as stated in the *Responsible Use Procedure: Electronic Resources and Internet Safety* (2022P).

Responsible network use by district students include:
A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support education and research;
C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
D. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students includes but is not limited to:
A. Personal gain, commercial solicitation and compensation of any kind;
B. Actions that result in liability or cost incurred by the district;
C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) on district-owned devices or equipment without permission or approval from the Technology Operations Leader;
D. Support for or opposition to ballot measures, candidates and any other political activity;
E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
F. Unauthorized access to other district computers, networks and information systems;
G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks; (If students encounter digital harassment, intimidation, or bullying, they should notify the appropriate school authority);
H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

Network Security
Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:
A. Do not use another user's account;
B. Do not insert passwords into e-mail or other communications;
C. If you write down your user account password, keep it in a secure location;
D. Do not store passwords in a file without encryption;
E. Do not use the "remember password" feature of Internet browsers; and
F. Lock the screen or log off if leaving the computer.

Internet Safety
A. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.
B. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
C. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
E. Students should never make appointments to meet people in person that they have contacted online without adult permission.

Copyright
Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District.

No Expectation of Privacy
The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:
A. The network;
B. User files and disk space utilization;
C. User applications and bandwidth utilization;
D. User document files, folders and electronic communications;
E. E-mail;
F. Internet access; and
G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Disciplinary Action
All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Device Use, Care, and Classroom Routines

Hallways
- Keep your device in the provided sleeve whenever traveling with your device.
- Always use two hands to carry the device.
- Never leave the device unattended for any reason.
- Log-off (close the lid) the device before you change classes.

Classroom Habits
- Center the device on the desk.
- Close the lid of the device before carrying it.
- Close the lid of your device before walking away from it, to protect your account.

Care of Device at Home
- The power cord/charger remains at home.
- 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, close the lid, and place in the sleeve provided before traveling.
- Do not leave the device in a vehicle, especially on the seats.
- Use your backpack or carry the sleeve with two hands.
- 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 disabled through our management system and must be reported to the local police department.

Prohibited Actions Students are prohibited from:
- Defacing ESD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices.
- Putting non-removable stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- If such action occurs, the student will be billed the cost of repair or replacement

EMAIL for Students

Purpose: All Enumclaw School District students are issued a GMail email account. This account allows students to safely and effectively communicate and collaborate with Enumclaw School District staff and classmates, giving them an authentic purpose for writing. Students in grades K-8 are limited to sending and receiving email only within the district.

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.

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.

HEART
HANDS
Enumclaw SCHOOL DISTRICT
HEAD
all students achieving at high levels
HABITS

Technology Discipline

Behaviors and Discipline Related to Student Computer Use are often very similar to violations that might occur "outside" of the digital environment. Below are a few examples of technology-related violations, along with similar violations in a non-digital environment, along with their

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations	Progressive Discipline Steps
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)	*The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.*
Coming to class without charged device; missing sleeve	No binder/missing supplies	● Warning ● In-class consequence ● School-based consequences ● Parent contact ● Administration referral ● Loss of device for the class period ● Loss of device or of network access for extended period of time ● Suspension
Cutting and pasting without citing sources (Plagiarism)	Plagiarism	
Cyber-bullying; sending or forwarding inappropriate content, emails, etc.	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 stealing other resources that belong to someone else	

Technology Discipline (continued):

Behaviors and Discipline Related to Student Computer Use

Tech Violations Behavior unique to the digital environment without a "traditional" behavioral equivalent	Tech Violation Consequences
Chronic, tech-related behavior violations (see above)	Logical consequences Progressive Discipline Part of overall school discipline plan
Deleting Internet browsing history	
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	
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	

School-Based Discipline
The discipline policies at each school encompass the one-to-one environment. Please reference the student handbook specific to each school or contact the school directly for details.

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

Classroom Interventions for low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Damaged Equipment

Repairs
Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, operating system errors, etc.). These issues will be remedied at no cost.

Loaner Devices – "Swaps"
Temporary replacements, known as "swaps", are available at each school 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.

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 Equipment

Reporting Process
If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

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

Stolen Equipment

Reporting Process
If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (2 weeks).

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

Replacement Costs & Fines

General Chromebook Fine Guidelines: In circumstances where the cause of damage is unclear, the school administrator has the responsibility to investigate any situations where the presenting evidence is unclear. Based upon their investigation, the administrator will make a final determination about issuing a fine for repair or replacement.

Examples of situations resulting in fines include, but are not limited to:
- Liquid damage
- Multiple drops of the device
- Extensive damage from significant impact to device (pulled wires, pulled hinges, screw holes separated, etc.)
- Investigation determines evidence of negligence or abuse of device

Examples of situations not resulting in fines include, but are not limited to:
- Single drop of device in the course of responsible school behaviors (carried in protective sleeve, no evidence of negligence)
- Damage by another student (fine or discipline may be issued to student causing damage)
- Investigation determines no evidence of negligence or abuse of device

Fines / Fees for '17-'18 School Year:

Item	Full cost	Student qualifies for reduced lunch program	Student qualifies for free lunch program
Replacement of entire device	$213.00	$106.00	$38.00
Lost Charging Cord	$10.00	$10.00	$10.00
Screen Replacement	$50.00	$25.00	$9.00
Touchpad Replacement	$25.00	$13.00	$5.00
Keyboard Replacement	$80.00	$40.00	$14.00
System Board Replacement	$80.00	$40.00	$14.00
Battery	$31.00	$15.00	$6.00
Lost/Damaged Sleeve	No Replacement - No Fine	No Replacement - No Fine	No Replacement - No Fine
ACER fee for non-warranty repairs	$167.00	$83.00	$30.00