



One-to-One Device Student and Parent Handbook

For more information, please visit the SVSD Technology located at:
<https://www.slps.org/vashon>

Vashon High School

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WHY IS VASHON GOING ONE-TO-ONE?

Providing Vashon students with laptops, to use at school and at home, will ensure all students, regardless of their socio-economic background, have easy and equal access to learning material and real-time engagement in classroom activities. 1:1 devices enable students to research, collaborate, and produce content that can be shared with peers, teachers, and parents, as well as provide a safer online learning environment, support multiple approaches to learning, and expand learning beyond the classroom and school day.

As we navigate changing times, it is essential that the district provide a device for each student to be able to learn and perform at their full potential. The district's one-to-one program will level the playing field for all SLPS students by providing a device to increase educational resource access as well as promote an environment that enhances learning experiences at school and home. **With the privilege of checking out a device for home or school use, comes responsibilities for the student and the parent/guardian. The guidelines outlined in this document apply to all SLPS devices used within SLPS schools as well as home use.**

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FAMILY PARTNERSHIP

Saint Louis Public Schools purchases and owns the student laptops and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, they are also allowed to take their laptop home to complete their studies. Whenever students leave our school district as well as at the end of the school year, their personal computers are collected, inspected, updated, and maintained by school district technology staff.

PROGRAM OVERVIEW

Student laptops will be assigned to incoming high school students and to transfer students for the entirety of their high school careers at Saint Louis Public Schools. A user's right to use and possess the borrower property terminates no later than the last day of the school year unless earlier terminated by the Saint Louis Public Schools for noncompliance, terminated withdrawal from active enrollment in the Saint Louis Public Schools, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly in a participating grade at Saint Louis Public Schools. **Students are accountable for ensuring the care of the equipment entrusted to them. Students will receive a computer and charger. Proper care for each of these items is covered below.**

COMPONENTS OF THE ONE-TO-ONE

The Device

The laptop the district will be using for the SLPS One-to-One Device program is the Dell 3420 laptop.

The Charger

Accessories will be provided with the device that include a power adapter.

The Manual (Digital)

An overview of the features, functionality, and troubleshooting.

If any of these items are lost, stolen, or destroyed, the student or guardian will be responsible for reporting and paying to replace them.



View the User Manual at the link below or scan the QR code:

[DELL 3420 Laptop User Manual](#)



The Platforms

Saint Louis Public Schools strives to provide access to web/cloud platforms that improve student learning. We provide access to:

Microsoft Office 365 for Education

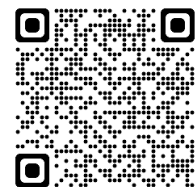
Students have access to their school email (Outlook), as well as Word, PowerPoint, and many other advanced tools online tools. Students can download Microsoft Office on up to five personal devices, as long as they are enrolled in the district.



Microsoft Teams

Microsoft Teams (referred to simply as “Teams”) provides students, teachers, and parents access to class resources, student work, and allows for easy communication between all users.

Teams - and all other Microsoft 365 apps - can be accessed by going to “office.com”.

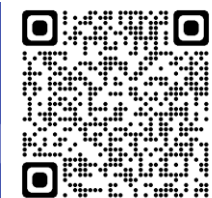


[Login | Microsoft 365 \(office.com\)](https://login.microsoftonline.com/office.com)

Tyler SIS

Tyler SIS (referred to simply as “SIS”) provides students, teachers, and parents access to student records such as grades, class schedule, attendance, as well as other information.

Student's USERNAME is their STUDENT ID NUMBER, and their PASSWORD is their DATE OF BIRTH (MMDDYY). (EXAMPLE: Username: 12345678 Password: 012806)



<https://sis.slps.org/SLPS360x3/login>

TAKING CARE OF YOUR DISTRICT LAPTOP

Are there rules about how I use my device?

Yes. It is important you know and understand the responsibilities students and families accept when using these learning devices. Although each device is checked out to an individual student, each device is owned by the district. In general, the rules require students to use the devices ethically, legally and efficiently for learning. Students who violate the rules are subject to disciplinary action.

Tips for Use & Care

- Always keeping track of your laptop AND laptop charger.
- Students are not allowed to store their laptops in classroom carts.
- Do not leave your device unattended or unprotected in your locker, vehicle, or a public place. If you must leave it unattended in a vehicle, make sure it is out of sight such as in a backpack or the trunk of the car. If the device is in a locker or car, make sure it is locked and secured.
- Charge your device fully every night.
- Store your device on a desk, table, or in your backpack. Never leave it on the floor.
- Protect your device from extreme heat or cold, food, drink, small children and pets.
- Carry your device in the provided sleeve when not in use.
- Be mindful of devices in your backpack. Be careful when setting down backpacks on a desk or floor, and when adding heavy books to a backpack with the device.
- If traveling and you feel you must take your device, be aware that any theft or damage as a result of travel is your responsibility.

Security, Content, Email

DO:

- Follow internet safety guidelines.
- Share with your teacher any information you may have about security problems.
- Use the laptop for school appropriate assignments and materials.
- Follow the expectations and rules established by your teachers.
- Use email for educational purposes.
- Remember all emails are archived by the district an

DO NOT:

- Do not share logins or passwords with anyone except parents/guardians.
- Do not develop or use programs to harass others, hack, bring in viruses, or change another person's files or information.
- Do not discuss security issues with other students.
- Do not create or distribute any materials or files with inappropriate content which might include: references to alcohol, tobacco, drugs and gangs; obscene language or nudity; bullying or harassment; discriminatory behavior; etc.
- Do not use email for jokes, chain letters, advertising, individual profit or gain or political activity.

Prohibited Actions

Any of the following actions may lead to financial or disciplinary consequences:

- Defacing district-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices.
- Using permanent stickers or additional markings on the devices, cases, batteries, power cords and chargers.
- Loaning your device or its components to other students for any reason. If you do, you are responsible for the cost of any lost or damaged devices or components.
- Installing software, except through a district-approved process.
- Modifying a device's operating system in any way.
- Modifying district browser settings or using other techniques to avoid being blocked from inappropriate content or to conceal internet activity.

DAMAGE/THEFT/LOSS OF DISTRICT DEVICES

Whenever students encounter software issues with their district laptop, or there is any damage to their laptop, they are required to report it to their school library/media center. The library/media center staff will examine the laptop and, if necessary, send it in for repair. The student may also be asked to turn in their laptop and be assigned a loaner laptop. The Technology Department will evaluate and repair the device as needed. The Technology Department will also indicate, to the best of their ability, how the damage may have occurred. If damage appears to be due to negligence, the Technology Department will inform the school administration. After the school administration has completed their investigation, a repair or replacement cost may be incurred by the student.

District Device Warranty Coverage

All district technology is purchased with a three-year warranty to cover manufacturer-related issues. These repairs typically are the failure of internal and external parts due to normal usage. Whenever there is a repair covered under warranty, there is no charge to the student/guardian.


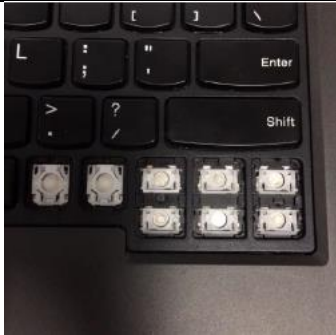
District Device Non-Warranty Coverage

Any repairs that are not covered by warranty fall into one of these five categories:

Type of Damage	Description	Example & Consequence
1. Accidental	An unfortunate happening that occurs unintentionally and results in damage or loss	You dropped your device and a corner chipped. — Cost of the repair
2. Negligence	A state of being careless, the lack of ordinary care of property	You had an open container next to your laptop and spilled liquid on your keyboard and now it doesn't work anymore. — Cost of the repair
3. Gross Negligence	To consciously or voluntary disregard the need to use reasonable care with your device or another student's device	You threw the laptop, and it broke. — Cost of repair/replacement
4. Lost	To lose a device due to negligence or gross negligence (per above) without filing a police report	You left it on the bus or in the park. — Cost of repair/replacement
5. Stolen	When a device is stolen, and a police report has been filed	If accidental: You locked it in your trunk, and someone pried it open and stole the laptop AND you filed a police report. — Cost of repair/replacement

Process of Repair or Replacement & Visual Guide for Assessing Damage

The following are general guidelines to follow when assessing student laptops for damage. A district computer technician will determine the level of damage and approximate repair amount. The school administration will then determine which category the damage falls into: Accidental, Negligence, or Gross Negligence.

Type of Damage & Process	Example	Visual
<p>Accidental</p> <p>If there is accidental damage, the student must report it to the school immediately.</p> <p>When it has been determined the damage is accidental, there is no charge to get the device repaired.</p>	<p>Minor Case Chip — These types of chips will be epoxied and returned to the student.</p> <p>One or two keys missing — If determined they came off from normal wear and tear, there is no charge to fix.</p>	
<p>Negligence/Gross Negligence</p> <p>If there is damage, the student must report it to the library/media center immediately.</p> <p>An investigation will be conducted by the school administration and/or technology department. If the damage to the device is deemed negligence or gross negligence, the student/guardian will be subject to the repair cost or the replacement of the device.</p> <p>This is applicable if you are negligent with your device or if you purposefully damage another student's device.</p>	<p>Many keys missing — If determined the student deliberately removed the keys, the cost will be the replacement of the keyboard.</p> <p>Screen cracked scratched or shattered — There will be a cost for replacement of the screen.</p>	
<p>Lost</p> <p>If a device is lost, the student/parent must report it to the school immediately. The student/guardian will be billed at the current value of the lost device.</p>		
<p>Stolen</p> <p>If a device is stolen, the student/parent must report it to the school immediately. The student/guardian will be billed at the current value of the lost device.</p>		

FREQUENTLY ASKED QUESTIONS

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

If you choose not to participate in the program, your child will need to check out a device with the school library/media center every morning, and check the device back in at the end of each school day.

Why can't my student use their own laptop in the classroom?

1. **Safety:** The district has installed web filters and taken other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home.
2. **Compatibility & Instructional Impact:** Several different software packages have been purchased on district laptops that will not be available on personal 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 implement technology into their curriculum. This uniformity will allow teachers to ensure they can teach entire classes easily and expedite helping individual students when needed.
3. **Technical Support:** Our district can provide robust technical assistance through our technical support staff to a defined inventory of computing devices. We cannot offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.

Does the laptop have a web cam?

Yes, each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to use the 21st Century tool to develop useful communication skills. The camera will never be used to monitor activity or the location of the laptop. Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include: recording videos or taking pictures to include in a project; or, recording a student giving a speech then playing it back for rehearsal and improvement.

What if I don't have Wifi at home?

Vashon does not currently offer wi-fi hotspots. An alternative is Saint Louis Public Libraries, please go to <https://www.slpl.org/slpl-hotspots/>.



Do I have to sign and return a contract?

Yes. The Parent/Guardian Agreement must be signed electronically through the district's SignNow Process prior to the start of the school year. Students will also sign a Student User Agreement when they check out their device. (For reference, samples of the agreements are on pages 8-11 of this handbook.) Please go to [this](#) site for further instructions.



Other questions?

Please refer to the **Frequently Asked Questions** link on the Technology webpage on the SVSD district website (www.svsd410.org), for more information.

RESPONSIBLE USE AND SAFETY AGREEMENT



St. Louis Public Schools Student Technology Equipment Use Agreement

We are pleased to offer Students at St. Louis Public Schools the opportunity to continue their access to education services through the use of District provided technology and equipment.

I, _____ (student's name) and my parent or guardian _____ (parent's name), agree to all of the following provision regarding student use of technology resources, including the use of any laptops, iPads and/or other technology equipment issued to me by the District.

Students are expected to use district technology safely, responsibly, and for educational purposes only. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. **Only (slps.org) email accounts may be used on District equipment, use of personal email accounts is expressly prohibited.**

Students are expected to comply with all requirements of the District's Computer and Internet Acceptable Use Procedures P4847. Student shall have no expectation of privacy while using District provided technology. The use of the equipment may be subject to monitoring, including but not limited to software to manage use and track equipment location.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
4. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
5. Install unauthorized software.
6. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

Students and their parents/guardians accepts full responsibility for the equipment and will reimburse SI.PS for any damages, including loss or theft. I understand that if the equipment is stolen, my personal insurance will cover the cost, or I will assume the financial responsibility. A theft report must be filed and provided to the District.

High School Students: The replacement or repair cost are as follows:

- Lost/Stolen/Damaged Hot Spot is \$89,
- Lost/stolen or badly damaged laptop is \$531.
- Damaged laptop screen/or case is \$100
- Damaged keyboard is \$10
- Missing/Lost laptop/hotspot charging cable is \$35.
- A damaged laptop charger can be returned to the school or 801 for a replacement.

If my student withdraws from the district for any reason, I agree to return all district property within 10 business days.

I have read, understand and agree with the requirements listed and understand that my student will be using district technology at school and at home.

I choose to opt out of my student bringing District equipment home. I understand that if the district has a virtual day, I will provide my student with equipment. The district does not allow students to bring their own personal equipment to school.

Student's Name:

Student ID Number

Parent's or Guardian Signature:

Date:

Phone Number:

Parent's or Guardian email address:

Grade Level

School:

Items Received:

Laptop Asset Tag: _____

Laptop Charger

Hotspot Asset Tag _____

Hotspot Charger

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TECHNOLOGY PAYMENTS

Payments for lost/damaged/stolen technology can be made here at the link [HERE](#) or by scanning the QR Code.

