

# Blended Learning Initiative for Students



Student & Family  
Chromebook Handbook  
2021-2022 School Year



**ENUMCLAW** SCHOOL DISTRICT  
*ensuring the equity of all students achieving at high levels*

## 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. As a result, the Enumclaw School District provides students with an account and the ability to access the district network and Internet to use technology for important purposes in school. In addition, students are provided access to various third party websites, applications and other online resources to support student learning.*

*To support our students, we are thrilled to provide each student in grades 6-12 a personal Chromebook device for their use and learning support. These devices are checked out to each student from the school library, 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 by clicking [here](#)*

*When your student is given an account and password to use on the network, it is important that he/she cares for and makes use of the 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.*

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TOP

## **Top 10 Things for Enumclaw School District students and families to understand:**

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 before, during and after school hours, whether on or off the school campus.
2. Devices are on loan to students and remain the property of ESD. ESD reserves the right to confiscate the property at any time.
3. All users are accountable to school, district, local, state, and federal laws. All users are expected to follow existing copyright laws and educational fair use policies.
4. Use of the device and network must support education.
5. All files stored on ESD equipment, the network, or cloud services are the property of the district and may be subject to review and monitoring.
6. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement. In addition, students are expected to report any damage to their computer as soon as possible (no later than the next school day).
7. 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.
8. 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.
9. Students may only log in under their assigned username. Students may not share their passwords with other students.
10. 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.

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

Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order. 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.

<b>Student Responsibilities</b>	
<p><b>Hallways &amp; Classrooms:</b></p> <ul style="list-style-type: none"> <li>Follow all Responsible Use Procedures and use your device in a kind, respectful and responsible manner</li> <li>Log in only under your assigned username and password. Do not share your password.</li> <li>Keep your device in the provided sleeve whenever traveling with your device.</li> <li>Never leave the device unattended for any reason.</li> <li>Log-off (close the lid) the device before you change classes.</li> <li>Close the lid of your device before walking away from it, to protect your account.</li> </ul> <p><b>Care of Device at Home:</b></p> <ul style="list-style-type: none"> <li>Charge the device fully each night.</li> <li>Store the device on a desk or table - never on the floor!</li> <li>Protect the device from: Extreme heat or cold, Food and drinks, Small children and pets</li> </ul> <p><b>Traveling to, from &amp; Around School:</b></p> <ul style="list-style-type: none"> <li>Completely shut down the device, close the lid, and place in the sleeve provided before traveling.</li> <li>Do not leave the device in a vehicle, especially on the seat.</li> <li>Use your backpack or carry the sleeve with two hands.</li> <li>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.</li> </ul>	
<b>School Responsibilities</b>	<b>Parent/Guardian Responsibilities</b>
<ul style="list-style-type: none"> <li>Provide functioning Chromebook to student</li> <li>Teach care and responsibility for device</li> <li>Teach lessons for responsible, ethical and safe online use</li> <li>Teach students district Responsible Use Procedures for digital tools and online resources</li> <li>Make use of digital tools in classroom lessons to prepare students for future-world work</li> <li>Encourage students to use digital tools to collaborate, communicate, &amp; create as part of their learning process</li> </ul>	<p>Encourage your student to:</p> <ul style="list-style-type: none"> <li>Keep device in good condition</li> <li>Report any damage to adults at school right away</li> <li>Notify a staff member if they come across information, images or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable</li> </ul> <p>Helpful tips:</p> <ul style="list-style-type: none"> <li>Sign up for the Securly filtering system HomeApp for updates on your child's activity</li> <li>Communicate expectations for kind, respectful and safe online behaviors</li> <li>Develop a set of rules for electronic device use at home</li> <li>Demonstrate a genuine interest in what your child is doing on their device. Ask questions.</li> <li>View your child's Google Drive to check on work progress.</li> <li>Put all electronic devices "to bed" for the night at a designated time. This helps to ensure the Chromebook is charged nightly and can prevent late night YouTube sessions, chatting with friends at inappropriate times, etc.</li> </ul>

**Stolen Devices:**

- Stolen devices are disabled through our management system and must be reported to the local police department.

**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.

## Monitoring Student Activity for Families:

We believe in keeping our students safe online and helping them learn to be responsible users of technology. Our schools use a filtering solution called Securly to help keep students safe on their school-issued Chromebook. We have enabled a feature in this program called the "SecurlyHOME app, which Enumclaw School District families can use at no cost to help monitor and guide the use of your child's device when they are not on our school campuses.

Families will receive an email notification from Securly.com that will invite families to access weekly reports that show a student's online activity, as well as some additional features for helping to guide a student's use of technology tools. From this free account, families can "pause" the use of the Internet on the district-provided device when used off-campus outside of school hours. In addition, families can choose to have notifications immediately sent to your account for any self-harm or bullying content posted in social media (Twitter and Facebook), as well as internet browsing sites related to suicide or self-harm.

To register for the SecurlyHOME app, follow these steps:

1. Download the Security HOME app on your phone or device
2. Open the App and click on the "send me a link" button (a link will be sent to the email address you have registered with your child's school)
3. Once you've clicked the link, you'll be taken to the SecurlyHOME app. Your account is ready to go!



## EMAIL for Students

**Purpose:** All Enumclaw School District students are issued a district Gmail 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.



## 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.

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>	<b>Progressive Discipline Steps</b>
Off-task behavior with Email, instant messaging, Internet surfing, computer games, etc.	Passing notes, looking at magazines, games (off-task behavior)	<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>
Coming to class without charged device; missing sleeve	No binder/missing supplies	
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 someone else’s locker or stealing other resources that belong to someone else	

## Technology Discipline (continued):

### Behaviors and Discipline Related to Student Computer Use

<b>Tech Violations Behavior unique to the digital environment without a "traditional" behavioral equivalent</b>	<b>Tech Violation Consequences</b>
Chronic, tech-related behavior violations (see above)	Logical consequences Limited access to technology for a period of time 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 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 staff or school administration and/or determination by the repair agent, the device is deemed to be negligently (dropped, etc.) or intentionally damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

## Lost or Stolen Equipment

**Lost Equipment:** If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. The circumstances of each situation involving lost equipment will be investigated individually. Students / families may be billed for lost equipment.

**Stolen Equipment:** If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (2 weeks). After investigation, if a device is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

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).

## Replacement Costs & Fines

**General Chromebook Fine Guidelines:** In circumstances where the cause of damage is unclear, the school administrator has the responsibility to investigate. 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:

- Cracked screen
- Liquid damage
- Drop of the device without protective sleeve or evidence of multiple drops such as broken corners, broken parts inside device, etc.
- 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:

- Damage by another student (fine or discipline may be issued to student causing damage)
- Investigation determines no evidence of negligence or abuse of device
- Faulty part in device

## Fines / Fees for '21-22' School Year

- Hinge repair / replace: \$15.00
- Keyboard repair \$20.00
- Battery replacement: \$65.00
- Screen replacement: \$70.00
- Total Loss / Replace Device \$170.00
  
- Lost / Damaged Protective Sleeve: No Fine / No Replacement provided
- Lost / Damaged Charging Cords: Replacement can be purchased through the school office - \$12

*Note: Students who qualify for the free or reduced lunch program are eligible for fines at a reduced rate.*