



One-to-One Device Student and Parent Handbook

For more information, please visit the SVSD Technology webpage
at: www.svsd410.org.

Snoqualmie Valley School District 410

8001 Silva Ave SE/PO Box 400, Snoqualmie, WA 98065

Phone: (425) 831-8000 • Fax: (425) 831- 8040

WHY IS SVSD GOING ONE-TO-ONE?

Our community has been extremely supportive of the Snoqualmie Valley School District (SVSD), approving several technology levies over the last decade to enhance classroom learning experiences with technology. The Technology Levy, passed most recently in February 2022, provides funding for a One-to-One Device program for all students to help our schools best prepare SVSD graduates for future careers in a global marketplace.

By providing a one-to-one take home model at the secondary level and a classroom cart model at elementary, SVSD ensures all students regardless of their socio- economic background have easy and equal access to learning material and real-time engagement in classroom activities. The devices enable students to research, collaborate, and produce content that can be shared with peers, teachers and parents.

A key goal of the One-to-One Device program is to foster exploration and enhance engagement by empowering learners and preparing them for the global community. As such, the One-to-One program offers many benefits to our student-centered learning environments. It will provide a safer online learning environment, give all students access to technology and web-based learning tools, support multiple approaches to learning, and expand learning beyond the classroom and school day.

TABLE OF CONTENTS

The Why.	2
Components of One-to-One.	3
Caring For Your Laptop.	4
Damage/Theft/Loss.	5-6
Frequently Asked Questions.	7
Sample User Agreements.	8-11

WHY PROVIDE STUDENTS WITH A LAPTOP?

By issuing all students the same model of laptop computer, the district hopes to make technology access and learning opportunities equitable. This will enable all students to have the same tools, aligned with teaching and designed to best support their learning. Students are expected to utilize the district-issued laptop, **at school and at home**, to maximize online safety, efficient classroom instruction, and technology support. Having a district-issued laptop at home also extends learning beyond the school day and expands opportunities for collaboration.

The district will be able to provide secure access to learning resources and curriculum, to promote student engagement. As the use of technology in the classroom has grown exponentially for our students and teachers in recent years, a district-issued laptop provides a cohesive platform to help continue that growth.

WHEN WILL THE LAPTOPS BE ISSUED?

Students receive a Windows device upon entering middle school or when they enroll in SVSD as a new secondary student. All K-5 students have access to a Chromebook in their classroom.

COMPONENTS OF THE ONE-TO-ONE

The Device

Current devices for secondary students include **Acer TravelMate Spin B118-RN** and **HP Probook X360 11 G5 EE**.

Extensive research of multiple platforms and devices considered the following factors in choosing a device: portability, ruggedness, software compatibility, battery life, and functionality. The SVSD Technology Team engages in ongoing planning and collaboration with the community and our vendor partners to ensure the best choice of device.

The Accessories

Accessories provided with the device include a carrying case, stylus and power adapter. These are not covered by warranty. Therefore, if any of these items are lost, stolen or destroyed, students will be responsible for reporting and paying to replace them. The cost for replacement of accessories is approximately: **Carrying Case \$20, Acer Power Adapter \$17.40, Acer Active Stylus \$42.40.**



The Platforms

Snoqualmie Valley School District strives to provide access to web/cloud platforms that improve student learning. Notable tools that we provide access to includes, but is not limited to:

Schoology

SVSD's Learning Management System (LMS) Schoology provides students, teachers, and parents access to class resources, student work, and allows for easy communication between all users.

For more information on Schoology, please visit the Technology page on the district website.

Anti-Virus and Web Filtering

To keep students safe, the district deploys multiple scanning and filtering solutions. These solutions are designed to prevent students from going to inappropriate sites. They also reduce the risk of students sharing personally identifiable information, or installing viruses and software. The anti-virus and web filtering software will work on the student device both at school and at home.

Microsoft 365 & Google Workspace

- Both offer cloud-based storage.
- Both offer productivity and collaboration tools.
- SVSD provides secure access to both platforms.
- Both companies have signed the Student Privacy Pledge.
- Teachers and students use both platforms in classrooms throughout the school day.
- SVSD students can download Microsoft Office on up to five personal devices, as long as they are enrolled in the district.

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

- 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 and may be reviewed if there is a concern.

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 another device. 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.

If a stylus or a pen stops working in the first two weeks after the device was issued, the district will replace it with another one. If it is after the first two weeks, the student will need to provide a new working one. To facilitate the process of finding the right accessory, the district offers styluses and chargers at each school. The student is not obligated to buy one at school and can look for other options online.

District Device Warranty Coverage


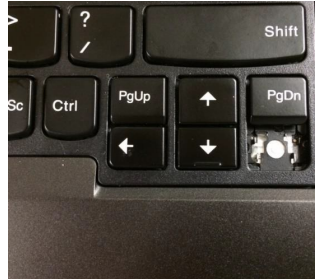
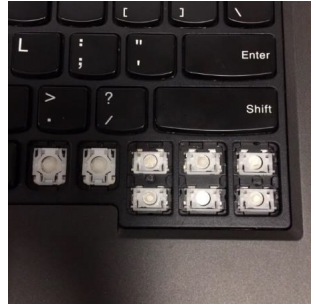
All district technology is purchased with a three year warranty to cover manufacturer-related issues. These repairs typically are the failure of internal and external parts due to normal usage. Whenever there is a repair covered under warranty, there is no charge to the student/guardian.

District Device Non-Warranty Coverage

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. — No Charge
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 voluntarily 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	<p>If accidental: You locked it in your trunk and someone pried it open and stole the laptop AND you filed a police report. — No Charge</p> <p>If due to gross negligence: You left it on the passenger seat of your car in plain site and someone broke into the car and stole it AND you filed a police report. — Cost of repair/replacement</p>

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 (if applicable)	Visual (if applicable)
<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 <u>or</u> 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. The district will provide a replacement device to the student.</p>		
<p>Stolen</p> <p>The student and/or parent must file a police report and a copy must be provided to the school in a timely manner (within one week). If the device was deemed to be stolen, and the student was not negligent, the district will cover the cost of the replacement. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.</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 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.

I don't allow my student to have a password on their home computer so I can monitor its use. How can I know what my student is doing on the school computer?

SVSD provides a monitoring options for parents in the One-to-One Device program , an app called ApParent. For more information, please follow the link: <https://www.apparent.online/svsd?email=email@email.org>

While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. Please ask your child for their login information until additional monitoring options are made available.

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?

Comcast has a service called Internet Essentials for families who qualify, that offers affordable home internet access with Wifi. Please go to <https://www.internetessentials.com/> for details and eligibility.

Do I have to sign and return a contract?

Yes. The Parent/Guardian Agreement must be signed electronically through the district's RSVP 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.)*

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

Parents/guardians will be signing an online agreement in Skyward through the RSVP process. (Pages 8-9 are a sample of the Parent/Guardian Agreement.) Students will sign a similar agreement when they check out their laptop. (Pages 10-11 are a sample of the Student User Agreement.)

SAMPLE PARENT/GUARDIAN AGREEMENT

Snoqualmie Valley School District (SVSD) will be issuing each student a laptop as a means to promote achievement and provide flexible learning opportunities. This agreement outlines SVSD expectations for students and families issued a laptop.

SVSD expects that students will use district-issued equipment responsibly. This agreement will help you understand appropriate use of both the technology and district network resources. SVSD also expects that students will make a good faith effort to keep their laptop safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your laptop at home every night** and bring it to school each day with a full charge.
2. **Communicate responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity, offensive or inflammatory speech.
3. **Back up important files regularly.** SVSD maintains laptops with periodic updates. Students should save files in online storage to avoid accidental loss of data. SVSD cannot guarantee data loss will not occur and is not liable for such loss. Ask for assistance if you do not know how to back up your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your laptop available for inspection by any administrator or teacher upon request.**

The following activities are prohibited:

1. Do not mark or deface the laptop or case. Defacing includes use of permanent stickers or tape.
2. Do not loan your laptop, charger or stylus to anyone. Do not leave your device in a vehicle or unattended at any time. Do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district-provided learning materials and resources.
6. **Hacking is prohibited.** Computer hacking of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not reveal or post personally identifiable information, files, or communications to unknown persons through email or other means.**
2. Cyberbullying, including personal attacks or threats toward anyone using online resources, is **strictly prohibited and may lead to criminal charges**. If you are aware of cyberbullying, please report it to school personnel.
3. All student laptops are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

IMPORTANT SAFETY NOTE: Information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) or school will result in a 911 response. Building administration will contact the parents/guardians as soon as possible.

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of SVSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to the laptop, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the SVSD Student Code of Conduct.

As the parent or guardian of _____, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes. I understand there is no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Parent Name: _____ **Date:** _____
(Please print)

Signature: _____

RESPONSIBLE USE AND SAFETY AGREEMENT

SAMPLE STUDENT USER AGREEMENT

Snoqualmie Valley School District (SVSD) issues each 6-12th grade student a device to promote academic achievement and provide flexible learning opportunities. This agreement outlines expectations for students and families. More detailed information can be found in the One-to-One Device Handbook available on the SVSD website at <insert custom URL>.

SVSD expects that students will keep themselves, other students and school issued equipment safe, secure and in good working order by adhering to the following common-sense expectations:

Do's:	Don'ts:
<ol style="list-style-type: none">1. Use the device for education purposes only.2. Charge the device at home every night. Bring it to school each day with a full charge.3. Be a good digital citizen. Report instances of cyberbullying immediately.4. Store files in Google Drive or OneDrive to ensure data is secure and always accessible.5. Follow all copyright and digital content access laws.	<ol style="list-style-type: none">1. Mark or deface the device.2. Be a cyberbully.3. Bypass the filter and/or modify the network, security or other device settings.4. Install unauthorized software.5. View, share or store inappropriate content (e.g. pornographic, violent or vulgar videos, images, etc.)6. Hack into and/or attempt to gain unauthorized access to any device or network resources.7. Leave the device unattended, especially in a vehicle.

Monitoring

All SVSD devices come installed with a web content filter to limit access to objectional content. However, no filter is 100% effective. Therefore, we ask that parents/guardians partner with us to monitor student activity on district issued devices and accounts, especially during non-school hours and when students are not physically at school. We have made a service called [ApParent](#) available for all parents/guardians to use for managing screen time and monitoring content. Simply go to <https://www.apparent.online/svsd> to get setup.

Fines

SVSD is responsible for ensuring that equipment (devices and accessories) purchased with taxpayer dollars is well cared for. Upon leaving the district or when requested, students should return all equipment in good working order. At school or district administrator discretion, fines may be assessed for an amount up to the replacement cost of the equipment.

Student Safety

1. Students should not reveal or post personally identifiable information, files, or communications to unknown persons through email or other means.
2. Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to school personnel.
3. All student laptops are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Acknowledgement

Checking the box in Skyward Family Access indicates that parents/guardians and students have read and agree to abide by the conditions described in this document and assume responsibility for the appropriate and safe use and care of SVSD district-issued technology. Failure to comply with the terms of this agreement may result in access to the laptop, the internet, and other digital content or services being limited or removed. Students may also be subject to disciplinary action as outlined in the SVSD Student Code of Conduct.