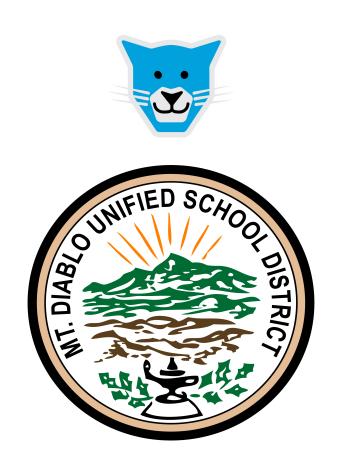# Walnut Acres Elementary

Parent/Student Device Agreement and Handbook

(please read all the pages then acknowledge you have read by filling out the form linked on the last page, thank you)

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<u>Welcome to Mt. Diablo Unified School District's 1:1 Technology Program</u>

Welcome to MDUSD's 1:1 Technology Program! We are excited that every student in this program will have access to a device for their own educational use at school and at home throughout the school year.

Technology skills are important building blocks of literacy in the 21st Century, and these skills are best acquired through the use of technology through regular instruction. To become proficient in the use of technology for learning, and the use of technology to enhance literacy, students need daily opportunities to use digital devices and tools.

Through this program, every student in grades 6-12 will be issued a device to use for learning in school and at home starting in the Fall of 2021. Students in grades K-5 will have chromebooks to share at school as needed for the 2021/2022 school year. Some elementary sites will be participating in a 1:1 program pilot beginning in Spring, 2022.

Through the 1:1 device program, we expect students to become knowledgeable in core academic areas covered by the California Common Core State Standards. Students will utilize 21st Century Skills, as outlined in our MDUSD Graduate [Profile](), by becoming collaborators, constructors of knowledge, problem-solvers, innovators, learners through the ethical use of technology, self-regulators, and skilled communicators.

1: Overview

MDUSD 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 the District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege come responsibilities for the parent/guardian and for the student.

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

1. Devices are on loan to students and remain the property of the District. District devices should be used solely for students' educational purposes and shall not be used for personal use unrelated to school assignments and lessons. All users of District devices must comply at all times with this agreement, the Responsible Use Policy and Google Agreement found in the Parent Information Packet (PIP), District policies, regulations, and procedures, and local, state, and federal laws and regulations.
2. All rules and guidelines are in effect before, during, and after school hours, for all District devices whether on or off the school campus.
3. The term "device" refers to computer devices, batteries, power cord/chargers, peripherals (stylus, mouse, etc.) and cases. Devices are issued as educational resources. All files stored on District devices, the network, or cloud services are property of the District and may be subject to review and monitoring.
4. Students are expected to keep the devices in good condition. Failure to do so may result in fees for repair or replacement. Students are expected to report any damage to their device by the next school day.
5. Parents/guardians are strongly encouraged to purchase device insurance through the District approved vendor (see below). Parents/guardians acknowledge that the District may assess fees for damage, loss, or theft of devices and components.
6. 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.
7. Students should only log in under their assigned username. Students should keep their username and passwords private.
8. Students may not loan device components to other students.
9. The District may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
10. Devices and equipment are subject to inspection at any time without notice and remain the property of the District. Devices may be confiscated at any time, including if there is reasonable suspicion that the student is violating a civil or criminal law or District policy, regulation, or procedure.
11. All assigned equipment must be returned to the school site at the time of withdrawal from the school. Use of the assigned device and its associated equipment terminates when a student is no longer enrolled in MDUSD.

2: Parent /Guardian Responsibilities

Overview – Parent/Guardian Responsibilities
The District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. The District has adopted a K- 12 digital citizenship curriculum to support students in using technology tools appropriately.

Liability
The parent/guardian and student are personally responsible for the cost of repair or replacement if the equipment is:
- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

Monitoring Student Use
The parent/guardian agrees to appropriately monitor student use of the device outside of the school day. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The parent/guardian may choose to:
- 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,
- only allow device use in common rooms of the home (e.g., living room or kitchen) and not in bedrooms, and/or
- demonstrate a genuine interest in what your student is doing on the device by asking questions and request that they show you their work often.

Support and Student Safety
For schools and parents/guardians alike, student safety is always a top priority. The precautions described below are intended to help students be safe on the path to and from school. Student safety always comes first. Please review the following safety tips with your student:
- Walk to and from school in groups of two or more.
- Let someone know when you leave and when you arrive home.
- Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
- If someone follows you on foot, get away from them as quickly as possible.
- If someone follows you in a car, turn around and go in the other direction.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- If someone demands your device, give it to the person.

3: Device Use, Care, and Classroom Routines

Red Zones and Red Times
"Red Zones" are areas where the devices are not to be used at any time. "Red Zones" include:
- Bathrooms
- Locker rooms
- Nurse's office

"Red Times" are certain times during the school day when the devices are not to be used. Administration and/or teachers will notify students of "Red Zones" or "Red Times" and may change them accordingly."Red times" include:
- Brunch and breaks
- Lunch time

Hallways
- Keep your device in the case at all times.
- Always use two hands to carry the device.
- Never leave the device unattended for any reason.

Classroom Habits
- Center the device on the desk.
- Close the lid of the device before carrying it.
- Logout when walking away from the device.

Care of Device at Home
- The device must stay in the case at all times.
- Charge the device fully each night.
- Keep the area around the charging brick clear to prevent overheating.
- Leave the power cord/charger at home in a safe location.
- Use the device in a common room of the home.
- Store the device on a desk or table – never on the floor!
- Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type. A soft cloth very lightly moistened with water may be used.
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Small children and pets

Traveling to and from School
- Shut down the device before traveling.
- Do not leave the device in a vehicle, especially on the seats.
- Use your backpack to carry the device whenever possible.
- 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. If at home, file a police report.
- Stolen devices are tracked through a District software program and may be retrieved in cooperation with police.

Prohibited Actions

Students are prohibited from:
- Defacing the device in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the device.
- Leaning on the top of the device when it is closed.
- Placing anything on top of the device that can put pressure on the screen.

Students may be charged for the cost of repair or replacement related to prohibited actions.

Cases
Putting stickers or markings on the device, battery, or power cord/charger is not allowed. If such action occurs, the student will be charged the cost of repair or replacement.

Troubleshooting and Swaps
- Always try restarting the device as the first step in troubleshooting.
- Students should ask a classmate for help in troubleshooting a problem.
- Students may ask a teacher to troubleshoot if the teacher is available to help for this purpose.
- Students are reminded to not waste too much class time troubleshooting.
- If the student is unable to resolve the problem, the student should swap the device:
  - Speak directly to the classroom teacher to borrow a device in that class.

Email for Students
All District students are issued a Google email account. This account allows students to safely and effectively communicate and collaborate with District staff and classmates, giving them an authentic purpose for writing. It is important to note:
- Email should be used for educational purposes only.
- All email and all contents are property of the District and can be accessed by authorized District staff.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords, and not share them with anyone.
- Elementary and middle school students are limited to sending and receiving email only within the District domain. High school students are able to send email outside of the District domain for educational purposes only.
- Emails should not contain profanity, obscenity, derogatory, offensive, or discriminatory language.
- Email should not be used for:
  - Non-education related forwards (e.g. jokes, chain letters, images)
  - Harassment
  - Cyber-bullying, hate mail, discriminatory remarks
  - Individual profit or gain, advertisement, or political activities

Webcams
Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher including, but not limited to:
- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Listening to Music
Listening to music on your device is not allowed during school hours without permission from the

teacher.

Watching Videos
Watching videos on your device is not allowed during school hours without permission from the teacher.

Gaming
Online games are not allowed during school hours unless you have been given permission by a teacher.

Online games are allowed at home if all of the following conditions are met:
- o   The content of the game is school appropriate
- o   You have permission from your parent/guardian
- o   No download of any kind is needed
- o   An installation of personal software is not required

Copyright and Plagiarism
Students are expected to follow all copyright laws. Duplication and/or distribution of materials and/or images for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

4: Student Behavior

Behavioral interventions are progressive and will follow District and school policy and procedures.

It is important to note that low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Examples of Unacceptable Use
- Repeated tech-related behavior violations (see table above).
- Using the network for illegal activities, including copyright, license, or contract violations.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- 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.
- Using a VPN.
- Attempting to gain unauthorized access to the District network or services.
- Using another user's account or password or allowing another user to access your account or password.
- Using technology in a manner that serves to disrupt the use of the network by others.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- 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.
- Obtaining copies of, or modifying files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus or malware on a computer or network.
- Attempting to access sites blocked by the MDUSD filtering system.
- Downloading music, games, images, videos, or other media without the permission of a teacher.
- Using the webcam inappropriately.
- Sending or forwarding social or non-school related email.

Equipment Related Behavior Violations	Equivalent "Traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	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, or obscenity	Inappropriate language
Accessing or sharing inappropriate images or files, or files dangerous to the integrity of the network	Bringing or sharing inappropriate images or other content to school in print form
Using another individual's account	Breaking into or using someone else's locker or backpack

5: Device Security

Internet Filtering

The District abides by the Children's Internet Protection Act (CIPA): https://www.fcc.gov/consumers/guides/childrens-internet-protection-act and maintains an Internet filtering software package. This program automatically filters all student access to the internet through the District device, regardless of where the student is using the device. Importantly, no Internet filtering provides a 100% solution

Device Security

Security is in place on all devices to prevent certain activities. These include downloading or installing software or browser extensions on the devices, removing software, changing system settings, etc.

6: Device Insurance and Device Damage/Loss/Theft

Financial Responsibility/Insurance Information
By accepting the District-owned Chromebook, parents/guardians are accepting full responsibility for the repair or replacement cost of the device. Each device will be assigned to one student for the duration of the school year and therefore it is the responsibility of the student to maintain control and possession of the device at all times in compliance with District directives.

Parents/Guardians have the option to purchase affordable device insurance through Securranty. The cost for insurance is $21.95 annually. Securranty provides the following in their coverage:
- Theft/Burglary/Robbery
- Mechanical Breakdown
- Accidental Damage (cracked screens/liquid spills/etc.)
- Fire
- Power Surge
- Vandalism
- Natural Disasters

Securranty offers $0 deductible and unlimited claims. Parents/Guardians interested in purchasing device insurance must do so within 30 days of receipt of the device. Parents/Guardians may sign up after the 30 day window; however, Securranty will require a letter and photos of the device from the school site, confirming the device is not damaged and is in proper working condition.

To be eligible for insurance, ALL damage, loss, or theft of devices must be reported immediately to school site personnel. Claims for insured devices will be filed by the school site and a loaner device (see below) will be issued to the student. (*Note: Loaner devices are not covered by the purchased insurance policy.*)

To sign up for Securranty insurance, please go to https://securranty.com/mdusd. (Please refer to the attached flyer for more information about Securranty Device Insurance.)

Replacement Costs For Uninsured Devices

Item Missing or Damaged (Laptop)	Cost
Laptop Only	$250
Power Adapter (brick and cord)	$25
Laptop Case	$25
Laptop Full Package (laptop, charger, case)	$300

Damage to Devices
Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). School staff will assist students with having these issues fixed. These issues may be remedied at no cost, depending on the nature and cause of the damage.

Accidental Damage vs. Negligent or Intentional Damage
Accidents do happen. School staff will assess if any accidental damage will be covered by the school or if the student is responsible. If, after investigation by school administration, 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
- If a device is lost, the student/parent/guardian must report it to the school immediately (within one school day).
- The circumstances of each situation involving lost equipment will be investigated individually. Students/parents/guardians may be responsible for the replacement cost of lost devices.

Stolen Equipment
- If a device is stolen, the student/parent/guardian must report it to the school immediately (within one school day).
- Upon investigation by school staff, if there is no clear evidence of theft, or the equipment has been lost due to student negligence, the student/parent/guardian will be responsible for the full cost of replacing the item(s).
- Failure to report the theft may result in student/parent/guardian responsibility for replacement cost.

Loaner Devices
Temporary replacements are available at the school so learning is not disrupted by any repair process. Students are responsible for the care of the swap as if it were their issued device. Students are always required to save files to their Google Drive in case they need to be issued a loaner device. *Note: For families who have purchased Device Insurance, unfortunately the loaner device is not covered by the purchased policy. Students are financially responsible for any damage or loss to the loaner device.*

Mt. Diablo Unified School District
Device Liability and Responsibility Checkout Form

We are happy to be providing your student with a MDUSD-owned chromebook to engage in digital learning opportunities. Thank you in advance for helping your child take good care of this device.

Tips for caring for your device:
- Keep the device away from places where it can be easily damaged (such as ends of tables, on the floor, away from pets, etc.)
- Keep the device clean (a dry or lightly dampened cloth can be used to clean)
- Keep all the components (charger and laptop) together to minimize the potential for loss
- Keep food, liquid, and baby brothers/sisters away from the device

Be Safe Online!
Parents/guardians are responsible for monitoring student activity and behavior while using devices away from school campuses.

By filling this form parent/guardian acknowledges they have read and understand this Student/Parent Device Agreement.

[Please proceed here to fill out the form](#).