



## Technology Handbook for Parents and Students



The 1:1 computing initiative is an integral part of Lake Stevens School District's Foundation for Excellence. Using technology, students will inquire and explore their world. Transformative technologies will ignite a joy of learning in our students and inspire them to become 21<sup>st</sup> century learners. Students will work collaboratively on authentic problem and project-based activities that enhance creativity, critical thinking, communication and problem solving. Through personalized, authentic and collaborative experiences, our students will develop the skills to prepare them for a future that we can only imagine.

## Technology Handbook for Parents and Students

In Lake Stevens, our use of technology will be bold, intentional and accessible. Innovative approaches will be encouraged and embraced and our technology will be intuitive, collaborative and an empowering tool for students, staff and parents. Technology will transform our data systems to be unified, accessible, timely, informative and adaptable, and capable of being tailored to each school, program, class, staff member and student.

Lake Stevens School District understands that technology is a critical tool in the pursuit of your child's education. Lake Stevens uses technology of many sorts to provide depth to your child's education and to engage him/her in the world both now and in the future. If you are a returning Lake Stevens parent, then you have already witnessed the remarkable technological resources our district offers its students. For you, this handbook provides ready access to policies and resources that will help you guide your child in his/her education. If you are new to Lake Stevens, then we hope this handbook will inspire and excite you when you realize how many technological resources are now available to your child. We also hope that this handbook will be a source of guidance and comfort as you realize that Lake Stevens has taken many steps to keep our children safe. Lake Stevens School District needs you to be a partner in your child's education and safety. When the district resources are paired with engaged parents and students who are ready to learn, there is no limit to what we can accomplish!

Lake Stevens School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policies and regulations that have been established for technology use in the district. Lake Stevens School District's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity to explore resources comes responsibilities for parents and for students.



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## LSSD Technology Basics: What you must know

### 1:1 Responsible Use Procedures

When you sign the Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document and agree to Lake Stevens School District's Responsible Use Procedures and Terms and Conditions for Device Usage.

Lake Stevens students and families must understand that:

1. All users of the Lake Stevens network and equipment must comply at all times with the district's Acceptable Use Policy, which is available on the district website, [www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu), in the Board of Directors section.
2. Devices are available for student use and remain the property of Lake Stevens School District.
3. All users are accountable to all school, district, local, state and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by Lake Stevens staff.
6. All rules and guidelines are in effect before, during and after school hours, for all Lake Stevens devices whether on or off the school campus.
7. All files stored on Lake Stevens equipment or the network are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cords/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. 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.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan equipment to other students. Students who do so are responsible for any loss.
16. Students are expected to return their Chromebook upon graduation or leaving the district or sanctions will apply. Sanctions are listed under **Estimated Costs & Sanctions**.
17. Any failure to comply may result in disciplinary action. Lake Stevens may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

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18. Lake Stevens reserves the right to confiscate the property at any time.

### Parent/Guardian Responsibilities

Lake Stevens School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. Please continue reading this document so you know how to help your student use their technology in a safe and responsible manner.

### Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students receive device-related training at school during the first weeks of school and learn to be responsible digital citizens.

- **All use of technology must:**
  - Support learning
  - Follow local, state and federal laws
  - Be school appropriate
- **Security reminders**
  - Do not share logins or passwords
    - *Exception: students should share passwords with parents or guardians*
  - Follow Digital Citizen guidelines as learned using the [Digital Citizenship Curriculum](#).
- **Students are prohibited from:**
  - Defacing Lake Stevens issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on cases or screen protectors if provided.
  - If such action occurs, the student will be billed the cost of repair or replacement.

### Caring For the Device

- The device is district property and all users will follow this procedure and the Lake Stevens School District Acceptable Use Policy.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day. Teachers will expect students to be fully ready to complete any online assignment in class. Coming to class without a fully charged Chromebook is the same as not having your textbook, pencil or paper. You will miss out on learning.
- Damaged devices or devices failing to operate properly must be given to the IT Department for an evaluation and/or repair.
- Only use a clean, soft cloth to clean the screen—no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.



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- Only labels, stickers or skins provided by Lake Stevens School District may be put on the device, district-issued protective case or power cord/charger. These items must be removed by the student when returning the device.

### Carrying device

- Devices must be carried in a student's backpack or a laptop bag when moving outside of the classroom. The screen protection device issued with the Chromebook must be attached at all times.
- Never carry the Chromebook with the screen open.

### Screen care

- Each Chromebook is provided with a screen protection device affixed to the Chromebook. This must be attached to the device at all times. Even with this device, students must follow these guidelines to protect the screen.
- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag in such a way that would apply pressure to the screen.
- Do not store your pencil, pen or any object in the keyboard area. If you close the Chromebook with an object on the keyboard, you will likely crack your screen.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
- Open the screen from the middle, not the sides, to prevent screen breakage.

### 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 where adults can monitor use.
- 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. Pets.
- Do not leave the device in an unattended vehicle for any reason.
- In case of theft, an official police report will be required.

### Email for Students

All Lake Stevens school students are issued an email account. Lake Stevens email allows students to safely and effectively communicate and collaborate with Lake Stevens staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school-related projects. Student email accounts restrict sending and receiving email to accounts inside the district only unless needed for a special student project.

### Email Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email (at school and at home), just as they are in a classroom or a school hallway.
- Access to email is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.



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- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to their teacher or school administrator(s).
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- Email accounts are filtered and messages written containing certain inappropriate language or content are rejected as undeliverable.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Student email is provided by the district and is district property. Lake Stevens School District reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the district's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, Lake Stevens School District, at its discretion, may close the accounts at any time.

### Email etiquette

- **Don't SHOUT!** If you type in all capital letters, your reader will see this as yelling, or they will think that you were just too lazy to use proper text formatting. It's also hard on the eyes. Did you know that it takes longer to read something written in all caps than it does to read something that is properly formatted?
- **Use a meaningful subject line.** This is the first thing your reader will see, so use the space to help them understand the contents of the email even before they open it. Type in a subject that relates to the message you're sending. The subject line is the most exposed portion of your message as well. Be sure you use discretion in choosing the words of the subject line.
- **Proof, spell-check and use proper formatting.** Poor writing skills are a direct reflection on you! And the reader never forgets the person who writes a poorly written message.
- **People are busy.** Use email professionally and don't send casual emails with no purpose. This is especially important in emails to teachers and other adults.

### Guidelines and reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- 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. You are responsible for messages sent from your account..

### Unacceptable use examples

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity or racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.



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- Email for individual profit or gain, advertisement, or political activities.

### Chatting

Chatting should be used for educational purposes to collaborate with teachers and fellow students on a school based project.

***Similar to supervision at school, we recommend parent/guardian supervise the device use at home.***

### Webcams

Devices equipped with a webcam offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.

- **Examples of use**
  - Webcams 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
    - Recording a student giving a speech and playing it back for rehearsal and improvement.
- **At home**—Use of webcams is allowed at home with permission from parents/guardians.

### Listening to music

- **At school**—Listening to music on your device is not allowed during school hours without permission from the teacher.
- **At home**—Listening to music on your device is allowed at home with permission from parents/guardians.

### Watching movies

- **At school**—Watching movies on your device is not allowed during school hours without permission from the teacher.
- **At home**—Watching movies on your device is allowed at home with permission from parents/guardians.

### Gaming

- **At school**—Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
- **At home**—Online gaming is allowed at home if all of the following conditions are met:
  - The content of the game is school appropriate.
  - You have permission from your parent/guardian.
  - No download of any kind is needed.

### Backgrounds and screensavers

Any images set as a device background must be school appropriate and must comply with School Board Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs or gang-related symbols will result in disciplinary action and/or loss of device privileges.

### Copyright and plagiarism

Students are expected to follow all copyright laws as outlined in [Fair Use Doctrine of the United States Copyright Law \(Title 17, USC\)](#). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without





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permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

### Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first.

### Repairing/Replacing Your Chromebook

All Chromebooks in need of repair should be brought to the library as soon as possible.

- The district will repair or replace damaged equipment resulting from normal use at no cost to the student/parent during Distance Learning.
- All repair work must be reported to the Tech Support Area by contacting [techsupport@lkstevens.wednet.edu](mailto:techsupport@lkstevens.wednet.edu)
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

The District shall impose the following sanctions for not returning the student device as outlined below:

- A fine of approximately \$330 will be placed on their student account and an invoice generated to the parent/guardian.
- If the invoice is not paid within 60 days of receipt, the District will submit the delinquency to a collection agency.
- Per RCW 43.09.185, the District will report known loss of asset to the Washington State Auditor's Office.
- The District may report the theft of student device to law enforcement.

### Accountability

#### Legal title

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use.



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### Legal property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.

### Liability

Lake Stevens School District reserves the right at any time to demand return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

### No expectation of privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

### Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks. This software is limited to school times only (7 a.m. to 4 p.m.).

### School Board Policy

- [Board Policy 1800 - Electronic Resources](#)



## Digital Citizenship: Good to know

### What is Digital Citizenship?

- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.
- The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

### District responsibilities

- The school will provide Internet and email access to students.
- School staff will help students conduct research and ensure student compliance with the district's 1:1 [Responsible Use Procedures](#).
- Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network data storage areas for all students. Student Chromebooks are filtered anywhere the student uses one and at any time the student uses one.
  - Web filtering is useful, but can never be 100 percent effective. Students intent on defeating the filter will likely be successful. Please work with your child to emphasize the importance of Digital Citizenship.
- Lake Stevens School District reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Lake Stevens School District-owned equipment and resources.

### Student Responsibilities

Students will abide by the district's [Responsible use Procedures](#) and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return the device and accessories to the school when requested..
- When students withdraw from school, they must return their device to the issuing school on the date of departure.

### Parent/guardian responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet



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just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.

- All district-issued devices utilize Internet filters that are enabled at school, at home, and anywhere else a student might use their device. Parents are encouraged to monitor student activity at home, especially their Internet use.

### Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Glorification of violence

### Monitor Student Use

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

### Health Tips for Parents

The average child in the US now spends an average of 7 hours a day using computers, cell phones, televisions and other electronic devices. As screen and electronics time increases, time spent on exercise and family activities typically decreases. An increase in screen time has been shown to be linked to an increase in obesity rates.

So here's what you can do to help keep your child safe and healthy as he or she ventures into this new world of electronic education.

1. Limit the amount of time that your child is using the computer outside of schoolwork. The AAP recommends limiting total screen time to two hours daily.
2. Be aware of what your child is using the computer for. Know what Internet sites he is visiting and what he is



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doing on those sites.

3. Keep the bedroom as a screen free area. No televisions, cell phones or computers need to be in a child's bedroom, especially at night.
4. Encourage your child to get plenty of exercise daily.
5. Above all, talk with your child. Discuss what she is doing with her new computer and discuss things that have absolutely nothing to do with computers. Just talk!

### Additional articles

Healthy Habits for TV, Video Games, and the Internet by <http://kidshealth.org>

Turn Off the TV or Computer and Get Active by <http://www.healthykids.nsw.gov.au>

### Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Model good video chat behavior.** Show children how to be polite and respectful, and let them know that's the behavior you expect when they're video chatting with their friends.
- **Use privacy settings.** Just like other communication tools like Facebook and Yahoo Messenger, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

### Email, IM and Chat Rooms—Help children stay safer online

- Know who your child is communicating with online.
- Open a family email account to share with younger children.
- Teach your child never to open emails from unknown senders and to use settings on IM programs to block messages from people they do not know.
- Be aware of other ways your child may be going online—with cell phones, devices or from friends' homes or the library.
- Tell your child not to share passwords with anyone but you to help avoid identity theft and cyber bullying.
- Familiarize yourself with popular acronyms at sites like [www.netlingo.com](http://www.netlingo.com) and [www.noslang.com/](http://www.noslang.com/).

### Help protect children against inappropriate content

- Use the NetSmartz [Internet Safety Pledges](#) to set clear guidelines for going online.



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- Report the sexual exploitation or online enticement of a child to [www.cybertipline.com](http://www.cybertipline.com).

### Teach Your Children The Following Rules

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).

### Children's Internet Protection Act (CIPA)

The [Children's Internet Protection Act \(CIPA\)](#) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Lake Stevens School District follows the Protecting Children in the 21st Century Act by:

- Blocking or filtering Internet access to materials that are harmful to minors
- Providing instruction in Internet Safety
- Actively [teaching students](#) to be safe, responsible, and ethical digital citizens.

### Contact your teacher if you have questions about any of the following....

- Troubleshooting
  - Always try restarting the device as the first step of troubleshooting.
  - **At school**—If restarting the device does not solve the problem, contact your teacher.
  - **At home**—If restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your teacher when you return to school.
- How the device is used in instruction
- Question about the device
- Cyberbullying
- Inappropriate content
- Proper use of the device

Thank you for partnering with Lake Stevens School District by agreeing to abide by the [Responsible Use Procedures](#) (RUP) and becoming familiar with the *Technology Handbook for Parents and Students*.

