



# **Technology Student Use Handbook**

**2024-2025**

# **Papillion La Vista Community Schools**

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### **NOTICE OF NON-DISCRIMINATION**

Papillion La Vista Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Trent Steele, Director of Secondary Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 ([trent.steele@plcschools.org](mailto:trent.steele@plcschools.org))

Employees and Others: Dr. Kati Settles, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 ([kati.settles@plcschools.org](mailto:kati.settles@plcschools.org))

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

Please note and refer to District Title IX policy found in Appendix III. All District policies can be accessed at the following link: [PLCS Board Policies](#)

### **FOREWORD**

This handbook is intended to be used by students, parents, and staff as a guide to rules, regulations, and general information about access to technology resources in the Papillion La Vista Community Schools.

The administration reserves the right to make decisions or rule revisions at any time that reflect the well-being of all students that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on the law and the common good of the students and staff.

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The Papillion La Vista Community Schools (hereinafter referred-to as "District") is pleased to offer students access to technology resources for educational and instructional activities. The purpose of this program is to provide additional educational resources and communication tools for students and staff.

For students and parents/guardians, the following overview is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a district device (laptop or tablet).

- Students will receive expectations from school district staff on the proper use of the device.
- Students will be able to take the device home during the school year if the parent signs the Technology Device Loan Agreement (see Appendix I).
- Students have the option to participate in the damage cooperative fund by paying the annual enrollment fee.
- Students are expected to treat the device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the device from inclement weather.
- The device comes with preloaded software. Students may not load additional software onto the device without the express permission of the technology department.
- Students are to use the device to access only socially and educationally appropriate materials and websites.
- Students must not use the device to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the device.)
- Students are to use the device in accordance with the Papillion La Vista Community Schools Acceptable Use Policy, Board and Handbook guidelines and to maintain the device in accordance with the procedures and information provided within this technology student use handbook.
- Devices are the property of the Papillion La Vista Community Schools and must be returned at the end of the academic year, upon withdrawal from Papillion La Vista Community Schools, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions may result in criminal prosecution.
- Since the devices are the property of Papillion La Vista Community Schools, officials have the right to review all material stored on or accessed on any device. School officials may revoke a student's computer use privileges for misuse or violation of policies.

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### Section 1: Definition of Technology Resources

The District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available. Students may have the opportunity to utilize individually assigned technology. In addition to the resources identified above, each student in grades 7-12 will be offered the use of an electronic technological device. A device includes all equipment and accessories associated with the device/machine, including cords, adapters, protective cases, and/or charging mechanism(s).

### Section 2: Receiving Your Equipment

Devices will be distributed at a time and on a schedule determined by the District's Administration. Parents and students must sign and return the (1) Student Technology Acceptable Use Policy, (2) Technology Device Loan Agreement and (3) all applicable Student Handbooks before equipment can be issued. Students should understand that they will receive the same device each year and will be responsible for its condition.

Parents with concerns regarding taking technology devices home should contact a building administrator.

Upon leaving the district, students must return devices and accessories to the district in working order and free of damage. The individual will be expected to pay for any needed repairs or replacement of the device, cords, sleeves or equipment that are deemed negligent or intentional.

### Section 3: Care of the Equipment

Students are responsible for the general care of the district device. Devices that are broken or fail to work properly must be reported to the designated repair center in your building. Lost or stolen devices and other equipment should be reported immediately.

#### Care and Maintenance Guidelines

Laptop:

- NO bleach, ammonia or harsh chemical based products are to be used on the machine (Clorox wipes, surface cleaner, etc.)
- Clean the device regularly with a soft, dry, antistatic or microfiber cloth.
- Lightly dampen the cloth, do not spray the water-based solution directly on the computer or screen
- Always shut down the machine before you clean
- Wipe down the computer, allow ample time to dry before turning it back on or plugging it in to a power outlet
- Ensure no liquid gets inside any cracks or openings of the machine

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- To aid in keeping your machine clean, make sure your hands are clean when using your laptop and never allow food or drink around the machine

### Screen:

- Clean the screen regularly with a soft, dry, antistatic or microfiber cloth.
- Lightly dampen the cloth, do not spray the water-based solution directly on the screen
- Do not lift or carry the device by the screen.
- Excessive pressure on or contact with the screen can cause damage to the screen.

### Power Adapter:

- Ensure proper storage of power adapters
- Leave a loop when starting to wrap the cord, this will not put too much stress where it connects to the adapter box
- Properly wind the cord, do not stress the cord by pulling too tight
- Over tightening can cause the connection area to fracture, short-out, break, or even burn.

Additional steps to care for devices over the summer months should be taken. Please review Appendix IV for summer student device care information (or [click here](#)).

## Section 4: Using Your Equipment

Devices are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars and schedules will be accessed using the device. Students must be responsible to bring the device to all classes, unless specifically advised not to do so by their teacher.

### Technology Service

The District does not guarantee that its technology resources will be uninterrupted or error free. Access to the network is provided as available without guarantees of any kind. Neither the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

### Common Practices

- Look before you plug anything into your laptop. Forcing something in one of the ports or getting something stuck in the ports could cause damage to it.
- When removing any connector from a port, remove it by pulling on the connector, not the cable. You could cause damage to the connector or the computer if you pull on the cable.
- If you're in doubt, ask a teacher or contact tech support in your building. It's always better to make sure than to do something wrong and damage your laptop.

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### Daily Routines

#### Activities:

You are responsible for the laptop at all times, this includes extra-curricular activities and school sponsored events. Be sure that if you are leaving the machine on a bus it will be locked. If it is not going to be locked, you either need to take it with you or make sure you have a secure location to leave it. For away games, be sure to take a lock if your machine will be with you. If there are no lockers available at other schools, ensure the locker room will be locked while your laptop is unattended. Follow coach's instructions if the locker room will not be locked. Just because an activity is sponsored by the school, it doesn't mean that you are not responsible for the machine.

#### Vehicle:

Never leave a machine unattended in an unlocked vehicle. Always lock your doors! Remove the machine from sight, lock it in the trunk, or take it out of the vehicle to a secure location. It is still your responsibility to ensure the laptop is secured to protect it against theft or other damages. Extreme temperatures can harm your machine. Never leave it in a car when the temperatures may become extremely hot or cold. Do not leave it in conditions where temperatures are over 85° or under 40° fahrenheit.

#### Think First:

You are always responsible for your machine, even at home, when traveling or anywhere else. Be sure to think about your location, how secure the machine will be and any potential damage that could happen. Take action to protect it at all times and always think about your responsibilities that come with having the laptop (please refer to the Care and Maintenance section).

### Google Drive Storage

School-related files can/will be saved to the student's individual account on the school's Google Workspace. It is recommended to back up personal stuff (music, movies, and/or photos) by using flash drives or external hard drives that can be transferred to other personal cloud storage.



Tutorials and guides can be found on the district helpdesk website

(<https://helpdesk.plcschools.org>) under the Google section (look for the red G), then look for Resources for Students.

### Google Classroom

School work will most commonly be accessed through Google Classroom. Students will be able to find the classroom app in the waffle icon at the top right of their Chrome browser or they can type <https://classroom.google.com/> in the search bar. Tutorials and



Google Classroom

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guides can be found on the district helpdesk website (<https://helpdesk.plcschools.org>) under the Google section (look for the red G), then look for Resources for Students.

### Printing

Students may use printers with teacher permission during class or breaks. Please print responsibly.

### Sound

Sound should be used appropriately. Students are encouraged to utilize headphones and follow guidance from teachers on sound use.

### Battery Life

Always monitor your battery status and usage.

- **Devices must be brought to school fully charged.**
- Students need to charge the devices at home and bring their charger to school each day.
- Be sure to disconnect the adapter from the computer before unplugging it from the wall. The same goes for plugging in, plugging it into the wall first, then the computer.
- Be sure you are using the correct power adapter that came with your machine, do not use an off-brand power cord or one from another machine.
- Keep the battery healthy!
- Store the battery at a reasonable temperature, 40-85 °F
- Never let your battery freeze!
- Save energy and extend your battery life by turning down screen brightness, closing tabs not in use in Chrome, and closing the lid of the laptop to put it to sleep.

### Troubleshooting

#### Frozen Applications:

Sometimes applications become frozen meaning that they won't respond to your keystrokes or your trackpad movements. If you have a frozen application, you can hold the power button for 10 seconds to power down the laptop and press the power button again.

#### Laptop Won't Start at All:

If your laptop won't start at all, do the following tasks in order:

1. Check to see that the power is plugged into a working outlet. Try unplugging and replugging the cord to reset the connection. Look for the orange or green light on the power connector or side of the laptop.
2. Bring your computer to the Technology Support in your building.

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### Section 5: Managing Your Files and Saving Your Work

It is the students' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion. Ample cloud storage will be provided for all students (refer to the "Google Drive Storage" and "Google Classroom" section for more information).

### Section 6: Software

District devices will contain software and applications pertinent to the curriculum of the School District. Any resources originally installed by the district must remain on the machines in usable condition and be easily accessible at all times. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time the school may add software applications for a particular purpose. The Technology Department cannot support software that is not purchased by the District. Software found to be interfering with district software will be removed. Software used to circumvent copy protection will be removed.

#### Content Filter & Safety

The school district has a content filtering service that has been deployed to filter Internet content while devices are in use at school or off-campus. The content filter will block inappropriate websites and record web sites and search requests that are visited or made from school or home. The District will filter Internet sites required by the Children's Internet Protection Act.

Devices equipped with cameras have software mechanisms that allow the user to enable or disable the camera for use. If desired, cameras can be covered utilizing a webcam privacy cover. Covers will be available with initial device checkout, additional covers or replacements can be purchased.

#### Inspection

Student devices and accounts may be inspected periodically. Remote software may be used for inspections of a student's device usage. User accounts are considered the property of the school district. The Technology Department may review school devices to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school devices or networks will be private.

#### Classroom Monitoring

Administrators and teachers have software available to monitor student screens and activity during regular school hours. The software is intended to support teachers, guide lessons, monitor student progress, and keep the focus on learning.



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## **Section 7: Protecting and Storing Your Device**

### **General Expectations**

1. Students are expected to bring the device fully charged to school each day.
2. Always keep the protective case provided by the school on your laptop.
3. No food or drink is allowed near the device.
4. Cords, cables, and removable storage should be inserted carefully and removed properly from the device.
5. Devices should never be left in a car or any unsupervised area.
6. Devices should never be exposed or subjected to extreme temperatures, hot or cold.
7. Please refer to the "Daily Routine" section for procedures at extracurricular activities.
8. Make sure that no loose items are in your case that could get inside the computer, damage the machine or mark it up in any way. These items could be loose change, pens or pencils, etc.
9. ALWAYS carry your laptop with both hands, NEVER carry it around with the lid open or try to work on it while walking.

### **Device Identification**

Identification and inventory labels/tags are placed on all district devices. These labels/tags are not to be removed or modified. If they become damaged or are missing, contact the designated support center in your building. A sample asset tag is displayed below. Additional student specific identification tags are placed on laptops and chargers that contain the assigned students name, grade, building and student ID number.



### **Password Protection**

Students are responsible for securely storing their own passwords. Passwords should never be shared.

## **Section 8: Acceptable Use Guidelines**

### **Privilege of Use**

The use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in the District. Each student and/or parent will be required to follow the guidelines outlined in board and student hand book policies/procedures in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of

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technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied. The Student/Borrower also agrees to abide by all Papillion La Vista Community Schools Board, student handbook and student technology handbook policies including but not limited to Board policies 6402, 6403 and 5207.

### **Responsibility**

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the District along with State and Federal regulations. In compliance with federal law, the District shall make reasonable effort to restrict access to inappropriate materials and shall monitor as needed online activities of users. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Responsible Internet Use and Safety**

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to web-based, and executables/installables are prohibited on a device. The Student/Borrower also agrees to abide by the Papillion La Vista Community Schools Board Internet Safety Policy 6403.

Never reveal your personally identifiable information online, including but not limited to full name, phone number, home address, social security number, credit card numbers, or passwords.

The use or access of offensive material is prohibited. This includes sending, accessing, uploading, downloading, creating, or distributing offensive (including racial slurs or acts of terrorism, assault or threats), profane, threatening, pornographic, obscene, or sexually explicit materials. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify your building administration immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Using the network or Internet for commercial, political campaign, or financial gain purposes is prohibited, such as shopping or auction sites or school election campaigns. Promoting or soliciting for illegal activities is prohibited.

Inappropriate use will result in disciplinary action.

### **Email Use**

Students should maintain high integrity with regard to email content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. School district email is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or spam is prohibited. After a student has graduated or left the district their email account will be disabled.

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### Copyright and Fair Use

Students are expected to comply with trademark, copyright laws and license agreements. Violating copyright or other protected materials laws for print, audio and video components is prohibited.

### Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act (COPPA) is a federal statute designed to place limits on the information which operators of websites or online services can collect from children under the age of 13. COPPA is the reason Twitter, Instagram, and Facebook have a minimum user age of 13. COPPA requires websites to verify parental consent before collecting PII from adolescents online. The aim is to give parents more control over what information is collected from their children.

Schools are not directly regulated by COPPA, but as the digital age has moved into the classroom, schools have increasingly been put in the middle of the relationship between vendors and parents. The Federal Trade Commission (FTC), which enforces COPPA, has said that schools can consent to the collection of information of young children by internet operators. Such consent must be consistent with district policies and notices.

PLC Schools has taken several steps to inform parents of how student records information is shared with others. Board policy and procedure 5501 available at [www.plcschools.org](http://www.plcschools.org) provides a general framework for our practices. There are also steps that staff take in order to protect the identity of their students, parents and themselves when participating in our digital world.

### Recordings

It is important to obtain consent before sharing audio or video recordings of others. Recording audio or video without consent of the teacher in the classroom is prohibited.

### Hacking

Any malicious attempt to alter data, the configuration of a device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## Section 9: Precautions and Consequences

### Negligence or Intentional Damage

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the device is prohibited, including but not limited to carving, burning or other markings, broken

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screens, broken hinges, damaged cases, cords, or exposure to extreme temperatures. Disassembling devices in any form or fashion is prohibited.

The cost of repairs due to negligence or intentional damage will be the responsibility of the student, unless enrolled in the Device Protection Program. Examples of negligence could include but are not limited to: liquid spills on the keyboard, broken hinges or screen damage due to closing the device with paper or objects inside, pulling the device off a desk by catching the cord, dropping the device, or disassembling the device.

### Devices Left Unattended

Any device left unattended is in danger of being lost or stolen and will be collected by staff. Technology privileges may be suspended or revoked for students whose device is collected from an unsupervised situation.

### Consequences

Consequences for misuse or policy violations will follow the disciplinary procedures outlined in the student handbook and may include, but are not limited to, loss of technology privileges, confiscation of the device, detention, suspension, or expulsion from school. Law enforcement may also be contacted.

## Section 10: Repair and Replacement of Device

Devices that malfunction or are damaged must be reported to the designated repair center in your building. Vendors warranty the devices from defects in materials and workmanship for a limited time. This limited warranty covers mechanical breakdown, manufacturing defects and may provide replacement parts necessary to repair the device or a device replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. Due to safety concerns, we are unable to authorize repairs for devices that have been exposed to significant amounts of bodily fluids, which may pose a biohazard. Any such devices will be taken out of circulation and replaced. To review current repair costs, please visit the PLCS one-to-one website at: <https://www.plcschools.org/1-1technology>.

### Devices Undergoing Repair

Loaner devices may be issued to a student when equipment is being repaired. There are a limited number of loaner devices and every effort will be made to provide a loaner to students with devices needing repair.

## Section 11: Device Protection Program

The Papillion La Vista Community Schools (PLCS) offers your student the opportunity to participate in this Device Protection Program. This program is designed to protect students and families in the event the loaned technological device is lost, stolen or damaged. See Appendix II for the full protection program details.

**PROTECTION FEE:** The total protection fee is \$20.00 per academic school year.

- No refunds or prorated rates are available.
- The District will offer coverage to all students being issued a device.

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- A separate application will be needed per student, per school year for each device for continued coverage.

**EFFECTIVE AND EXPIRATION DATES:** This coverage is effective from the first day payment is received by the District through the annual enrollment period (August of the next school year) or the date at which the device is returned in good, working order to the District.

**COVERAGE AND BENEFITS:** This program covers the technology device loaned to the student against accidental damage. Total value will be determined by the District at time of loss or damage. In no case shall the actual device value be greater than \$325.00. Power adapters and cases are not covered by this program. To review current repair costs, please visit the PLCS one-to-one website at:  
<https://www.plcschools.org/1-1technology>

In the event the device is **LOST** or **STOLEN**, you must immediately report the incident to your school's administration. Papillion La Vista Community Schools may require the student/parent to file a police report.

**LIMITS OF COVERAGE:** Incidents are categorized into two classifications - major or minor - as outlined below:

Category	Cost <b>With</b> Protection Plan (per incident)	Cost <b>Without</b> Protection Plan (per incident)
<b>Major Incident</b> Machine <b>is not</b> repairable and must be completely replaced (i.e. loss, theft, liquid damage, etc.)	\$100*	Actual Repair Cost (not to exceed \$325.00)
<b>Minor Incident</b> Machine <b>is</b> repairable and will be repaired (i.e. screen replacement, hinge replacement, trackpad replacement, etc.)	\$0*	Actual Repair Cost (not to exceed \$325.00)

\*Participants are limited to **three incidents per year**. The fourth incident in an academic year will result in actual repair costs being assessed and loss of coverage for the remainder of the academic year. Participants are able to enroll in the program again the following academic year.

**The following accessories are not covered by this program:** Lost, stolen or damaged case (\$20 replacement cost) or power adapter (\$40 replacement cost).

Failure to use the District provided protective case may void this coverage. It is required to utilize the provided case and power adapter. **Damage due to gross negligence or intentional acts will not be covered.**

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Note: Students who qualify for the federal Free & Reduced Lunch program will have a waiver for the cost if they choose to participate in the protection program.

## Section 12: Appendices

Appendix I: [Technology Device Loan Agreement](#)

Appendix II: [Device Protection Program Enrollment Form](#)

Appendix III: [Title IX Information](#)

Appendix IV: [Summer Device Care](#)

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### Appendix I: [Technology Device Loan Agreement](#)



#### Papillion La Vista Community Schools Technology Device Loan Agreement 2024-2025 School Year



One device, charger and case are being lent to the Student/Borrower and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of the Papillion La Vista Community Schools (PLCS) and is herewith lent to the Student/Borrower for educational purposes only for the current academic school year. Student/Borrower may not deface or destroy this property in any way. The equipment will be returned to the school when requested by the PLCS, or sooner, if the Student/Borrower withdraws from the PLCS prior to the end of the school year.

The Student/Borrower agrees to make no attempts to change, add, wipe or modify the device in any way. This includes intentionally disabling the filtering and management software used on the device or tampering with the identification tag placed on the device by the District. The Student/Borrower also agrees to abide by all Papillion La Vista Community Schools Board and student handbook policies including but not limited to Board policies 6402, 6403 and 5207. These policies state that monitoring and filtering will occur on all district devices and cover student technology use. Student/Borrower also agrees to contact the appropriate school personnel if they ever experience any trouble with the device.

All devices being issued to students through the PLCS will have access to the district's network. The Student/Borrower agrees to not take any action that may interfere with the network. This includes but is not limited to website and email access. The district does not provide home Internet connectivity.

A Google Workspace for Education account is available for each Student/Borrower to use for appropriate academic communication and collaboration with other students and staff members. The Student/Borrower agrees to make no attempts to add, delete, access or modify other user accounts on the device or on any district-owned device. Email accounts have been created for student use and it is expected that communication through these accounts will be appropriate at all times. The District archives all student email, and has the ability to monitor as necessary.

Identification and inventory labels/tags have been placed on all district devices. These labels/tags are not to be removed or modified. If they become damaged or are missing, contact the designated support center in your building.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from or on behalf of students for any damage to, loss of or failure to return school property. Use of the district device is a privilege and not a right. Inappropriate use of the device may result in the Student/Borrower losing the privilege of using any district device. Student acknowledges his/her responsibility to protect and safeguard the district property and return the same in good condition and repair to the district. Student/Borrower will also have the opportunity to participate in an optional device protection program.

Failure to comply with all guidelines may result in disciplinary action and possible loss of the privilege to use a District owned device.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Student Building: \_\_\_\_\_

Last Modified: June 6, 2024



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### Appendix II: [Device Protection Program Enrollment Form](#)



#### Papillion La Vista Community Schools Device Protection Program Enrollment Form 2024-2025 School Year



Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned device (laptop, tablet, etc.) in your care during and outside of the school day. Participation in this program is **VOLUNTARY**. This form **must** be completed before the device will be loaned to the student, even if participation is being declined.

**PROGRAM DESCRIPTION:** The Papillion La Vista Community Schools (PLCS) offers your student the opportunity to participate in this Device Protection Program. This program is designed to protect students and families in the event the loaned technological device is lost, stolen or damaged.

**PROTECTION FEE:** The total protection fee is **\$20.00** per academic school year.

- No refunds or prorated rates are available.
- The District will offer coverage to all students being issued a device.
- A separate application will be needed per student, per school year for each device for continued coverage.

**EFFECTIVE AND EXPIRATION DATES:** This coverage is effective from the first day payment is received by the District through the annual enrollment period (August of the next school year) or the date at which the device is returned in good, working order to the District.

**COVERAGE AND BENEFITS:** This program covers the technology device loaned to the student against accidental damage. Total value will be determined by the District at time of loss or damage. In no case shall the actual device value be greater than \$325.00. **Power adapters and cases are not covered** by this program. To review current repair costs, please visit the PLCS one-to-one website at: <https://www.plcschools.org/1-1technology>

In the event the device is **LOST** or **STOLEN**, you must immediately report the incident to your school's administration. Papillion La Vista Community Schools may require the student/parent to file a police report.

**LIMITS OF COVERAGE:** Incidents are categorized into two classifications - major or minor - as outlined below:

Category	Cost With Protection Plan (per incident)	Cost Without Protection Plan (per incident)
<b>Major Incident</b> Machine is <b>not</b> repairable and must be completely replaced (i.e. loss, theft, liquid damage, etc.)	\$100*	Actual Repair Cost (not to exceed \$325.00)
<b>Minor Incident</b> Machine is repairable and will be repaired (i.e. screen replacement, hinge replacement, trackpad replacement, etc.)	\$0*	Actual Repair Cost (not to exceed \$325.00)

\*Participants are limited to **three incidents per year**. The fourth incident in an academic year will result in actual repair costs being assessed and loss of coverage for the remainder of the academic year. Participants are able to enroll in the program again the following academic year.

**The following accessories are not covered by this program:** Lost, stolen or damaged case (\$20 replacement cost) or power adapter (\$40 replacement cost).

Failure to use the District provided protective case may void this coverage. It is required to utilize the provided case and power adapter. **Damage due to gross negligence or intentional acts will not be covered.**

**PLEASE SELECT AN OPTION BELOW**	
<input type="checkbox"/> <b>YES - BEGIN PARTICIPATION</b> I would like to participate in the Device Protection Program. I agree to the terms of participation including my responsibility for damage or loss not covered by this program.  \$20.00 payment is required to PLCS for the coverage to begin. I acknowledge that I will receive an email with instructions for payment.	<input type="checkbox"/> <b>NO - DECLINE PARTICIPATION</b> I decline to participate in the Device Protection Program. I understand that I am responsible for 100% of any damage or loss to the loaned device/accessories. Total replacement cost for the device will not be greater than \$325.00.

Note: Students who qualify for the federal Free & Reduced Lunch program will have a waiver for the cost if they choose to participate in the protection program.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Student Building: \_\_\_\_\_

Last Modified: June 6, 2024



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### Appendix III: Title IX Information

Pursuant to federal law, please note the following information regarding Title IX of the Federal Code:

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

To the extent that any board policy or administrative procedure conflicts with this policy or the district's complaint procedure with respect to allegations of discrimination on the basis of sex in the school district's education program or activities this Policy and the district complaint procedure shall govern.

#### 1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the **"Title IX Coordinator."** Dr. Trent Steele is the District's Title IX Coordinator. His address and telephone number is: 420 South Washington Street, Papillion, NE 68046 (402-537-6214; [trent.steele@plcschools.org](mailto:trent.steele@plcschools.org)). The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

#### 2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

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2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including Procedure 5208 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

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2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

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3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s complaint procedure.

4. **Response to Sexual Harassment.** When the school district has actual knowledge of allegations of sexual harassment in its education program or activities, it will respond to such allegations in accordance with this policy and Procedure 5208, which can be found in board policies at [www.plcschools.org](http://www.plcschools.org).

5. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy and Procedure 5208.

6. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

7. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex

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discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

### **7.1. Specific Circumstances.**

7.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

7.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

8. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

9. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

10. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

11. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

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### Appendix IV: [Summer Device Care](#)



#### Papillion La Vista Community Schools 1:1 Laptop Program - Summer Student Device Tips



<https://www.plcschools.org/1-1technology>

All students currently in grades 7-11 will keep their PLCS issued Chromebook during the summer months. Please review the simple steps below to properly care for your device over the summer so it is ready to be used for learning when classes resume this fall!



#### Keep It In A Safe Place

It is important to make sure you have a consistent safe space for your device. Be careful with food or liquids near your devices. Planning a pool day? Keep your laptop at home.



#### Restart & Update

Laptops need to be restarted every once in a while, especially after an extended period of time without rebooting. It is important to run any updates that the device needs by rebooting to keep things running smoothly.



#### Keep Your Laptop Charged

If you are not using your laptop, you should keep it connected to the charger. Make sure the charger is connected to a working outlet. If you let your laptop battery completely die, it may require service from the Helpdesk before school starts back up.



#### Protect Your Charger

Be sure to find a safe space to store the charger when not using your device. Take care to prevent damage when plugging and unplugging the charger. Avoid household damage (such as pets) or loss by keeping the charger with the laptop in a safe place. If the charger is damaged, stop using it and contact the Helpdesk to replace it.



#### Contacting the Technology Helpdesk

The PLCS Technology Helpdesk remains open all summer. Hours of operation are 7:30am-3:30pm Monday - Friday (excluding holidays).

You can contact the helpdesk one of the following ways:

- By submitting a ticket via <https://helpdesk.plcschools.org/>
- By emailing us at [helpdesk@plcschools.org](mailto:helpdesk@plcschools.org)



#### Considerations for Next Year

- If you signed up for the [Device Protection Program](#) (DPP) this year and would like to continue coverage, be sure to sign up via the Student Verification process in July/August. Coverage is good for one academic calendar year.
- If you did not sign up for the DPP this year and would like to enroll for next year, you can enroll during the annual enrollment period in July/August of this year via the Student Verification Process. Coverage is good for one academic calendar year.
- Bring your device back in the fall in working order, fully charged, ready to go!