

Lee's Summit R-7 School District

Connect2Learn Handbook

2024-2025



<http://connect2learn.lsr7.org/>

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The mission of the Lee’s Summit R-7 School District:
We prepare each student for success in life.

Anti-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the Stansberry Leadership Center (R-7 Administrative Offices), located at 301 NE Tudor Rd.

Inquiries by persons about their protection against discrimination under The Americans with Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Human Resources Department
301 NE Tudor Rd.
Lee’s Summit, MO 64086
816-986-1000

Qualifications

A K-12 student who is actively enrolled in any of the schools in the Lee's Summit R-7 School District qualifies for use of a district-owned Chromebook. *All students/parents/ guardians are required to review and sign the Connect2Learn Student/Parent/Guardian Agreement.*

Title

The legal title to the borrowed device belongs to Lee's Summit R-7 School District and shall at all times remain as such. Students' right of possession and use of the borrowed device is limited to and conditioned upon full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent/Guardian Handbook and the District's Technology Usage Policy EHB & EHB-AP1. *Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on the district-owned device.*

Receiving Device

Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent/Guardian Agreement. This form will be made available during the enrollment process and required annually.

All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent/Guardian Agreement on file. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

Returning Device

Students will turn in the Chromebook and power supply when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of \$375.00. Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees. If a student drops from the Lee's Summit R-7 School District during the summer months, it is the responsibility of the student/parent/guardian to return the Chromebook and charger to the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, MO, 64086 or the student/parent/guardian will be responsible for the replacement cost of \$375.00.

Chromebooks Not Returned

Students who transfer out of the Lee's Summit R7 School District without returning the Chromebook and the charger will be charged the full cost of the device and the district will consider all legal rights at its disposal, which may include turning this device over to law enforcement and reporting it as a stolen device.

Loss, Damage, or Theft

By taking possession of a Chromebook, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay a replacement cost of \$375.00. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. A device is deactivated by the district in these cases. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is available. Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member

within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

Terms of Agreement

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the district for noncompliance, terminated upon withdrawal from active enrollment in the district, or terminated due to a change in schedule/attendance arrangement.

Student Usage

- Student Chromebooks and associated materials are provided by the Lee's Summit R-7 School District to students. If used in compliance with all expectations detailed in this handbook and the District's Technology Usage Policy EHB & EHB-AP1 and then returned without damage as described in the "Repair Costs" section below, no additional fees or financial obligations are issued at the time of return of the borrowed property.

District Costs

- According to the terms of the district's current lease/purchase agreement, the cost for Chromebook is \$375

Loaner Chromebooks

Students who borrow a loaner Chromebook while theirs is being repaired must return the loaner prior to receiving their repaired device back, as a student is not allowed to have more than one Chromebook in their possession at a time. Damage to the loaner Chromebook while in student possession, for each incident will be assessed to the student per the following:

- Lost loaner Chromebook - \$375
- Damage to the loaner Chromebook - \$50
- Lost/Damaged loaner Power Supply - \$17

Repair and/or Replacement Costs to the Student Issued Device

First incident ANNUAL basis:

- No fee for the first incident of accidental damage to the Chromebook will be charged. Repair is made and a notification made via email to parents/guardians.
- Full replacement cost for lost, stolen or damaged A/C adapter (Replacement charger: \$17, Replacement charger for loaner: \$17).
- Full price of \$375 or cost of repair (whichever is less) for an intentionally damaged device and a parent/guardian meeting with an administrator required.
- \$150 for lost or stolen device and a parent/guardian meeting with an administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay a \$50 fee for the second and for each subsequent incident during the school year. Parent/Guardian meeting with an administrator if incidents become frequent or payment is not made on subsequent incidents will be required.
- Full price for lost, stolen, or damaged A/C adapter.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with an administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with an administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully

functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

Note: Accidental or intentional damage is determined at the time of the incident and within manufacturer's parameters.

Special Accommodations/Restricted Access

- **Parent/Guardian-Initiated Accommodations:** It is the belief of Lee's Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the district's provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their Chromebook, rather than having it issued permanently to the student.
- **Administrator-Initiated Restrictions:** Noncompliance with the expectations of the Connect2Learn Student/Parent/Guardian Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.
- **Students with Disabilities:** Lee's Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

Handling, Care & Use

- Students are responsible for the Chromebook, as well as all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via the Chromebook.
- Chromebooks are intended to be used only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the Chromebook.
- Students are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- **Students should start each school day with a fully charged battery.**
- Ensure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Ensure the Chromebook is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- **Do not decorate the assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel. Only district approved stickers are permitted.**
- Allow only school district personnel to troubleshoot, diagnose, or repair the Chromebook. Do not allow third party service people to handle or repair the Chromebook. This will void the warranty, and students will be responsible for all damage associated with the device.

Security, Storage, & Treatment

- Keep the Chromebook powered off and protected when not in use.

- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.
- **Take the Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in a school locker or classroom overnight.
- Keep the Chromebook out of reach of siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view if being temporarily stored in a parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring the Chromebook will receive secure storage if it is brought to school related activities, performances, sporting events, etc.

Home Network/Wireless Usage

- LSR7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide the device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit connect2learn.lsr7.org.
- LSR7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

Content Filtering

- The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board [policy EHB](#) and [EHB-AP2](#) for more details.
- The district's content filter will also filter content on student Chromebooks when not connected to the district's network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
- If a student encounters content which is questionable, a report should be directly made to an LSR7 teacher for immediate investigation.
- Parents/Guardians have the ability to monitor the internet activity when the device is at home using the Securly Home App.

Printing

- The use of Google Workspace for Education encourages an environment of sharing information electronically instead of printing on paper.
- The district recognizes there will be times when a student may need to print. Students can access Google Documents from any district desktop or laptop computer and have the ability to print. Specific printing instructions and locations vary by building. Students will need to ask teachers for specific building printing information.

- LSR7 will be unable to troubleshoot any difficulties that may be encountered when interacting with home printers if a student chooses to print something at home.

Digital Citizenship Reminders for Students During the School Day

- All student social media accounts (e.g., Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher, or administrator.
- Students should be aware of what they post online. What they contribute leaves a digital footprint for all to see. Students should not post anything they wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions; however, it should be done in a respectful way. Students should make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Students should be safe online. Students should never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, pictures, and passwords.
- Students should not respond to any cyber bullying message, should block the person sending the message, and should tell a trusted adult. Stop, Block, and Tell!
- It is recommended students link to websites to support their thoughts and ideas. However, students should be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Students should do their own work! Students should not use other people's intellectual property without their permission and be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice for students to hyperlink to sources of which they might refer.
- Students should be aware that pictures may also be protected under copyright laws and verify they have permission to use images.
- How students represent themselves online is an extension of themselves. Students should not misrepresent themselves by using someone else's identity.
- If students see inappropriate material that makes them feel uncomfortable or is not respectful, they should report it to a parent/guardian or teacher right away.

TECHNOLOGY RESPONSIBILITIES

The district's technology resources exist for the purpose of maximizing the educational opportunities and achievement of district students.

TECHNOLOGY USAGE – ACCEPTABLE USE

(See [Board Policy EHB](#))

General/Acceptable Use Rules

The following rules and responsibilities will be followed by all users of the district's technology resources:

1. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
2. Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
3. Students may not use a computer without staff supervision.
4. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.

5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
7. Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
8. Users are required to obey all local, state, federal and/or international laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
12. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, gender, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See [policy AC](#) and [regulation AC-R](#).
13. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
14. District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district.
15. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
16. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No students will be given access to district technology if they are considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. The unauthorized copying of system files is prohibited. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
3. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
4. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network, or any external networks is prohibited.

Online Safety - Disclosure, Use and Dissemination of Personal Information

1. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
2. Student users shall not agree to meet with someone they have met on-line without parental/guardian approval.
3. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
5. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any students without permission from those students and their parent(s) /guardian(s) if the child is a minor.

Electronic Mail

A user is responsible for all email originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Google Workspace for Education

The Lee's Summit School District utilizes Google Workspace for Education which provides email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools for all students and teachers. Google Workspace for Education is intended for educational use only and will be available at school and home via the internet. Google Workspace for Education complies with the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). The same expectations for acceptable use of technology (as outlined in [Board Policy EHB](#)) apply to Google Workspace for Education accounts. For questions regarding how Google Workspace for Education will be used by students, please call their school. If, after this discussion, parents/guardians feel it would be best for their child to not utilize certain functions of Google Workspace for Education, the school will help parents/guardians request that their student's account be modified. However, some functions, such as word processing, may be required for classroom activities and assignments.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

