Mat-Su Borough School District

One to One Parent/Student Handbook



Office of Teaching and Learning msd_edtech@matsuk12.us 907.761.HELP x6	Information Technology Department callcenter@matsuk12.us 907.761.HELP x1
Mat-Su Borough School District 501 North Gulkana Street Palmer, AK 99645 907-746-9200 https://www.matsuk12.us/tech	

"Technology enhances academic achievement by making learning more personalized, engaging, and accessible."

– Dr. Randy Trani, Superintendent

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Note: If a school has specific site policies, it may publish an APPENDIX A to this handbook.

OVERVIEW

The Mat-Su Borough School District (MSBSD) recognizes technology as a productivity enhancement tool. Student use of District information technology is a privilege, not a right. Use of District information technology shall be in accordance with the information in this document, in accordance with governing law, and in accordance with other relevant District policies, regulations, and procedures.

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

MSBSD students and families understand that:

1. All students are allowed access to electronic resources unless parents elect otherwise by contacting the Office of Teaching and Learning Department of Instruction.
2. All users of the MSBSD Network and equipment must comply at all times with MSBSD Responsible Use Policy, AR 3523, BP 3523, BP 6161.04 and related AR's and BP's.
3. Students and families must follow all guidelines set forth in this document and by MSBSD staff.
4. Devices are on loan to students and remain property of MSBSD. Identifying marks or labels are not to be removed.
5. All users are accountable to school, district, local, state and federal laws.
6. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The term "device" includes laptops, tablets, notebooks, and desktop computers.
7. Use of the device and network are intended for educational purposes.
8. All rules and guidelines are in effect before, during and after school hours for all MSBSD computers whether on or off a school campus.
9. All files stored on MSBSD equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
10. All users are expected to follow existing copyright laws and educational fair use policies.
11. Students may only log in under their assigned username. Students may not share their passwords with other students.
12. Students may not loan devices or components to other students for any reason. Students who do so are responsible for any loss or damage.
13. Students are expected to keep the device in good condition. Failure to do so may result in bills for repair or replacement.
14. Students are expected to report damage, loss or theft to their computer as soon as possible.

15. Stickers, scratches or drawings will be removed before the laptop is checked in at the end of the school year. In the case of scratches that cannot be removed, a fine may be assessed.
16. Students are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
17. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard.
18. Devices come preconfigured with a standard image. Any changes or attempts to change the system software, including administrative privileges, the user will be responsible for the consequences of those actions. This may result in disciplinary action.
19. Any repairs must be done by MSBSD. Any repairs or attempted repairs done will constitute damage and may result in disciplinary action and result in a bill or fine to ensure proper repair.
20. MSBSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. MSBSD reserves the right to confiscate the property at any time.
22. Devices, along with any provided accessories, must be returned to the school or designated location when ending enrollment with MSBSD. Please contact your school or the Call Center at 907.761.HELP x1 for more detailed information.
23. If transferring to another MSBSD school, students may retain the device, unless the MSBSD school is a Charter or Homeschool program, then the device must be returned to your currently enrolled school or designated location. For more details contact your school or the Call Center at 907.761.HELP x1.

PARENT/GUARDIAN RESPONSIBILITIES

Your child has been issued a laptop computer to improve and personalize his/her education. MSBSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. MSBSD has adopted a K-12 Digital Citizenship curriculum to train students in using technology appropriately, which is a life skill. There are several responsibilities assumed by the parent/guardian. It is essential that these responsibilities, outlined below, are followed to ensure the safe, efficient, and ethical operation of your child's computer. MSBSD has compiled further information available online at https://www.matsuk12.us/tech.

DEVICE AGREEMENT

Through the Online Registration process and enrolling your student with MSBSD, the parent/guardian agrees to and understands the terms outlined under the Device Agreement.

ACCEPT LIABILITY

The parent/guardian/student may be responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner (No later than the next school day.)

MONITOR STUDENT USE

The parent/guardian is responsible for monitoring 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.

As part of the Children's Internet Protection Act (CIPA) all school districts are required to provide content filtering services while on school property or connected to school networks. These services attempt to filter things like violent, pornographic and offensive Internet sites.

MSBSD will utilize an internet filtering and monitoring solution on district Chromebook devices both on and off school campuses. Parents will have access to a Parent App that will provide visibility and control of filtering and access outside of established district schedules.

STUDENT RESPONSIBILITIES

Your laptop is an important learning tool. In order to take your laptop home each day you must be willing to accept the responsibilities and guidelines outlined in this Handbook. In addition, you must comply with School and District Policies even if not included in this handbook.

DEVICE RULES AND GUIDELINES

The rules and guidelines 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 may result in disciplinary action. Students receive device-related training at school. Below you will find a summary of the main points of each training topic.

RESPONSIBLE USE POLICY AND ACCEPTABLE USE PROCEDURES

MSBSD's Responsible Use Policy (https://www.matsuk12.us/rup) addresses student use of district information technology. The related policies also outline guidelines for areas including but not limited to Blogging, Social Media Use and Anti-Bullying/Anti-Cyberbullying. *(Note: Please visit the above website for the most current version of the policy.)*

DEVICE USE, CARE, AND CLASSROOM ROUTINES

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the School's designated contact. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

GENERAL PRECAUTIONS

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life. Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device. Always bring your device up to room temperature prior to turning it on.
- Do not leave your device unattended in a vehicle.

CARRYING THE DEVICE

The case provided with the device will only provide basic protection, it is not designed to prevent damage from drops or abusive handling.

For example, you shouldn't toss or drop the device, even if in a backpack or bag. Cases are provided with each device but mostly provide protection against cosmetic damage and they must always remain on the device.

SCREEN CARE

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth moistened with water. Do not use window cleaner or any type of liquid directly on the device.

USING YOUR DEVICE

At School:

The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

At Home:

For students that take their device home, they must ensure it is brought to school each day in a fully charged condition.

PRINTING

Any document that requires printing to a school printer must be printed at school, unless directed to do so by a teacher.

FILES/IMAGES

Any files or images, saved on the device, network or set as the background or screensaver must be in line with the responsible use policy. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs or gang-related symbols may result in disciplinary action and/or loss of device privileges.

COPYRIGHT AND PLAGIARISM

Students are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law (Title 17, USC).*

TECHNOLOGY DISCIPLINE

Technology related infractions/violations are not exempt from disciplinary actions. Below is a comparison of some technical and traditional violations.

Tech-Related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering devices or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language

Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker
Tech Violations *Behavior unique to the digital environment without a "traditional" behavioral equivalent*	
Chronic, tech-related behavior violations (see above)	
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use	
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others	
Unauthorized downloading or installing software	

BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE

MSBSD has progressive discipline policies. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example: The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of device for the class period
- Loss of device or of network access for extended period of time
- Suspension

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

MSBSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

DAMAGED, LOST OR STOLEN EQUIPMENT

Temporary replacements, known as "loaners", are available at each school so learning is not disrupted by the repair process. Students are responsible for the care of the swap as if it were their issued device. Students can continue to access district resources from any device in case they need to be issued a loaner.

DAMAGED EQUIPMENT

Accidents do happen. If the device is deemed to be damaged, the student may be subject to discipline and the cost of repair or replacement.

LOST/STOLEN EQUIPMENT

If any equipment is lost, the parent/guardian/student must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

If equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the parent/guardian/student in a timely manner (next school day). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the parent/guardian/student may be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

REPLACEMENT COSTS

In the event of equipment being lost, stolen or damaged, to ensure equipment is available to students MSBSD is required to repair or replace equipment. The intent of this fee schedule is to establish standard fees for equipment repair and/or replacement. Legal title to the equipment belongs to the district and shall at all times remain with the district.

Item Missing or Damaged	Replacement Cost
Chromebook (0-1 YRS OLD)	$300
Chromebook (1-2 YRS OLD)	$240
Chromebook (2-3 YRS OLD)	$180
Chromebook (3-4 YRS OLD)	$120
Chromebook (4-5 YRS OLD)	$60
Chromebook (5+ YRS OLD)	$0
Power Adapter	$35
Device Case	$20
Screen Replacement	$100
Keyboard Replacement	$25

Note: Fee's won't be charged for product failures or defective devices.

PAYMENT TIMELINE

Parents/guardians/students have 30 days to pay any bills. The school may set up payment plans to clear bills if needed.