CASTLE ROCK SCHOOL DISTRICT

ONE-TO-ONE

STUDENT/PARENT HANDBOOK

STUDENT/PARENT ORIENTATION MATERIALS

OVERVIEW

Castle Rock School District (CRSD) views the use of electronic resources as central to the delivery of the educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of CRSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

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

CRSD students and families understand that:
1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the CRSD network and equipment must comply at all times with the Castle Rock School District Electronic Resource Policy #2022 and Procedure #2022P.
3. Devices are on loan to students and remain the property of CRSD.
4. All users are accountable to school, district, local, state and federal laws.
5. Use of the device and network **must support education**.
6. Students and families must follow all guidelines set forth in this document and by CRSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all CRSD computes whether on or off the school campus.
8. All files stored on the CRSD equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
9. The term "equipment" or "technology" refers to devices, equipment, power cord/chargers. Each piece of equipment is issued as an educational resource. The term "device" includes chromebooks, laptops, tablets, notebooks, or any other type of computer. The conditions surrounding this equipment can be equated to those of a textbook.
10. Students are expected to keep devices in good condition. Failure to do so may result in bills for repair or replacement.
11. The price that the district paid for this device includes: The device,power cord and case.
12. The device warranty will cover normal wear and tear along with any damage that might occur during the normal use of the device.
13. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.

17. Students may only log in under their assigned username. Students may NOT share their passwords with other students.
18. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
19. Devices come with a standardized image already loaded.
20. All students have access to a drive on which to store data (Google drive). It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
21. Any failure to comply may result in disciplinary action. CRSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. CRSD reserves the right to confiscate the property at any time.

PARENT/GUARDIAN RESPONSIBILITIES

Castle Rock School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe user of the devices at home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

SIGN THE STUDENT/PARENT CHROMEBOOK AGREEMENT

Parent/Guardian Responsibility	In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent One-to-One Agreement. .
Orientation Topics	- Policies and Procedures - One to One Student/Parent Handbook - Internet Safety - Parent/guardian and student responsibilities

ACCEPT LIABILITY

Parent/Guardian Responsibility	The parent/guardian/student are 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 (2 weeks)

MONITOR STUDENT USE

Parent/Guardian Responsibility	The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
Suggestions	- Investigate and apply parental controls available through your internet service provider and/or wireless router. - Develop a set of rules/expectations for using the device at home. Some websites provide parent/child agreements for you to sign together. - Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedroom. - Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you his/her work often.

SUPPORT STUDENT SAFETY

Shared Responsibility	For schools, students and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. School safety always comes first.

Safety Tips to Review	- Walk to and from school in groups. - Let someone know when you leave and when you arrive home. - Follow the safest route to school. Use main streets; avoid dimly lit areas or shortcuts. - If someone follows you on foot, get away from him/her as quickly as possible. If someone follows you in a car, turn around and go the other direction. - Always tell a parent/guardian, school employee, or trusted adult what happened. - If someone demands your device, give it to that person. Then tell someone what happened right away. Contact the police.

DEVICE RULES AND GUIDELINES

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action.***

Students receive device-related training at school during the first weeks of school. Below you will find a summary of the main points of training topics.

ELECTRONIC RESOURCE POLICY AND ACCEPTABLE USE PROCEDURES

General Guidelines	All use of technology must: ● Support learning ● Follow local, state and federal laws ● Be school appropriate
Security Reminders	● Do not share logins or passwords (except with parents/guardians) ● Do not develop programs to harass others, hack, or change others' files ● Follow internet safety guidelines
Activities Requiring Teacher Permission	● Using headphones in class ● Downloading programs, music, games, videos ● Playing games
Appropriate Content	All files must be school appropriate. Inappropriate materials include explicit or implicit references to: ● Alcohol, tobacco or drugs ● Gangs ● Obscene language or nudity ● Bullying or harassment ● Discriminatory or prejudicial behavior
Thumb/Flash Drives	● All rules/guidelines apply to any thumb drive plugged into a CRSD device ● Backing up files to the Google Drive are the preferred method of saving

DEVICE USE, CARE, AND CLASSROOM ROUTINES

Lockers	● Devices should be stored on its side, standing up. ● Never leave it on the bottom of the locker or pile things on top of it. ● Never leave the locker set to open without entering the combination.
Hallways	● Keep your device in your case at all times. ● Always use the handle, strap, or two hands to carry the device. ● Never leave the device unattended. ● Log-off the device at ??
Classroom Habits	● Center the device on your desk or table.

	● Close the lid of the device before carrying it. ● Lock the device before walking away from it.??

Care of Device at Home	● The power cord remains home.??
	● The device stays in the case.
	● Charge the device fully each night.
	● Use the device in a common room of the home. (living room, kitchen, dining room)
	● Store the device on a desk or table - never on the floor.
	● Protect the device from:
	   ○ Extreme heat or cold
	   ○ Food and drinks
	   ○ Small children and pets

Traveling To and From School	● Completely shut down the device before traveling. ● Do not leave device in a vehicle (especially on a seat or in plain view). ● User your backpack to carry your device. ● If ever in a situation when someone is threatening you for your device, give it to them and immediately tell a staff member or parent/guardian. Contact the police. ● If your device is stolen, immediately contact the police and notify the school.
Prohibited Actions	● Do not decorate your device/charger/case with stickers or markings. ● Do not deface CRSD equipment in any way. This includes, but is not limited to, marking, painting, drawing or marring any surface. ● If such action occurs, the student will be billed the cost of repair or replacement.

TROUBLESHOOTING AND SWAPS

Troubleshooting Procedures	1. Student tries to fix the problem.
	   a. Always try restarting the device as the first step in troubleshooting.
	   b. If appropriate, ask a classmate for help.
	   c. Student may ask a teacher if the teacher is available.
	2. If the student is unable to resolve the problem, the student should notify their teacher.
	3. Student should verify that all work has been saved to the Google Drive.

GOOGLE MAIL FOR STUDENTS

Purpose	All high school students are issued a GMail account. Google allows students to safely and effectively communicate and collaborate, giving them an authentic purpose for writing. The effective use of email is: ● A 21st Century communication tool, ● Used in careers and higher education settings, ● A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders	• Email should be used for educational purposes only. • All email and all contents are property of the district. • Email should only be used by the authorized owner of the account. • Students need to protect their passwords.
Restrictions and Limitations	• Students are limited to sending and receiving email only within the district. • Mailbox size is restricted.
Unacceptable Use of Examples	• Non-educational forwards (e.g. jokes, images, chain letters) • Harassment, profanity, obscenity, racist terms • Cyber-bullying, hate mail, discriminatory remarks • Email for individual profit or gain, advertisement or political activities.

LISTENING TO MUSIC

At School	Listening to music on your device is not allowed during school hours without permission from your teacher. Permission will be given only for media used to complete a school assignment.
At Home	Listening to music on your device from a streaming website is allowed at home with permission from parent/guardian.

WATCHING MOVIES

At School	Listening to music on your device is not allowed during school hours without permission from your teacher. Permission will be given only for media used to complete a school assignment.
At Home	Watching movies at home on your device is allowed with permission from parent/guardian.

GAMING

At School	Online gaming is not allowed during school hours unless you have been given permission from a teacher. Any games must be in support of education.
At Home	Online gaming is allowed at home if all of the following conditions are met: • Content of the game is school appropriate. • You have permission from parent/guardian. • The game is in support of education. • All school work is complete. • No download of any kind is needed.

TECHNOLOGY DISCIPLINE

TECH RELATED BEHAVIOR VIOLATIONS	EQUIVALENT "TRADITIONAL" CLASSROOM VIOLATIONS
Email, internet surfing, instant messaging, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting/pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing device or accessories	Vandalism, property damage
Accessing pornographic material, inappropriate files or sites; or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resource account authorized for another person	Breaking into or using someone else's locker

TECH VIOLATIONS
Behavior unique to the digital environment without a "traditional" behavioral equivalent
Chronic, tech-related behavior violations (see above)
Modification to the district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity
Using electronic resources for individual profit or gain; for advertisement; for political action; 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
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
Attempts to defeat or bypass the district's Internet filter

School-Based Discipline: The discipline policies at the school encompass computer use.

Progressive Discipline: Discipline is progressive. Low-level, first time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Classroom Interventions: For low-level infractions, classroom interventions will occur. This includes, but is not limited to, verbal warnings, seating changes and/or teacher contact with the home.

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

EXAMPLES OF UNACCEPTABLE USE

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network, use of hacking software.
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous
13. Falsifying permission, authorization, or identification documents
14. Knowling placing a computer virus on a computer or network
15. Attempting to access or accessing sites blocked by CRSD
16. Downloading music, games, images, videos or other media without permission of a teacher
17. Sending or forwarding social or non-school related email
18. Obtaining copies of, or modifying files, data, or passwords belonging to other users.

LOST OR STOLEN EQUIPMENT

Reporting Process	If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know and the staff member will assist him/her.
Financial Responsibility	The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment, just like a textbook.

STOLEN EQUIPMENT

Reporting Process	If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a time manner (2 weeks). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will 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 procedures may result in a bill for the full replacement cost to the student.
Financial Responsibility	The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for stolen, damaged or lost equipment.