



**ROCK
SOLID**

Student/Parent Handbook

2022-2023 School Year



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. The policy of CRSD is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

When signing this document, you are acknowledging that you understand and accept this information.

- All students/parents must sign this document before accessing a CRSD electronic device or network.
- All users of the CRSD network and equipment must comply at all times with the [CRSD Electronic Resources and Internet Safety Policy #2022](#) and [Procedure #2022P](#).
- Devices are on loan to students and remain the property of CRSD.
- All users are accountable to school, district, local, state and federal laws.
- Use of the device and network must support educational goals.
- Students and families must follow all guidelines set forth in this document and by CRSD staff.
- All rules and guidelines are in effect before, during, and after school hours, and for all CRSD computers whether on or off the school campus.
- 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.
- The term “equipment” or “technology” refers to devices, equipment, and 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.
- Students are expected to keep devices in good condition. Failure to do so may result in bills for cleaning, repair, or replacement. Do **not** write on, engrave, or add stickers.
- The price the district paid for this device includes: The device, power cord, and case.
- Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.



- 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.
- 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.
- All users are expected to follow all copyright laws and educational fair use policies.
- Students may only log in using their assigned username. Students may NEVER share their passwords with other students.
- Students may not loan device components to other students for any reason. Students who do so are responsible for any loss or damage of components.
- Devices come with a standardized image already loaded. This means it is fully operational and no additional downloads are needed or approved.
- All students have access to a drive on which to store data (Google drive). It is to be the main data storage location.
- Any failure to comply with the terms of the Acceptable Use Policy 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.
- CRSD reserves the right to confiscate the property at any time.



PARENT/GUARDIAN RESPONSIBILITIES

- **Sign this document**
 - For access to their device and internet, a student **and** their parent/guardian must sign and return this document to the school library.
- **Accept Liability**
 - 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–written on, engraved, or has stickers.
 - Lost
 - Stolen, but not reported to school **and** police within 2 weeks of theft.
- **Monitor Student Use**
 - The parent/guardian *must* agree to monitor student use away from school.
 - Use parental controls when available through your internet provider and/or wireless router.
 - Establish rules and expectations for device use. Some websites offer a parent/child agreement for you to sign together.
 - Only allow device use in common areas. Avoid students using their device in private settings.
 - Demonstrate a genuine interest in your student’s activity on the device. Ask questions and request they show you his/her work often.
- **Support Student Safety**
 - Student safety is always a high priority. The following precautions are intended to protect our students’ during their commute to and from school.
 - 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

These rules and regulations are provided so students and their 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.

Students receive instruction on what is acceptable use during the first weeks of school. **Violations of these rules and guidelines will result in disciplinary action.**

- **Use of technology *must***
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate

- **Security**
 - Do not share logins or passwords with anyone other than a parent or guardian
 - Do not harass others, hack, or change others' files
 - Follow internet safety guidelines
 - Do not attempt to bypass the district's Internet filter

- **Teachers *must* give permission before**
 - Using headphones in class
 - Downloading programs, music, games, videos etc...
 - Playing games

- **Appropriate content**
 - All files *must* be school appropriate. Inappropriate materials include (but are not limited to) explicit or implicit references to
 - Alcohol, tobacco, or drugs
 - Gangs
 - Obscene language
 - Adult/pornographic content
 - Bullying or harassment
 - Discriminatory or prejudice behavior

- **Data storage**
 - Saving files to the Google Drive is the expected method of storing files
 - All rules/guidelines apply to any other storage method used on a CRSD device

- **Device use, care, and classroom routines**

- Keep your device with you at all times
- Always use a protective carrying case when transporting the device
- Never leave it unattended
- Logout **AND** shut down your device each day
- Keep the device as far away from the edge of desks/tables as possible
- Fully charge the device each evening
- Do not leave the device on the floor–set it on a desk or table
- Do not eat or drink near, or when using, your device
- Keep away from small children and pets
- Protect the device from extreme heat or cold.
- Do not leave the device in a vehicle
- If your device is stolen, immediately contact the police and notify the school.
- Do not decorate your device/charger/case with stickers or any markings.
- Do not deface CRSD equipment. This includes, but is not limited to, marking, painting, drawing or marring any surface. **You will be billed for damages.**

- **Troubleshooting**

- Always try restarting your device first
- Ask a classmate for help–if appropriate
- Ask the teacher for help–if available
- Take the device to the building’s media specialist in the library for a replacement while their device is being repaired

- **Google mail for students**

- All students are issued a gmail account. Google allows students to safely and effectively communicate and collaborate.
- Gmail is used in careers and higher education settings
- It’s a 21st century communication tool
- Meets the National Educational Technology Standards ([NETS](#))
- CRSD email should only be used for educational purposes
 - No forwarding jokes, images, chain letters etc...
 - Email accounts should never be used to harass, cyberbully, send hate mail, discriminatory remarks, profanity, obscene, or racist terms
 - No emails for individual profit or gain
 - No advertisement or political activities
- All emails and the content of them are CRSD property
- Students are limited to sending and receiving email only within the district
- Mailbox size is restricted



- **Listening to music**
 - During school hours, listening to music on your device is allowed only for the purpose of completing a school assignment **AND** with teacher permission
 - Away from school, listening to music on your device is allowed with parent/guardian permission

- **Watching movies**
 - During school hours, watching movies on your device is allowed only for the purpose of completing a school assignment **AND** with teacher permission
 - Away from school, watching movies on your device is allowed with parent/guardian permission

- **Gaming**
 - Online gaming is not allowed during school hours without teacher permission. Any games *must* be in support of educational goals.
 - Online gaming away from school *must* meet the following criteria:
 - Game content is school appropriate
 - Student has parent/guardian permission
 - Supports educational goals
 - All school work is complete
 - No download of any kind is needed

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.

Technology and Traditional Behavior Violations

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
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

Technology Behavior Violations

Behavior unique to the digital environment

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
Unauthorized downloading or installing software
Attempts to bypass the district’s Internet filter



Examples of Unacceptable Use

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

- Using the network for illegal activities, including copyright, license or contract violations
- Unauthorized downloading or installation of any software
- Using the network for financial or commercial gain, advertising, or political lobbying
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network, use of hacking software.
- Gaining unauthorized access anywhere on the network
- Revealing the home address or phone number of one's self or another person
- Invading the privacy of other individuals
- Using another user's account or password, or allowing another user to use yours
- Coaching, helping, observing or joining any unauthorized activity on the network
- Posting anonymous messages or unlawful information on the network
- 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
- Falsifying permission, authorization, or identification documents
- Knowingly placing a computer virus on a computer or network
- Accessing or attempting to access sites blocked by CRSD
- Downloading music, games, images, videos or other media without permission
- Sending or forwarding social or non-school related email
- Obtaining copies of, or modifying files, data, or passwords belonging to other users



LOST OR STOLEN EQUIPMENT

If any equipment is lost, the student or parent must report it to a teacher or school administrator immediately. 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 student or parent within 2 weeks of the theft. 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 school staff and follow the proper filing procedures may result in a bill for the full replacement cost to the student.



Student and Parent/Guardian Information

Printed Student Name: _____ Grade: _____
LAST FIRST

Printed Parent/Guardian Name(s): _____
LAST FIRST

LAST FIRST

Terms of Acceptable Use Agreement

In this agreement, “you” and “your” means the parent/guardian and the student enrolled in the Castle Rock School district (CRSD). The “equipment” is a chromebook, carrying case, power cord, and charger.

Please initial each box after reading the terms and conditions

- You will be issued a CRSD chromebook system (case, chromebook, charger). You will comply with the Electronic Procedure #2022P, and this document.
- Legal title to the equipment belongs to the district and shall at all times remain with the district. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with the Technology Policy Agreement. Your possession of the equipment terminates on the collection due date (located on the bottom of the back page) set by the school unless terminated earlier by the district or upon withdrawal from the district.
- You must report any lost, stolen, or damaged equipment immediately. For stolen equipment, you must file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost of repair or replacement.
- Any activity that violates Electronic Resource Policy #2022 and Electronic Procedures #2022P, or the CRSD Parent/Student Handbook should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with the district’s standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Castle Rock School District electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action, including restitution, if appropriate. Students shall be subject to the sanctions of [Chapter 392-400 WAC](#); et seq., as appropriate.



By signing this agreement, you confirm that you understand the information in this document. You also confirm that you have read, understand, and accept the terms of the CRSD Electronic Resources Policy #2022, and the CRSD Electronic Resources Procedures #2022P referenced in the overview.

Parent/Guardian Signature

Date

Student Signature

Date

Library Use Only: Do not write below this line.

Chromebook barcode: _____

Serial # _____

Charger/Power Cord: _____

Protective Carrying Case Received

Due Date for all items: _____