



Student and Parent Mobile Device Handbook

WHY DISTRICT ISSUED ONE-TO-ONE DEVICES:

We are excited to offer your student the opportunity to use an East Valley School District issued laptop both in class and at home to enhance their academic experience. This handbook highlights key information about our program and the responsibilities of both students and parents/guardians for participation in this program.

One-to-One computing offers many benefits to our modern day classroom and learner. East Valley's expectation is that the student will have their computing device (laptop) with them for use in all their classes and for continued use at home. The laptop will help increase student engagement. Students can access learning materials and engage in real-time inquiry as their questions arise. Learning software has evolved to a point that students can track their own learning and have confidence in their progress. Laptops also support Problem-Based Learning, allowing students to research, collaborate, and produce a final product to share with peers, teachers and parents.

Having the students take their laptops home provides several advantages. Once students leave the school campus, they are exposed to a different set of tools at home by the very nature of the differences in their computing environment. Some have equivalent technology, though not the same software; others have faster, more powerful computers and become frustrated with the school devices; others have no technology at home and are limited in what they can do after the school day. By issuing students the same laptops we hope to make technology access and learning opportunities equitable. All students have the same tools aligned with teaching and designed to best support their learning.

From the teachers' perspective, a major advantage is that students are ready to start learning when the bell rings. Teachers no longer have to try and check out the limited iPad carts or take the class to the Library. Ten to twenty minutes of instruction time is lost each time a technology device has to be passed out and collected or the class has to walk to the Library.

COMPONENTS OF EAST VALLEY SCHOOL DISTRICTS ONE-TO-ONE PROGRAM

G Suite: Internet based file storage and email from Google. This safe/secure environment allows students and teachers to collaborate with each other and work on their files anywhere that they are.

Web Filtering/Securly: Keeps the laptop safe and prevents students from going to inappropriate or harmful websites.

Macbook Air: Each student will receive a laptop running MacOS.

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PARENT/GUARDIAN RESPONSIBILITY

All secondary students in the East Valley School District will be issued a laptop. A student and parent /guardian must sign the Student Technical Use Agreement and agree to and follow applicable EVSD policies and procedures.

The District performs maintenance and repairs for damage, outlined later in this document. The parent/guardian is responsible for the cost of repair or replacement if property is:

- Not returned
- Damaged
- Lost or stolen, but not reported to school and/or police in a timely manner (within the next school day)

MONITOR STUDENT USE

The parent/guardian will monitor student use of the laptop while away from school. The best way to keep students safe and on-task is to participate in what they are doing.

Suggestions:

- Have your student share their passwords with you so that you can monitor their activities. (Students should **only share** passwords with **parents/guardians**)
- Laptop should be used in common spaces in your home, not isolated behind closed doors.
- Ask your student to show you what they are doing. Ask questions about their work.

SUPPORT ONLINE SAFETY

Internet filtering is required by The Children's Internet Protection Act (CIPA). Student laptops will have Securly filtering installed on them. This will limit the student's browsing on the Internet.

General categories that are blocked as follows:

- Sites that include material deemed obscene, promote violence, gambling, pornography, or harmful to minors
- Sites promoting hacking or containing security risks (malware, viruses, etc.)
- 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

No filtering system is perfect. Internet safety is taught to students to help them stay away from objectionable material as well as to stay safe online. The filtering software remains on the laptop when used at home, as well. Intentionally disabling or bypassing the filtering software may result in disciplinary action.

STUDENT LAPTOP USAGE

WEBCAMS

Purpose

Each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement
- Collaboration with other students

LISTENING TO MUSIC, WATCHING MOVIES, GAMING

At School

Listening to music, watching movies and/or gaming on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Listening to music, watching movies and/or gaming on your laptop (for example, from a streaming website) is allowed at home with permission from parents/guardians if all of the following conditions are met:

- The content is school appropriate
- You have permission from your parent/guardian
- The content is in support of education
- All school work is complete
- No download of any kind is needed
- **You are not allowed to load games onto your laptop.**

PRINTING

Printing at School

Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. Printing of inappropriate or non school-related material may result in a disciplinary action.

Printing at Home

If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's Gmail email account. Use the home computer to access the web-based Gmail, and print from the home computer.
- Students are able to add any printer that is configured and supports AirPrint. Apple's guide on how to add a printer on a MacBook <https://apple.co/3h9rWgJ>. January 2020 list of printers that support Airprint - <https://support.apple.com/en-us/HT201311>.

GENERAL CARE OF LAPTOPS

- Laptops should not be exposed to extreme temperatures or left in vehicles at any time
- Keep your laptop in the **EVSD case provided to you** when not in use
- Never eat or drink over or near the laptop. Food and beverages should be at least two (2) feet from the laptop

CARE OF LAPTOPS AT SCHOOL

LOCKERS (IF AVAILABLE)

- Laptops should be stored on the hook or on its side standing up
- Never pile things on top of it
- Never leave it on the bottom of the locker
- Never leave the locker set to open without entering the combination (reminder: Do not share your locker combination with other students)

HALLWAYS

- Always use the case handle or strap to carry the laptop
- Never leave the laptop or laptop accessories unattended for any reason

CLASSROOM HABITS

- Center the laptop on the desk
- Lock the laptop before walking away from it
- Close the lid of the laptop before walking with the laptop
- Do not leave your laptop or laptop accessories unattended
- Follow all directions given by the teacher

CARE OF LAPTOPS AT HOME

- Laptops should be stored in their **EVSD case**
- Charge the laptop fully **each night** so that it is ready for classroom use
- Use the laptop in a common room of the house (parent's choice)
- Store the laptop on a desk or table; never on the floor
- Protect the laptop from extreme heat or cold, food and drinks, small children, pets
- Keep the laptop clean and free of stickers or other decorations

TRAVELING WITH THE LAPTOP

- Do not leave the laptop unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination
- Use your backpack or carry the laptop case by its handle
- If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school.

PROHIBITED ACTIONS

The following actions are prohibited and may result in disciplinary action and/or a fine:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for the loss and replacement of those components
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, marring the surface, or putting stickers on any of the components
- All software should be installed from the Mac App Store or the Manager Self Service icon. Students should not install software from the Internet.
- Students who identify or know about a security problem are expected to convey the details to their teacher or administration without discussing it with other students
- Modifying the device's operating system in any way
- Students may not open the device case for any purpose
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

LAPTOP DAMAGE/THEFT/LOSS

Normal wear and tear of the equipment is covered by the school district. Students must inform the school about any of the following issues with the laptop when they occur. Please do not try to repair the issue privately as our technicians are certified and able to assist as needed.

OPERATIONAL ISSUES

Occasionally, unexpected problems do occur with the laptops that are not the fault of the user such as the laptop crashing or freezing, software errors, unable to connect to wifi, etc. The Technology Specialist will assist students with having these fixed. These issues will be remedied at no cost.

LOANER LAPTOPS

Temporary replacements, known as “loaners”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to the loaner. Students are encouraged to store their files in Google Drive as this will prevent loss of files when moving from one device to another.

If a student forgets the laptop at home, a loaner laptop can be checked out from the library for single-day use. A parent/guardian will be contacted if it is determined a student is abusing the use of loaner laptops.

DAMAGE TO LAPTOP AND COMPONENTS

School administration and the technology staff will handle all damages and repairs to the laptop and components. The cost of repair or replacement is based on a sliding scale - the first repair will be 10% of the repair cost; the second will be 30% of the repair cost; the third will be 50% of the repair cost.

LOST OR STOLEN EQUIPMENT

If any equipment is lost or stolen, the student or parent/guardian must report it to the school immediately. School administration will then provide the family with next steps and the laptop will be locked down by the technology staff to prevent access to information or use of the device. Lost items will need to be replaced and will result in a fine based on the sliding scale stated above.

For stolen equipment, a police report must also be filed and a copy of the report provided to the school by the student or parent/guardian immediately. Failure to report the theft to school administration and follow the proper filing procedure may result in a fine based on the sliding scale stated above.

BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE

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 laptop 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
Technology Specific Violations	
<i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>	
Chronic, tech-related behavior violations (see above)	
Deleting browser history	
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	
Attempts to defeat or bypass the district’s Internet filter	

SUPPORT AND TROUBLESHOOTING

POWER ON/SHUT DOWN

- o Press the power button in the top right side of the keyboard
- o After about a minute you will be presented with the login screen
- o To restart your Mac, Press the power button and when a dialog box appears, click the Restart button

HOW TO CONNECT TO WIRELESS

- o Click on the wireless icon at the top of the screen when connections are available
- o Select the Wireless network you would like to join
- o Enter the required information needed to connect to the desired Wireless Network

PROBLEMS

- Something is broken (e.g. broken screen, keys fall off, battery won't stay charged), please report this in the library immediately and they will assist you with next steps.

INTERNET SAFETY RESOURCES

INTERNET SAFETY: RULES OF THE ROAD FOR KIDS

Back-to-School Reset: 4 Tips on Managing Devices and Screen Time for Families

<https://bit.ly/3zO3KLR>

Our kids are growing up in public

When we were growing up, a permanent record was something your school kept. Now, our kids create lasting records of their lives whenever they post something online. In a world where anything can be copied, pasted, altered and distributed in the blink of an eye to a vast invisible audience, kids must understand that they hold the key to what kind of reputation they create for themselves.

Help kids help themselves

As parents, it's up to us to help our kids understand the consequences of their actions and prepare them for the fact that the username "FatGreenWizard" -- which might have been cute in 5th grade -- won't be so adorable at that first job interview. We have to help them think long term about posting those pictures that will inevitably come back to bite them on areas of the body that were all too likely on display in the offending snapshots. Here are a few rules of the road that will help our kids as they grow up in public:

INTERNET SAFETY: RULES OF THE ROAD FOR KIDS

Rules of the Road for Kids

- *Guard your privacy. What people know about you is up to you.*
- *Protect your reputation. Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.*
- *Nothing is private online. Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.*
- *Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.*
- *Apply the Golden Rule. If you don't want it done to you, don't do it to someone else.*
- *Choose wisely. Not all content is appropriate. You know what we mean.*
- *Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.*
- *Think about what you see. Just because it's online doesn't make it true.*
- *Be smart, be safe. Not everyone is who they say they are. But you know that.*

FREQUENTLY ASKED QUESTIONS

What level of security is afforded with the implementation of G Suite?

Documents stored in student G Suite accounts are only accessible through district login and password. Google provides documentation of the security related to these accounts at <https://gsuite.google.com/security/>

What if a student forgot to charge their laptop and the battery is dead?

One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge the laptop at home every night. They are expected to bring the laptop to school charged every day.

What if a student forgot to bring the laptop to school?

If a student forgets to bring their laptop to school, the student may miss out on laptop-related instructional activities that day. Please help us help your student bring their laptop to/from school daily! Each school has a very small number of "loaner" devices. Priority for these loaners goes to students who experience equipment issues outside their control. When available, a student who forgot their laptop may be issued a "loaner" device by the school.

What happens if a student's laptop is broken after check out?

The student will bring the broken laptop to the school library to turn it in. A loaner may be checked out on the spot to minimize loss of instructional time. The student is liable for loss or damage to the spare while it's in his or her possession. Once the student's original laptop is repaired, the student will be notified to swap the loaner for the original laptop.

What if the laptop is stolen?

If equipment is stolen, a police report must be filed and a copy of the report must be

provided to a school administrator by the student or parent in a timely manner. The student can then check out a loaner until we settle the loss issue. It is critical that the student maintain good security for the laptop at all times! Please work with your student to reinforce the importance of taking care of the laptop.

My student is on a sports team and/or is taking PE. How will the laptop be kept secure?

PE and coaching staff will instruct students on the specific procedures. A secure location will be made available for students in PE and on athletic teams to keep laptops safe during those programs.

How will my student be protected from objectionable material?

Filtering software is installed on each laptop. Objectionable websites are screened out. However, no filtering system is perfect. Internet safety is taught to students to help them stay away from objectionable material as well as to stay safe online. The filtering software remains on the laptop when used at home, as well.

Do Running Start students receive laptops as well?

Yes. They must follow all school policies and procedures as outlined in this document. The check-in and check-out process will be completed at the high school. Running Start students are expected to check their EVSD school email account for information on this process each year.

I don't allow my student to have a password on their home computer so I can monitor its use. How can I know what my student is doing on the school laptop?

Get the username and password from your student. While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. We encourage you to know what your student is doing on his or her school laptop.

Home Internet access is expensive. Are families required to provide Internet access at home?

No, we don't require families to have Internet access, though it would be very helpful for students. You should know, however, about the Comcast Internet Essentials program, which provides basic Internet access to families with students who qualify for free or reduced price lunch. This program offers home Internet service for \$9.95 a month plus tax, with no activation fees, equipment rental fees or price increases. For more information, visit InternetEssentials.com or call 1-855-846-8376.

Why can't my student bring his/her own computer to school? (BYOD)

We have reviewed this possibility and have determined it does not meet our goals and objectives. There are several reasons why we are providing the same computing devices to all students in school. They include safety, instruction, technical support and equity.

- **Safety:** we have installed web filters and have other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home.
- **Instruction:** we have purchased and installed several different software packages on district laptops that will not be available on outside computers. The same software, and even the same version, will be on each district laptop, so teachers will be able to quickly and more efficiently teach entire classes and help individual students.
- **Technical support:** we can provide robust technical support through our technical support staff to a limited universe of computing devices. We can't offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.
- **Equity:** some families cannot afford the latest computer or even a computer at all. If all students are using the same device, they can focus on what they are learning with the device, not on who has which device and what else is on it.

What if I don't sign the agreement? I don't want my family to have to be responsible for the laptop.

If no parent or guardian signs the agreement, a student will still get access to a laptop when he or she is at school. In order to facilitate this, the student will need to report to the school library both before and after school to check-in and check-out their laptop. If the student intentionally damages the laptop, families still may be liable for the damage, the same as with any piece of school-owned equipment.

What if I am unable to login to my MacBook?

Please take your laptop to the library and they will assist you in contacting the technology support team.

What if I am unable to login to my Google/Network account?

Please take your laptop to the library and they will assist you in resetting your password.

What if I am unable to login to Google Classroom or other classroom-based curriculum materials?

Please speak directly with your teacher who will assist you with those issues. Teachers should be your first point of contact for any questions related to curriculum platforms for their class.

What happens if my laptop starts to ask for "admin permission" in order to run different programs?

Updates are continually being pushed out to the MacBook's from our technology staff. If this occurs and you are unable to use the laptop, please take your laptop to the library and ask for assistance.

My laptop won't charge anymore, can't I just buy a new charger from Amazon?

No. Please do not purchase the chargers from Amazon as we cannot guarantee that the charger being sold to you will properly work with the MacBook. The wrong charger can end up causing the battery in the laptop to overheat causing the laptop to become severely damaged and irreparable. Please take your charger to the library to purchase a new charger at a discounted price. If it is determined that a charger purchased from an outside vendor is the cause of any damage, the student will be responsible for the repair or replacement costs associated with the damaged laptop.