

# **Santa Clara Unified School District One-to-One Parent Handout 2018-2019**



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*The following resources were reviewed in the writing of this handout:*

- *Kent School District; KSD One-to-One Handbook*
- *Ceres Unified School District; CUSD 1: World*
- *Santa Clara Unified School District; SCUSD Student and Parent Information Handbook*
- *Santa Clara Unified School District Technology Plan*

## Overview

The Board of Trustees intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The District Student and Parent Information Handbook, distributed to every parent/guardian during the proof of residency/enrollment process, outlines the Student Responsible Use Agreements on pages 29-32. It is included in this handbook for easy reference. This handbook can also be found on the district website ([www.santaclarausd.org](http://www.santaclarausd.org)).

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

**When signing the Parent/Student Mobile Device Agreement Form, you are acknowledging that you permit your student to take a district issued Chromebook home. If the form is not signed and returned, then the student will not be issued a Chromebook.**

# Parent/Guardian Responsibilities

SCUSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. SCUSD has adopted a K-12 digital citizenship curriculum through Common Sense Media to train students in using technology tools appropriately. There are several responsibilities assumed by the parent/guardian. These are outlined below.

## Sign the Parent/Student Mobile Device Agreement Form

In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent Mobile Device Agreement Form. The form is located on page 9. Parent One to One Orientation will be offered. In addition, digital resources will also be available on the school website. Check with your student's school for the resource options and schedule.

Orientation Topics include:

- SCUSD Acceptable Use Policy and Agreement
- One-to-One Parent/Guardian Handbook
- Internet Safety
- Parent/Guardian and Student Responsibilities

## Accept Liability

Like a textbook, the parent/guardian/student is 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)

The approximate cost is \$425.00 for the Chromebook, \$15.00 for the protective sleeve, \$40.00 for the AC Adapter. Payment can be made through the school bookkeeper and/or school secretary. Should the family not be able to afford to pay the entire cost at once, a payment plan may be set up.

## Supervise Student Use

The parent/guardian must agree to supervise 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.

Common Sense Media has a quick video and parent tips on how to choose apps that students want to use (<https://www.commonsensemedia.org/guide/>). In addition, the Common Sense Family Toolbox includes helpful information about concerns parents have (<https://www.commonsense.org/education/connecting-families/share>). For guides and news resources on the topic of Digital Citizenship produced by NBC News Education Nation with support from Pearson see: (<http://www.parenttoolkit.com/search?qt=digital+citizenship>).

# Device Rules and Guidelines

The Internet and technology resources are important tools for students to use in their education. However, it is important that students are safe and responsible in their use of these resources. In order to use them, it is required that they follow the rules found in the SCUSD Student and Parent Information Handbook (p.31-32). The Student and Parent Information Handbook is on the district website under the Parent tab > Resource tab. The handbook is also handed out during the Proof of Residency portion of the Enrollment process.

Students receive device-related training at school before receiving a Chromebook. Below you will find a summary of the main points of each training topic.

## Training Topics - Chromebooks

- Chromebook Usage
- Device Care & Best Practices
- Digital Literacy & Digital Footprint
- Web Filtering & Bully Detection

## Damaged Equipment

The district has paid for the Chromebook, the protective sleeve, and the AC charging adapter. Occasionally, unexpected problems do occur with the devices that are not the fault of the user (e.g. Chromebook defects, software errors). Temporary replacements, known as “swaps”, 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. Each school sites will have a swap room identified where the student will fill out a form, online or on a provided paper form, identifying the issue before being issued a “swap”. A staff member will then take the damaged Chromebook from the student and provide a loaner Chromebook until the damaged Chromebook is fixed. If the Chromebook cannot be fixed, another Chromebook will be issued to the student.

Accidents do happen. If, however, after investigation by school administration and determination by the authorized repair company, the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement of the device (including accessories).

# Lost or Stolen Equipment

## Lost Equipment

If any equipment is lost, the student or parent must report it to the school immediately so that the Chromebook can be disabled. 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.

## Stolen 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 in a timely 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 procedure may result in a bill for full replacement cost to the student.

## Replacement Costs

<b>Item Missing or Damaged</b>	<b>Approximate Cost (Subject to Change)</b>
Chromebook	\$425.00
Protective Sleeve	\$15.00
AC Adapter	\$40.00
Other	

## Payment Timeline

Payment should be made within 30 days, however if this is not possible the school bookkeeper or school secretary will set up a payment plan.

### SCUSD Use of District Computers for Online Services / Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designated to restrict students' access to harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4; EC 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.520]

### Administrative Regulation [AR6163.4]

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Responsible Use Agreement describing expectations for appropriate use of the system shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

### Student Responsible Use Agreement Grades 6 – 12

Technological resources are important tools for furthering the district's educational mission. This agreement outlines the expectations and responsibilities for you to use these resources.

#### 1. Educational Purpose:

The school's technological resources shall be used only for purposes related to the education and research and within the educational goals and objectives of the Santa Clara Unified School District. This means that you may use the system for classroom activities, professional or career development and research. The district reserves the right to monitor any on-line communications or other network usage. You may not use the system for commercial purposes.

#### 2. Privileges:

The use of computing resources is a privilege, not a right. The district may place reasonable restrictions on the material you access or post through the system, and violation of the law or this agreement shall result in cancellation of those privileges. If a user loses his/her privilege to use the technology, alternative means of acquiring information will be provided.

#### 3. Personal Responsibility:

You shall report any security problem or misuse of the technological resources to the teacher or school administrator. You shall not knowingly access nor transmit material that is threatening, obscene,

disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Cyberbullying is prohibited by law and district policy. If you mistakenly access inappropriate information, you should immediately report this access to a teacher or school administrator.

**4. Plagiarism and Copyright:**

You may not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Copyrighted materials may not be placed on the technological resources without the copyright holder's permission. The user needs to be mindful that most printed text or graphics accessed via the Internet, CD ROM's, and other software is copyrighted. Users may download copyrighted material only for their own use.

**5. Safety Requirements:**

While utilizing the network or on-line service users are expected to be polite, use appropriate language, and not use the network in any way that would disrupt the use of the network by others. No personal information such as your home address or personal phone numbers or those of other students or colleagues is to be posted at any time. You may not forward a message that was sent to you privately without permission from the person who sent you the message. You will be promptly disclose to your teacher or other school staff any message that you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

**6. Privacy:**

You shall not read other users' mail or files; you shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall you attempt to read, delete, copy, modify or forge other users' mail or files. You will not post or share false or defamatory information about a person or organization. You will not post or share private information or photographs of others.

**7. Security / Vandalism:**

You are responsible for the proper use of any account that is issued in your name at all times. You will not share your account with another user. You may not attempt to gain unauthorized access to or disrupt any district or other computer / network system. Vandalizing the system by spreading viruses, engaging in any unlawful acts, or by any other is a violation of this agreement.

**8. No Reasonable Expectation of Privacy:**

You should not expect privacy in the contents of your personal files and records of your online activity on the district's network. The district's monitoring of Internet usage can reveal all activities you engage in when using the district's system. Maintenance and monitoring may lead to discovery that you have violated this agreement, the student conduct policy, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this agreement, or the law.

**9. Violations of this Agreement:**

In the event there is a claim that you have violated the law, this agreement, or the district's student conduct policy, your access to the technological resources may be terminated and/or you may be disciplined under the district's student conduct policy.

**10. Responsibilities for Damages:**

You and/or your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. Signing this agreement, acknowledges this potential financial responsibility.

# SANTA CLARA UNIFIED SCHOOL DISTRICT PARENT/STUDENT MOBILE DEVICE AGREEMENT FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Your student has the unique opportunity to use district owned mobile devices at school/home for learning. It is our belief that if reasonable precautions and care are taken in the use of the mobile device, the mobile device should not experience physical damage. Each student and parent/guardian is asked to read this form carefully. The parent/guardian and the student should sign at the appropriate location at the end of this document.

## Care and Use of Equipment

11. I understand that the mobile device and its accessory equipment are, and will remain, the property of the Santa Clara Unified School District.
12. I understand that the student, with the support of the parent, is responsible for the care and security of the mobile device.
13. I understand and agree to abide by the rules and regulations of **the Student Responsible Use Policy**, including that the device must be exclusively used for educational purposes. Failure to abide by this policy may result in disciplinary action and/or revocation of the ability to use the mobile device.
14. I understand that the mobile device will be returned by the due date assigned by the teacher.
15. I understand that I must report all mobile device damages, or the theft/loss of the mobile device to the teacher.
16. I understand that reasonable precaution must be taken when transporting the mobile device.
17. I understand that the mobile device should always be stored in a secure location when not being used and not left unattended when in a visible location.
18. I understand that Santa Clara USD is not responsible for loss of student data on the mobile device. Students are expected to back up their work.
19. I understand that the school/district may collect, confiscate and randomly inspect the mobile device at any time.
20. I understand that if, in the opinion of the school administration, the student did not exercise proper care and/or take appropriate precautions, which resulted in damage to the mobile device, **disciplinary actions may result**, in addition to incurring the cost of repair or replacement.
21. I understand that I will be responsible for all repair/replacement charges associated with negligent or intentional damage to and loss or theft of the mobile device. (Education Code Section 48904.)

**A signature below signifies that the student and parent/guardian has read and acknowledges the above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_