



# One-to-One Device Student and Parent Handbook

For more information, please visit the Palestine CUSD #3 webpage at:  
<https://www.palestinecusd3.net>

## **Palestine CUSD #3**

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# TABLE OF CONTENTS

<b>The Why.....</b>	<b>2</b>
<b>Components of One-to-One .....</b>	<b>3</b>
<b>Caring For Your Laptop.....</b>	<b>4</b>
<b>Damage/Theft/Loss.....</b>	<b>5-6</b>
<b>Frequently Asked Questions.....</b>	<b>7</b>
<b>Sample User Agreements.....</b>	<b>8-11</b>

## WHY IS CUSD #3 GOING ONE-TO-ONE?

Our community has been extremely supportive of the Palestine Community Unit School District (CUSD) #3, approving several technologies purchased over the last decade to enhance classroom learning experiences with technology. The most recent COVID-19 Elementary and Secondary School Emergency Relief (ESSER) grant provides funding for a One-to-One Device program for all students (grades PreK-12) that will help our schools further prepare students for future careers in a global marketplace as well as provide equitable remote learning capabilities. Providing our students with laptop computers, to use **at school and at home**, will ensure all students, regardless of their socioeconomic background, have easy and equal access to learning material and real-time engagement in classroom activities. The laptops enable students to research, collaborate, and produce content that can be shared with peers, teachers and parents, both during the school day and when working at home.

A key goal of the One-to-One Device program is to foster exploration and enhance engagement by empowering learners and preparing them for the global community. As such, the One-to-One program offers many benefits to our student-centered learning environments. It will provide a safer online learning environment, give all students access to technology and web-based learning tools, support multiple approaches to learning, and expand learning beyond the classroom and school day.

## WHY PROVIDE STUDENTS WITH A DEVICE?

By issuing all students the same model of laptop computer or tablet, the district hopes to make technology access and learning opportunities equitable. This will enable all students to have the same tools, aligned with teaching and designed to best support their learning. Students are expected to utilize the district-issued laptop, **at school and at home**, to maximize online safety, efficient classroom instruction, and technology support. Having a district-issued device at home also extends learning beyond the school day and expands opportunities for collaboration.

The district will be able to provide secure access to learning resources and curriculum, to promote student engagement. As the use of technology in the classroom has grown exponentially for our students and teachers in recent years, a district-issued device provides a cohesive platform to help continue that growth.

## WHEN WILL THE DEVICES BE ISSUED?

Palestine CUSD #3 will launch the One-to-One Device program starting in the fall of 2020, and each fall there after, at Palestine Grade School and Palestine High School. One-to-one iPads will be provided to students at Palestine Grade School for grades PreK-1 and one-to-one laptops for grades 2-12 at Palestine Grade School and Palestine High School.

# COMPONENTS OF THE ONE-TO-ONE

## The Device

The laptop the district will be using for the launch of the CUSD #3 One-to-One Device program is the **chromebook for grades 2-12 and iPad Mini for grades PreK-1.**

After extensive research of multiple platforms and devices, the ESSER grant writers found this laptop to be the best choice for the One-to-One Device program based on several factors including: portability, ruggedness, software compatibility, battery life, and functionality.

## The Accessories

Accessories will be provided with the device that include a carrying case and power adapter. However, these are not covered by a warranty by our schools or district. If any of these items are lost, stolen or destroyed, the student or guardian will be responsible for reporting and paying to replace them. The cost for replacement of accessories is approximately: **Carrying Case \$22 and Power Adapter \$35.**

## The Platforms

Palestine Community Unit School District strives to provide access to web/cloud platforms that improve student learning. We provide access to:

### Antivirus and Web Filtering

To keep students safe, the district deploys multiple scanning and filtering solutions. These solutions are designed to prevent students from going to inappropriate sites. They also reduce the risk of students sharing personally identifiable information, or installing viruses and software. The antivirus and web filtering software will work on the student device both at school and at home.

### Google G Suite for Education

- Cloud (drive) based storage.
- Productivity and collaboration tools.
- CUSD #3 provides secure access to the platforms.
- Companies have signed the Student Privacy Pledge.
- Teachers and students use platforms in classrooms throughout the school day.

## TAKING CARE OF YOUR DISTRICT LAPTOP

### Are there rules about how I use my device?

Although each device is checked out to an individual student, each device is owned by the district. In general, the rules require students to use the devices ethically, legally and efficiently for learning. Students who violate the rules are subject to disciplinary action.

#### Tips for Use and Care

- Do not leave your device unattended or unprotected in your locker, vehicle, or a public place. If you must leave it unattended in a vehicle, make sure it is out of sight such as in a backpack or the trunk of the car. If the device is in a locker or car, make sure it is locked and secured.
- Charge your device fully every night.
- Store your device on a desk, table, or in your backpack. Never leave it on the floor.
- Protect your device from extreme heat or cold, food, drink, small children or pets.
- Carry your device in the provided sleeve when not in use.
- Be mindful of devices in your backpack. Be careful when setting down backpacks on a desk or floor, and when adding heavy books to a backpack with the device.
- If traveling and you feel you must take your device, be aware that any theft or damage as a result of travel is your responsibility.

#### Security, Content, Email

##### DO:

- Follow internet safety guidelines.
- Share with your teacher any information you may have security problems.
- Use the laptop for school appropriate assignments and materials.
- Follow the expectations and rules established by your teachers.
- Use email for educational purposes.
- Remember all emails are archived by the district and may be reviewed if there is a concern.

##### DO NOT:

- Do not share logins or passwords with anyone except parents/ guardians.
- Do not develop or use programs to harass others, hack, bring in viruses, or change another person's files or information.
- Do not discuss security issues with other students.
- Do not create or distribute any materials or files with inappropriate content which might include: references to alcohol, tobacco, drugs and gangs; obscene language or nudity; bullying or harassment; discriminatory behavior; etc.
- Do not use email for jokes, advertising, individual profit/gain or political activity.

#### Prohibited Actions

**Any of the following actions may lead to financial or disciplinary consequences:**

- Defacing district-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices.
- Using permanent stickers or additional markings on the devices and accessories.
- Loaning your device or its components to other students for any reason. If you do, you are responsible for the cost of any lost or damaged devices or components.
- Installing software, except through a district-approved process.
- Modifying a device's operating system in any way.
- Modifying district browser settings or using other techniques to avoid being blocked from inappropriate content or to conceal internet activity.

## DAMAGE/THEFT/LOSS OF DISTRICT DEVICES

Whenever students encounter software issues with their district laptop, or there is any damage to their laptop, they are required to report it to their school library/media center. The library/media center staff will examine the laptop and, if necessary, send it in for repair. The student may also be asked to turn in their laptop and be assigned a loaner laptop. The Technology Department will evaluate and repair the device as needed. The Technology Department will also indicate, to the best of their ability, how the damage may have occurred. If damage appears to be due to negligence, the Technology Department will inform the school administration. After the school administration has completed their investigation, a repair or replacement cost may be incurred by the student.

### District Device Warranty Coverage

All district technology is purchased with a three year warranty to cover manufacturer-related issues. These repairs typically are the failure of internal and external parts due to normal usage. Whenever there is a repair covered under warranty, there is no charge to the student/guardian.

### District Device Non-Warranty Coverage

Any repairs that are not covered by warranty fall into one of these five categories:

Type of Damage	Description	Example/Consequence
1. Accidental	An unfortunate happening that occurs unintentionally and results in damage or loss.	You dropped your device and a corner chipped. <b>--No Charge</b>
2. Negligence	A state of being careless, the lack of ordinary care of property.	You had an open container next to your laptop and spilled liquid on your keyboard and now it doesn't work anymore. <b>--Cost of repair/replacement</b>
3. Gross Negligence	To consciously or voluntarily disregard the need to use reasonable care with your device or another student's device.	You threw the laptop and it broke. <b>--Cost of repair/replacement</b>
4. Lost	To lose a device due to negligence or gross negligence (per above) without filing a police report	You left it on the bus or in the park. <b>--Cost of repair/replacement</b>
5. Stolen	When a device is stolen and a police report has been filed.	If accidental: You locked it in your trunk and someone pried it open and stole the laptop AND you filed a police report. <b>--No Charge</b>  If due to gross negligence: You left it on the passenger seat of your car in plain site and someone broke into the car and stole it AND you filed a police report. <b>--Cost of repair/replacement</b>

## Process of Repair or Replacement & Visual Guide for Assessing Damage

The following are general guidelines to follow when assessing student laptops for damage. A district computer technician will determine the level of damage and approximate repair amount. The school administration will then determine which category the damage falls into: Accidental, Negligence, or Gross Negligence.

Type of Damage & Process	Example (if applicable)
<p><b>Accidental</b>  <b>**If there is accidental damage, the student must report it to the school immediately.</b></p> <p>When it has been determined the damage is accidental, there is no charge to get the device repaired.</p>	<p><b>Minor Case Chip</b> - These types of chips will be epoxied and returned to the student.</p> <p><b>One or two keys missing</b> - If determined they came off from normal wear and tear, there is no charge to fix.</p>
<p><b>Negligence/Gross Negligence</b>  <b>**If there is damage, the student must report it to the office immediately.</b></p> <p>An investigation will be conducted by the school administration and/or technology department. If the damage to the device is deemed negligence or gross negligence, the student/guardian will be subject to the repair cost or the replacement of the device.</p> <p>This is applicable if you are negligent with your device <u>or</u> if you purposefully damage another student's device.</p>	<p><b>Many keys missing</b> - If determined the student deliberately removed the keys, the cost will be the replacement of the keyboard.</p> <p><b>Screen cracked, scratched, or shattered</b> - There will be a cost for replacement of the screen.</p>
<p><b>Lost</b>            If a device is lost, the student/parent must report it to the school immediately. The student/guardian will be billed at the current value of the lost device. The district will provide a replacement device to the student.</p>	
<p><b>Stolen</b>  <b>**To lose a device due to negligence or gross negligence (per above) without filing a police report. The student and/or parent must file a police report and a copy must be provided to the school in a timely manner (within one week). If the device was deemed to be stolen, and the student was not negligent, the district will cover the cost of the replacement. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.</b></p>	

# FREQUENTLY ASKED QUESTIONS

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

If you choose not to participate in the program, your child will need to check out a device with the school library/media center every morning, and check the device back in at the end of each school day.

*Why can't my student(s) use their own laptop in the classroom?*

1. **Safety:** The district has installed web filters and taken other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home.
2. **Compatibility & Instructional Impact:** Several different software packages have been purchased on district laptops that will not be available on personal 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 implement technology into their curriculum. This uniformity will allow teachers to ensure they can teach entire classes easily and expedite helping individual students when needed.
3. **Technical Support:** Our district can provide robust technical assistance through our technical support staff to a defined inventory of computing devices. We cannot offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.

*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 computer?*

Palestine CUSD #3 is working on monitoring options for parents in the One-to-One Device program that will be available after the devices are distributed. While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. Please ask your child for their login information until additional monitoring options are made available.

*Does the laptop have a webcam?*

Yes, each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to use the 21st Century tool to develop useful communication skills. The camera will never be used to monitor activity or the location of the laptop. 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; or, recording a student giving a speech then playing it back for rehearsal and improvement. Finally they would be vital for remote learning.

*What if I don't have Wifi at home?*

Please reach out to the district for potential offers.

*Do I have to sign and return a contract?*

Yes. The Parent/Guardian Agreement must be signed electronically through the district's RegistrationProcess prior to the start of the school year. Students will also sign a Student User Agreement when they check out their device. *(For reference, samples of the agreements are on pages 8-11 of this handbook.)*



*Parents/guardians will be signing an agreement at the district's in-person registration event. (Pages 8-9 are a sample of the Parent/Guardian Agreement.) Students will sign a similar agreement when they check out their laptop. (Pages 10-11 are a sample of the Student User Agreement.)*

## **SAMPLE PARENT/GUARDIAN AGREEMENT**

Palestine CUSD #3 will be issuing each student a laptop as a means to promote achievement and provide flexible learning opportunities. This agreement outlines Palestine CUSD #3 expectations for students and families issued a laptop.

CUSD #3 expects that students will use district-issued equipment responsibly. This agreement will help you understand appropriate use of both the technology and district network resources. CUSD #3 also expects that students will make a good faith effort to keep their laptop safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

### **Student Expectations:**

1. **Charge your laptop at home every night** and bring it to school each day with a full charge.
2. **Communicate responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity, offensive or inflammatory speech.
3. **Back up important files regularly.** CUSD #3 maintains laptops with periodic updates. Students should save files in online storage to avoid accidental loss of data. CUSD #3 cannot guarantee data loss will not occur and is not liable for such loss. Ask for assistance if you do not know how to back up your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your laptop available for inspection by any administrator or teacher upon request.**

### **The following activities are prohibited:**

1. Do not mark or deface the laptop or case. Defacing includes use of permanent stickers or tape.
2. Do not loan your laptop, charger or stylus to anyone. Do not leave your device in a vehicle or unattended at any time. Do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district-provided learning materials and resources.
6. **Hacking is prohibited.** Computer hacking of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

## Student Safety:

1. **Students should not reveal or post personally identifiable information, files, or communications to unknown persons through email or other means.**
2. Cyberbullying, including personal attacks or threats toward anyone using online resources, is **strictly prohibited and may lead to criminal charges.** If you are aware of cyberbullying, please report it to school personnel.
3. All student laptops are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:** Parents and/or guardians assume all responsibility for monitoring their student's activity on district-issued devices and accounts during non-school hours and on all non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services. If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

**IMPORTANT SAFETY NOTE:** Information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) or school will result in a 911 response. Building administration will contact the parents/guardians as soon as possible.

**By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of CUSD #3 district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to the laptop, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the CUSD #3 Student Code of Conduct.**

**As the parent or guardian of \_\_\_\_\_,** my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes. I understand there is no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please print)

**Signature:** \_\_\_\_\_

# RESPONSIBLE USE AND SAFETY AGREEMENT

## SAMPLE STUDENT USER AGREEMENT

Palestine Community Unit School District (CUSD) #3 will be issuing each student a laptop as a means to promote achievement and provide flexible learning opportunities. This agreement outlines Palestine's expectations for students and families issued a laptop.

CUSD #3 expects that students will use district-issued equipment responsibly. This agreement will help you understand appropriate use of both the technology and district network resources. CUSD #3 also expects that students will make a good faith effort to keep their laptop safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

### Student Expectations:

1. **Charge your laptop at home every night** and bring it to school each day with a full charge.
2. **Communicate responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity, offensive or inflammatory speech.
3. **Back up important files regularly.** CUSD #3 maintains laptops with periodic updates. Students should save files in online storage to avoid accidental loss of data. CUSD #3 cannot guarantee data loss will not occur and is not liable for such loss. Ask for assistance if you do not know how to back up your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your laptop available for inspection by any administrator or teacher upon request.**

### The following activities are prohibited:

1. Do not mark or deface the district-issued laptop or case. Defacing includes use of permanent stickers or tape.
2. Do not loan your laptop, charger, or stylus to anyone. Do not leave your device in a vehicle or unattended at any time. Do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district-provided learning materials and resources.
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**Student Safety:**

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3. All student laptops are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:** Parents and/or guardians assume all responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on all non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services. If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

**IMPORTANT SAFETY NOTE:** Information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) or school will result in a 911 response. Building administration will contact the parents/guardians as soon as possible.

**By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of CUSD #3 district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to the laptop, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the CUSD #3 Student Code of Conduct.**

As the student, my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please print)

**Signature:** \_\_\_\_\_

By initialing I acknowledge that I have received each of the listed items and these items are now my responsibility per the user agreement.

**Chromebook/iPad:** \_\_\_\_\_

**Carrying Case:** \_\_\_\_\_

**Power Adapter:** \_\_\_\_\_