

Lee's Summit R-7 School District

Connect2Learn

Student/Parent Handbook

2015-2016



<http://connect2learn.lsr7.org/>

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The mission of the Lee’s Summit R-7 School District:

We prepare each student for success in life.

Anti-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the Stansberry Leadership Center (R-7 Administrative Offices), located at 301 NE Tudor Rd.

Inquiries by persons about their protection against discrimination under The Americans with Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Dr. Jeffrey C. Miller
Associate Superintendent of Human Resources
816-986-1000

Qualifications:

A K-12 student who is actively enrolled in any of the schools in the Lee's Summit R-7 School District qualifies for use of a district-owned Chromebook. ***All students/parents/guardians will have an opportunity to participate in an orientation session. All students/parents/guardians are required to review and sign the Connect2Learn Student/Parent Agreement and submit payment for the associated insurance fee.***

Title:

The legal title to the borrowed device belongs to Lee's Summit R-7 School District and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent Handbook and the District's Technology Usage Policy EHB & EHB-AP1. ***Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on the district-owned device.***

Receiving Device:

Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent Agreement and remit payment of insurance prior to student's receipt of a Chromebook. This form will be made available and required annually.

All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent Agreement on file, as well as district receipt of insurance payment. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

Returning Device:

Students will turn in their Chromebooks at the end of each school year, when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (\$374 for non-touchscreen model and \$422 for touchscreen model). Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees.

Loss, Damage, or Theft:

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is available. Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

Terms of Agreement:

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance arrangement.

Student Usage

- Student Chromebooks and associated materials are provided by the Lee's Summit R-7 School District to students. If used in compliance with all expectations detailed in this handbook and the District's Technology Usage Policy EHB & EHB-AP1 and then returned without damage as described in the "Repair Costs" section below, no additional fees or financial obligations are issued at the time of return of the borrowed property.

District Costs

- According to the terms of the district's current lease agreement, the cost for each Chromebook as leased by LS R-7 is \$374 for non-touchscreen model / \$422 for touchscreen model.

Mobile Device Insurance Fee:

All students are required to participate in the mobile device insurance fee program. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur, the costs associated with such incidents are outlined in the process below. Students who qualify for free or reduced priced lunches or are otherwise financially stressed are eligible for a reduction of the insurance fee. Parents must complete the Mobile Device Fee Reduction request form in order to be considered for this opportunity. If the device is damaged or destroyed, the student/parent is still responsible for the costs associated as outlined. For families qualifying for the fee reduction, the district will work with the family to determine a payment plan for this amount.

Annual Mobile Device Insurance Fees – collected prior to device deployment and as part of the annual school registration process: Each student will be required to pay an annual \$30 insurance fee. Through a formalized waiver process, families of need will be charged \$15 annually

Repair and/or Replacement Costs:

First incident ANNUAL basis:

- No fee for the first incident of accidental damage to device. Repair is made and a notification made to parents/guardian.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- \$150 for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family.
- Full price for lost or stolen AC adapter.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for a second and for each subsequent incident during the school year. Parent/guardian meeting with administrator.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family.
- Full price for lost or stolen AC adapter.

Note: Accidental damage is determined at the time of the incident and within manufacturer's parameters.

Special Accommodations/Restricted Access:

- **Parent/Guardian-Initiated Accommodations:** It is the belief of Lee’s Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the District’s recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the District’s provided resources, a written request by the student’s parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school’s technology department, a student may be granted “as needed only” or “by teacher request only” access to their Chromebook, rather than having it issued permanently into the student’s possession.
- **Administrator-Initiated Restrictions:** Noncompliance with the expectations of the Connect2Learn Student/Parent Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District’s Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.
- **Students with Disabilities:** Lee’s Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

Handling, Care & Use:

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned Chromebook.
- Students are always responsible for their own device.
- Your Chromebook is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your Chromebook.
- You are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- **Make sure you start each school day with a fully charged battery on your Chromebook.**
- Make sure the device logs on to the school district’s network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Make sure your device is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Make sure the surface of your device is not altered or defaced. **Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.**
- Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you will be responsible for all damage associated with the device.

Security, Storage, & Treatment:

- Keep the Chromebook powered off and protected when not in use.
- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.
- **Take your Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in your school locker or classroom overnight.
- Keep a Chromebook at home out of reach of younger or older siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle either on school grounds or at a private residence.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Home Network/Wireless Usage:

- LS R-7 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- LS R-7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit connect2learn.lsr7.org.
- LS R-7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

Content Filtering:

- The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board policy EHB and EHB-AP for more details.
- The district’s content filter will also filter content on student Chromebooks when they off the district’s network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.

Printing:

- The use of Google Apps for Education encourages an environment of sharing information electronically instead of printing on paper. This is a cost savings as well as an eco-friendly move for the environment.
- The District recognizes there will be times when a student may need to print. Students can pull up Google Documents from any district desktop or laptop computer and have the ability to print. Specific printing

instructions and locations vary by building. Students will need to ask the teacher for specific building printing information.

- LS R-7 will be unable to troubleshoot any difficulties that may be encountered when interacting with home printers if a student chooses to print something at home.

Social Media and Online Safety Guidelines for Students:

- All student social media accounts (e.g. Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.
- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Stop, Block, and Tell! (Don't respond to any cyberbullying message; block the person sending the message; tell a trusted adult.)
- Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which you might refer.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use images.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.