



# Student and Parent Mobile Device Handbook

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## WHY DISTRICT ISSUED ONE-TO-ONE DEVICES:

We are excited to offer your student the opportunity to use a Bellevue 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. Bellevue'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. Adaptive 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. 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. Laptops no longer have to be handed out on a daily basis. Ten to twenty minutes of instruction time is lost each time a laptop has to be passed out and collected.

## COMPONENTES OF BELLEVUE SCHOOL DISTRICTS ONE-TO-ONE PROGRAM

**Microsoft Office365:** Internet based Microsoft Office with file storage and email. This safe/secure environment allows students and teachers to collaborate with each other and work on their files anywhere that they are.

- **Microsoft OneNote:** Is used by many teachers as the class or course digital notebook. There is a Read only Content library, and personal section for each student to record and input content. There is also a collaboration space, the teacher can enable for students working on group tasks.

**Sophos AntiVirus/Web filtering:** Keeps the computer safe and prevents students from going to inappropriate or harmful websites.

**Lenovo Thinkpad Yoga:** A convertible device that can be used as both a tablet and laptop computer. It is running Windows 10. Students are able to use a built-in stylus to write directly on the tablet surface.

## PARENT/GUARDIAN RESPONSIBILITY

In order for students to take a Bellevue School District (BSD) laptop home, a student and parent /guardian must sign the Student Technical Use Agreement (2022X) and agree to and follow applicable BSD policies and procedures.

The parent/guardian is responsible for the cost of repair or replacement at the date of loss if property is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner (within the next school day)

The District is providing insurance coverage, outlined later in this document. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school administrators.

## MONITOR STUDENT USE

The parent/guardian will monitor student use of the computer 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.
- Utilization of district provided software called [apParent.Online](#) by AssistX.

## SUPPORT ONLINE SAFETY

Internet filtering is required by The Children’s Internet Protection Act (“CIPA”). Student laptops will have Sophos’ Internet 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
- Non-School monitored forums and chats
- 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

## STUDENT LAPTOP USAGE

### WEB CAMS

#### **Purpose**

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

#### **Examples of Use**

Web cams 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

### LISTENING TO MUSIC

#### **At School**

Listening to music 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 on your laptop (for example, from a streaming website) is allowed at home with permission from parents/guardians.

### WATCHING MOVIES

#### **At School**

Watching movies 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**

Watching movies on your laptop is allowed at home with permission from parents/guardians.

### GAMING

#### **At School**

Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

#### **At Home**

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate
- You have permission from your parent/guardian
- The game is in support of education
- All school work is complete
- No download of any kind is needed

***You are not allowed to load personal software onto your computer.***

## 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. 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 Outlook email account. Use the home computer to access the web-based Outlook, and print from the home computer.

### Printing at Home

Printer drivers can be installed on the school laptop. BSD Service Center provides limited support for personal/home equipment

## GENERAL CARE OF LAPTOPS

- Keep your laptop in the **BSD issued laptop case** 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

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### 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)

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### HALLWAYS

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

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### CLASSROOM HABITS

- Center the laptop on the desk
- Lock the computer 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 **BSD issue laptop 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

(Clean laptops with a soft damp cloth when the laptop is powered off)

### TRAVELING WITH THE LAPTOP

- Completely shut down the laptop before traveling anywhere including between home and school
- 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

Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components
- Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. Student laptops will not allow students to install software on them
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students
- Modifying the device's operating system in any way
- Students may not open the laptop 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 a 4-year warranty. Accidental damage and theft of the device is covered by Bellevue School District's self-insuring of the student devices.

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### REPAIRS

Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Technology Specialist will assist students with having these fixed. These issues will be remedied at no cost.

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### 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 loaner. Students are encouraged to store their files in OneDrive. This will prevent loss of files when moving from one device to another.

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### ACCIDENTAL DAMAGE VS. NEGLIGENCE

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop 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. Students must report damage to their school within two school days of the damage being done.

Negligence repairs will be subject to a \$100 deductible to be paid for by the parent/guardian. Gross negligence (e.g. student throwing the laptop, gouging with a screw driver, etc.) will not qualify for the deductible. Parents/guardians will be charged the full cost of repair/replacement. If assistance is needed, please discuss with your school's administrator.

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### LOST EQUIPMENT

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

#### **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the full cost for lost equipment.

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### 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 (within five school days).

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.

#### **Financial Responsibility**

Laptops are covered by the district's insurance policy. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

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### REPLACEMENT COSTS FOR ACCESSORIES

Laptop .....	\$1061.00
Power Cable .....	\$19.00
Stylus .....	\$13.00
Laptop Case .....	\$30.00

## 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
<b>Technology Specific Violations</b> <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

- Press the power button on the front right side of the keyboard
- After about a minute you will be presented with the login screen
- Click on the **student icon** like below and enter the password: **student**
- To Shut down click the Start Button, select Power and select **Shut down**

### HOW TO CONNECT TO WIRELESS

- Click on the wireless icon in the tray when connections are available
- Select the Wireless network you would like to join
- Enter the required information needed to connect to the desired Wireless Network

### PROBLEMS

- You may notice errors that say Updating failed. Sophos Endpoint Security and Control has failed to download updates. This error can be ignored.
- Something is broken (e.g. broken screen, keys fall off, battery won't stay charged), take the laptop to the school's Technology Specialist will review/repair the unit.

## INTERNET SAFETY RESOURCES

Common Sense Media offers a wide range of resources for students, parents and educators to help them navigate our modern media safely. Their website is <http://www.commonsensemedia.org/>

Parent Media and Technology Education Program:

<http://www.commonsensemedia.org/educators/parent-media-education>

### INTERNET SAFETY: RULES OF THE ROAD FOR KIDS

Liz Perle. *Internet Safety: Rules of the Road for Kids*. Retrieved 10/25/2012 from <http://www.commonsensemedia.org/advice-for-parents/internet-safety-rules-road-kids>

#### ***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 user name "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:*

### ***Rules of the Road for Kids***

- 1. Guard your privacy. What people know about you is up to you.*
- 2. Protect your reputation. Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.*
- 3. Nothing is private online. Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.*
- 4. Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.*
- 5. Apply the Golden Rule. If you don't want it done to you, don't do it to someone else.*
- 6. Choose wisely. Not all content is appropriate. You know what we mean.*
- 7. Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.*
- 8. Think about what you see. Just because it's online doesn't make it true.*
- 9. 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 Office 365?**

Documents stored in student Office 365 accounts are only accessible through district login and password. Microsoft provides documentation of the security related to these accounts at <http://trust.office365.com>

### **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. If they fail to do so, they may be able to borrow a spare power cable or battery.

### **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 school to turn it in. A loaner/spare 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. If the damage is determined to have been caused by student negligence or abuse, there will be a fine assessed for the repair costs, as stated in the contract. There is a \$100 deductible per incident.

### **What if the laptop is loss?**

The loss needs to be reported ASAP to your student’s school. The student can then check out a loaner/spare 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. The parent/guardian may be help responsible for the full replacement cost of the laptop.

### **What if the laptop is stolen?**

The theft needs to be reported ASAP to the local police department and then to the student’s school. It is important to obtain a police report number and that number be reported to the district. The student can then check out a loaner until the investigation is resolved.

### **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. Students should not leave their laptop unattended at anytime.

### 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. If parents/guardians notice any objectionable material, please report the activity to your student's school.

### 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?

Get the user name 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.

You may also utilize an application provide by the district that allows parents/guardians to monitor the student's laptop screen, lock their screen and view web history.

### 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, various internet provides have programs to help families who qualify for free or reduced price lunch. For more information, please use the following sites:

- [CenturyLink LifeLine](#)
- [Access from AT&T](#)
- [LifeLine Support Org](#)
- [Internet Essentials](#)

### Why can't my student use his/her own computer in the classroom? (BYOD)

While District Board Procedure 6800.3P states students may bring Personal Computing Equipment to school, students are required to utilize their district issued laptop for classroom instruction. 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 computer when he or she is at school. In order to facilitate this, the student will need to report to a designated area (office, library, etc.) both before and after school to check-in and out their laptop. If the student intentionally damages the computer, families still may be liable for the damage, the same as with any piece of school-owned equipment.

**Can kids install printer drivers or connect with their home printer or do they have to accomplish it in a different way?**

Students can install drivers and print to home printers. Installation Steps:

1. If your printer is a USB printer it may work just plug and play - try it
2. From the start button and selecting 'Devices and Printers'
3. Click 'Add Printer' then 'Add Local Printer'
4. Choose the correct port for your printer type (contact the manufacturer if you do not know) it is usually USB
5. Select the driver from the list - if it is not present you will have to download the driver - (see below).
6. Give the printer a name and select next
7. Do not share the printer and select next
8. Select 'Set as Default' printer if you want all jobs to print to this printer automatically and click 'Finish.'

If the printer driver is not in the driver list you will have to download the driver:

- A. Visit the web site of the manufacturer of your printer and download the driver. You must only download the 'driver only' version of the software as the device will not allow you to install print management software
- B. Please note the location/folder you save the driver in
- C. At step 5 above select 'Have Disk' and browse to the folder where you saved the driver and select the \*.inf file - click next and continue with the steps above

**What if I forgot my password?**

Ask your teacher to reset your password