

Raymore-Peculiar School District



One-to-World Technology Student/Parent Handbook 2019-2020

Handbook Contents

Mission & Non-discrimination Notice	Page 2
Qualifications, Loss, Damage, or Theft	Page 3
Terms of RP Chromebook Agreement	Page 4
Costs & Insurance Fee	Page 4
Repair & Replacement Cost	Page 5
Special Accommodations	Page 5
Handling, Treatment and Usage	Page 6
Security, Storage, & Treatment	Page 7

Home Network/Wireless Usage
Content Filtering
Online Safety Guidelines & Social Media

Page 7
Page 7
Page 8

The mission of the Raymore-Peculiar School District:
Preparing EACH Student for a Successful and Meaningful Life

Non-discrimination Notice

The Raymore-Peculiar R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities.

In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Raymore-Peculiar R-II School District is an equal opportunity employer.

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities accordance with law. Anyone who knows or believes that a student may have a disability - regardless of whether the student is currently enrolled in the Raymore-Peculiar R-II School District - is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the Administrative Services Center located at 21005 S. School Road, Peculiar, Missouri 64078 or can be found at the following link:

Policy 1300: Equal Opportunity

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's non-discrimination policies: Lisa Hatfield, Director of Human Resources, P.O. Box 789, Peculiar, MO 64078. 816-892-1300.Fax: 816-892-1380.

Qualifications:

A K-12 student who is actively enrolled in the Raymore-Peculiar School District qualifies for use of a district-owned Chromebook according to the technology integration schedule as set forth by the district. Students/parents/guardians will have an opportunity to participate in an orientation session. All students/parents/guardians are required to review and sign the Raymore-Peculiar Technology Acceptable Use Policy, One-to-World Technology Handbook and the Chromebook User Agreement.

Title:

The legal title to the borrowed device belongs to Raymore-Peculiar 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 One-to-World Technology Handbook and the Raymore-Peculiar Technology Acceptable Use Policy. The borrowed device is the property of the school district and is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use of or data stored on the district-owned device.

Receiving Device:

Students, along with parents/guardians, will be required to sign the Raymore-Peculiar Technology Acceptable Use Policy along with the Chromebook User Agreement 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 agreement on file. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

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 borrower 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 or replacement 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 Raymore-Peculiar School District to students. If used in compliance with all expectations detailed in this handbook and the District’s Internet Usage Policy 1620 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

The cost for each Chromebook, including case, as purchased by Raymore-Peculiar School District is \$330.00.

Repair and/or Replacement Costs:

- No fee for the first incident of accidental damage* to device each year within the four year life of the chromebook. Repair is made and a notification given to parents/guardian.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator will be required.
- Removing the device from the district-provided protective case voids all warranty protection. Students cannot provide their own case.
- Parents/guardians will be responsible for all replacement/repair costs for devices that have been removed from the protective case.
- A fee of \$330.00 will be assessed for any lost or stolen device and a parent/guardian meeting with principal required. Upon payment of this fee, a replacement device will be provided to the borrower. Devices reported as stolen outside of school require an official police report be given to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family.

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

The following table lists the replacement cost of individual items:

Item	Replacement Cost
Chromebook (includes device and management software)	\$295
Charger/Power Adapter	\$35
Screen	\$95

Screen Cover/Top Case	\$35
Bottom Case	\$45
Keyboard/Touchpad	\$45
Main System Board	\$125
Carrying Case	\$35
Asset Tags/Serial #	\$2
Carrying Case Bag & Strap	\$8

Special Accommodations/Restricted Access:

Parent/Guardian-Initiated Accommodations: It is the belief of Raymore-Peculiar 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 Raymore-Peculiar One-to-World Technology Handbook, Building Code of Conduct, or violation of the District Internet Usage Policy 6320 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: Raymore-Peculiar 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.

Handling, Care & Use of District Distributed Technology by Students:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their hallway locker.

- Students should start each school day with a fully charged battery on their Chromebook.
- Students 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.
- The students' 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 on the Chromebook.
- Students are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- 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 the device is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- Make sure the surface of the device is not altered or defaced. Do not decorate the 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 the borrowed device. Do not allow third party service people to handle the assigned Chromebook. This will void the warranty and the student will be responsible for all damage associated with the device.

Security, Storage, & Treatment of District Distributed Technology by Students:

- 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.
- The Chromebook should remain in the district provided case at all times.
- 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 the Chromebook home every day for nightly storage and charging of the battery.

- Keep a Chromebook at home out of reach of 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 teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if it is at school related activities, performances, sporting events, etc.

Home Network/Wireless Usage for District Distributed Technology:

- Raymore-Peculiar Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- Raymore-Peculiar Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, 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.
- Raymore-Peculiar 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 utilizes an Internet Content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). If a website is blocked at school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.

- The district will monitor online activities 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 pornographic in nature. 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 1620 for more details.
- The district’s content filter will also filter content on student Chromebooks when they are 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.

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 is posted online. What a student contributes leaves a digital footprint for all to see. Do not post anything one 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 passwords with anyone besides teachers and parents.
- Stop, Block, and Tell! (Don't respond to any cyber-bullying 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 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 one might refer.
- Be aware that pictures may also be protected under copyright laws. Get permission to use images.
- Do not misrepresent oneself by using someone else's identity.
- Students who see inappropriate material that makes one feel uncomfortable or is not respectful should report the material to a parent or teacher right away.