Bellevue Community School District
Student Computer Program 2022-2023 School Year

School Registration & Student Distribution Dates
(Same Dates this Year again for Parent & Student Convenience)

Monday, August 1, 2022 & Tuesday, August 2, 2022
10:00 AM - 7:00 PM each day

In order to receive a Computer at this time…
- Students must be officially registered for classes and all payments for fees must be completed. Registration for all students are on the same days.
- The Cooperative Insurance Agreement must be completed and paid.
- The student and parent must have read the 1:1 Computer Handbook located on the school website. If a paper copy is needed by the student/parent please contact the Bellevue MS/HS Office at 872.4001 (Ext. 1) for a copy.

*If these times do not work for your family please contact Bellevue High School at 872.4001 about arranging an alternate time/date.

The Vision for Teaching and Learning in the Bellevue Community School District

Technology use in schools is becoming dramatically more important in schools for both student learning and instruction by teachers. While technology has always been important and utilized in the district, the 1:1 initiative within the Bellevue Community School District over the last five years has allowed for a transformation in teaching and learning to begin and to continue. An increasing amount of work and resources for student learning are available online, and student access to this material for their learning is important.

- Students in grades 3-12 have their own computer to utilize on a daily basis.
- Students in grades 6-12 are able to take them home nightly with the proper permission from parents.
- Students in grade 5 will have their own computer which they can take home when necessary with both student and parent permission.
- Computers in grades 5-12 have a "management system" that filters and does not allow for inappropriate material to be accessed both inside and outside of school.
- Students in grades 3 & 4 will have their own computers in their room, but it is not to be taken home and has a filter that is only designed to "manage" content on the school campus.
- Students in grades 11 & 12 will be utilizing a Macbook in most cases, while students in grades 3-10 will utilize a Chromebook in most cases.

The school will be allowing students to take the computer home (as indicated above), but will also allow for parents to request that their students keep their computers at school where they will be stored each night. The decision on computer access for students after school hours will still be left up to parents, but the school will make it a possibility for students to take them home nightly. We do encourage parents to allow their students to take computers home with them, as their learning experiences with technology are important.

Computers allow students to access information online on a regular basis, along with create projects, documents and presentations, plus work on papers and similar learning activities (with the capability to "write" a paper whether connected to the internet or not). In addition, both devices allow students to access a dramatic amount of resources online and store all of their information on "Google Drive", a "cloud-based" storage area for all material that an individual wishes to save to access at another time. Students will all have their own login to Google that will allow them to access their information from "the cloud" with any device with an internet connection. If an internet connection is not available students can still access their current work and resources and create new work

Computer Access

Computer access at home allows students to access information that teachers are utilizing on the web through the teacher's online sites that will have assignments, materials, etc. from class that both students and parents will have access to on a daily basis. Computers will also allow our students opportunities to collaborate online with other students to work on projects and assignments, and opens up a wide range of material for students to utilize in their learning that goes beyond the traditional textbook and lecture settings of schools from the past. Technology is an integral component in the lives of students, and this process will allow our students the opportunity to work in a professional manner that is educationally based and that meets the interests and learning styles of students.

The 1:1 computer initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide students a computer and more learning resources for students as they continue their education at the Bellevue Community Schools and beyond.

Students will become producers of knowledge instead of only consumers of knowledge. Ultimately, the goal is to allow our "students become pilots of their learning not just passengers along for the ride." Research shows that the 1:1 initiative "levels the playing field" for all students, regardless of any family's economic situation.

The Bellevue Community School District is continuing to take an extensive and aggressive initiative to transform teaching and learning within the district. The 1:1 Initiative allows several things to occur for the benefit of student learning, and some of these include...

- Promoting student engagement and enthusiasm for learning
- Encouraging collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- Reduces the use of worksheets and workbooks
- Guides students in their learning and production of knowledge
- Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

The Bellevue Community School District has continually been placing an emphasis on critical thinking and problem solving in the last several years. The use of technology has been found to be beneficial in allowing educators to give students opportunities to demonstrate their higher level thinking skills in their learning.

Computer Use and Conduct Policy

The primary goal of the Bellevue Community School District's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines that govern the use of the Bellevue Community School District's computers and network resources.

Network Resources refers to all aspects of the school's owned or leased equipment, including Chromebooks, Macbooks, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer
- large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto the district's computers;
- to copy Bellevue Community School District's school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Equipment Lending Agreement

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Laptop Program Acknowledgement Form.

The Bellevue CSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. Students will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: Chromebooks - $300, Macbooks - $1200, Replacement Screens - $50-$150; Chargers - $20-$50
2. Students will treat this equipment with the same care as if it were my own property.
3. Students will maintain the equipment in clean condition.
4. Students will avoid use in situations that are conducive to loss or damage.
5. Students will heed general maintenance alerts and advice from school technology personnel.
6. Students will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
7. Students will transport the equipment within the case provided in the school building and whenever leaving the school building.

Damage or Loss

Students are responsible for any costs incurred due to loss or damage of equipment as determined by the school. In addition, students may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

Disclaimer

While the Bellevue Community School District has internet filters to monitor what is accessible to students, it does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. The "filtering system" that the school uses is an effective system, but as always, sites that are accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Bellevue Community School District. While the Bellevue Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Bellevue Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Bellevue Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the Bellevue Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.Laptop Use and Policies for Students

<u>Computer Damages and Care</u>

<div align="center"><u>Computer Damages</u></div>

- If a computer is damaged the school needs to be notified immediately. Each student is required to be involved in the school's Cooperative Loss Program (explained below). If a student damages a computer, the student/student's family is responsible for paying repair costs according to the Cooperative Loss Agreement.

- If a computer is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student's negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement.

- A student who does not have a computer at the time due to a computer being damaged accidentally will be allowed to use a computer from school and be allowed to take it home.

- A student who does not have a computer due to a computer being damaged intentionally may be allowed to use a computer from the office that is available for situations similar to this if judged appropriate by the Bellevue High School Technology Advisory Committee. The student will not be allowed to take the computer home.

<u>Cooperative Loss Program</u>

The Cooperative Loss Program at Bellevue High School costs <u>as determined each year</u> helps to moderate the financial burdens in the event of a big-ticket instance of laptop loss or damage. For example, replacement of a cracked or damaged screen is usually $800 or more. The money in the program serves as a cooperative group insurance pool, where damages that go beyond the costs of repairs that are listed below.

In the event of damage to the computer not covered by the warranty and within the student's control, the student and parent will be billed a fee according to the following schedule:

- First Incident – Up to $100 deductible
- Second Incident – Up to $200 deductible
- Third Incident and all Future Incidents – Up to the full cost of repair or replacement

The administration has the authority to waive the first incident deductible charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident. A second incident involving the same student would automatically move the consequence to the "Second Incident" consequences.

The Cooperative Loss Program does not apply to items/repairs/losses that are less than $100 in cost, as some items costing less than $100 are the full responsibility of the students. This includes chargers, cases, and several other basic repairs. Students will be required to pay the full costs of these items

<u>Student Use in Classrooms</u>

Students will be required to take their computer to each classroom each day, unless told differently by the teacher for that specific day. When the computer is not being used in class it is to be closed or at a 45 degree angle. Teachers may request at any time for students to shut their computer

Student Access to Internet

At school, students will have access to the Internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations. The security system of the school will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in all other locations where students access the Internet. One common student site that is blocked is Facebook, along with many game sites. While inappropriate sites are blocked, it is possible that the security system may not always identify all sites that are potentially viewed as inappropriate. Therefore, parents are recommended to monitor their student's time on the computer along with their activities on the computer during their 24/7 access at home.

Appropriate Use Education

Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in one of their classes or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century. Topics covered in these learning sessions will include information on cyber bullying, inappropriate websites, online safety, plagiarism, and misuse of the equipment.

Students Access & Monitoring

Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time. The district's website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet in their homes. This software also includes screen monitoring which allows school employees or classroom teachers to monitor multiple student laptop screens at one time.

Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from "Zero/9th Block" to not being allowed to take the computer home with them at the end of the school day as initial steps.

If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.

This being said, the best filtering software in the world can not match the combination of education and supervision at school and home. The Bellevue CSD is working hard to establish a quality curriculum of "digital citizenship" in which students are educated on acceptable standards of online behavior.

Bringing the Computer to School

It is imperative that students bring their computer and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer. The computer must be kept in the carrying bag at all times when it is not being used.

Students who accidentally leave their computer at home may have access to a limited amount of computers that are available in the office. Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them. Students will be allowed 1 time/semester to use a computer from the office (if one is available) if they forget their computer at home.

Charging of Computers

It is the student's responsibility to have their computer charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computer before coming to school. The school cannot allow "one student" to daily charge their computer during class due to the disruption to the learning environment that this may cause. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.

The school will allow students to charge computers in the classroom that they are departing prior to lunch if needed. The room will be locked so that the computer are in a safe and secure location.

Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.

Lost Computers

Computers that are lost or stolen need to be reported to the school office immediately. If a computer is lost the student will be financially responsible for its replacement.

Downloading Programs & Personalizing the Computer

Only the Technology Director in the school can download programs to the student computer. All students will be able to personalize their computer through the legal downloading of music from iTunes, CD's, and other similar methods, although some specific sites such as "limewire" and other music sites will not be accessible to students. In addition, screensavers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.

Stickers and other markings on the outside of the computer will not be allowed. Each computer and bag is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer.

<u>Bring Your Own Device - New Option This Year</u>

Students will be allowed to bring their computers from home to use. If you have a question about this, please contact the school. The device must have a keyboard; cell phones and tablets will not be allowed. It is also suggested, that high school students have access to Microsoft Office. Bellevue CSD will not be responsible for lost or damaged devices.

<u>Google & Google Drive</u>

Students will save all of their schoolwork in the cloud through Google (Google Drive). This is an easy process for students, and one which allows them to access their information from any computer through the Google process. Students will have their own username and password to access their computer and Google.
Any student work that is saved on their Chromebook will automatically save to the "cloud" through an automatic process. Student work without an internet connection will be saved when internet is accessible by the computer.

<u>Student Printer Use</u>

Students will have access to print in the media center. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed in many cases.
It is hoped that less material will need to be printed as a result of the opportunities to communicate learnings to the teacher by sending assignments and other materials to them through their computer.

<u>Read all Safety Warnings and Information</u>

The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

<u>Ear Buds</u>

With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their computer. The basic rule is the "One Bud Rule", which indicates that students will have one ear bud in and one ear bud out, and students must have the volume at a level that allows for students to hear the instructor in the room.
The use of ear buds in study hall and study table is at the teacher/supervisor's discretion. iPods can also be used in study hall and study table with the supervisor's permission.

Laptop Care Reminders

1. Keep your Computer in a safe place.

The computer bag, with the computer and other equipment, must be stored in a safe place (lockers at school during non-class times). Don't leave the computer on the floor where it might be stepped on or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.

Laptops left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.

2. Computer bags

Students must use a computer bag. Students will be allowed to use their own computer bag. Backpacks, "Messenger Bags", and computer bags will all be allowed but must follow these requirements…
- The bag must have a specific pocket designed to protect computers.
- The bag must be able to fit under any desk in the school.
- Must be approved by the technology coordinator

If the student chooses not to buy a bag, the student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.
3. Keep your laptop away from all liquids.

Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop--even if it is sealed.

4. Only One User

Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

5. Computer problems

It is a student's responsibility to maintain a 100% working computer at all times.
If the student's computer is not working properly the student needs to take the computer
to the Technology Coordinator or the office. If the computer cannot be fixed immediately,
the student will be issued a different computer to use on a temporary basis.
Do not attempt to remove or change the physical structure of the computer, including keys,
screen cover or plastic casing. Doing so will void the warranty, and the student/family
will be responsible for 100% of the repair or replacement cost.

6. Cleaning the Computer

Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary,
the cloth may be dampened slightly to assist in the cleaning areas that do not appear to
be coming clean with the dry cloth. Computer screens show fingerprints and smudges
easily, but be sure to follow proper cleaning procedures to keep your screen looking new.
Never use cleaning products with acetone or ammonia. Screens cost over $800 to replace,
so it is imperative that they are cleaned appropriately (as listed above) or with cleaners
that have been approved by the school technology coordinator or administration office.
Read and follow any maintenance alerts from the school technology personnel or the
administration office.

7. Shutting down the Computer.

Shut down the computer when it won't be used for an extended duration. Putting your
computer to sleep and not using it for several days can drain the battery to a point where
it may no longer accept a charge. Wait until the sleep light on the front of the computer
pulses before moving it.

8. Closing the Computer

The laptop lid/screen needs to be completely closed when moving it from one point to
another.