



**Calcasieu Parish School Board
1:1 Device Program
Student/Parent Handbook**

2021-2022

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Overview

About CPSB's 1:1 Program

The Calcasieu Parish School Board's (CPSB) mission is "Building Foundations for the Future." One of the goals of CPSB is to empower all students to succeed beyond K-12 education. As we navigate changing times, it is essential that the district provide a device for each student to be able to learn and perform at their full potential. The district's one-to-one program will level the playing field for all CPSB students by providing a device to increase educational resource access as well as promote an environment that enhances learning experiences at school and home. With the privilege of checking out a device for home use or being assigned a device for school, use comes with responsibilities for the student and the parent/guardian. The guidelines outlined in this document apply to all CPSB devices used within CPSB schools as well as home use.

Parent/Student Responsibilities

- The assigned CPSB device is an educational tool and should be used only in that capacity.
- Ethical and responsible conduct is always expected as the use of the device is a privilege.
- The student is responsible for the device at all times.
- The student is the only authorized user of the assigned device.
- The student should not share or swap devices with another student.
- Failure to comply with CPSB 1:1 device guidelines listed in this handbook may result in the loss of use of the device for a period of time determined by the school administration.
- Parents and students must sign the district's Acceptable Use Policy (AUP) and the Technology Loaner Program Assurance Agreement contained in this document in order to check out a CPSB device for use at home or school.

Taking Care of Your Device

Students are responsible for the general care of their assigned device and its accessories.

- Students who take home devices should bring the device to school daily fully charged.
- To protect the device and its cords, the device should be stored in a safe, secure place when not in use.
- Screens can be cleaned using a soft screen cloth. Spraying cleaners directly on the screen can damage the device, so make sure to only use tech-specific cleaners and spray them on the cloth, not the screen.
- Do not EAT or DRINK near your device.
- Do not mark the device in any way with markers, stickers, labels, decorations, etc.
- Do not remove labels placed on the device by CPSB.
- Do not leave the device in vehicles or anywhere susceptible to extreme temperatures.
- Unplug device during electrical storms.
- Do not leave the device unattended or in any unlocked home, office, classroom, or car, etc.
- Do not try to install or remove any software/apps and do not attempt to bypass the CPSB network content filter as this will violate your signed AUP.
- Do not pick up the device by the screen.
- Do not attempt to repair damaged or malfunctioning equipment.
- Devices that are damaged or are not working properly need to be taken to the student's assigned school.
- Home use of CPSB devices should be monitored and supervised by a parent/guardian.

Managing Your Files and Saving Your Work

- Students should save all documents/files to their Microsoft OneDrive to avoid losing them.
- The student is responsible for backing up their own files to Microsoft OneDrive.
- Files stored on student devices and programs are property of the Calcasieu Parish School Board and are subject to review and monitoring at any time.

Software/Access

- CPSB has provided access to all educational applications that are needed for student instruction on the assigned device via Launchpad.
- The student will not have access to download/install additional programs/apps onto the device.
- Virus protection is installed on all student devices.
- A web filter is also installed to protect students and to comply with federal laws and the Children's Internet Protection Act (CIPA).

Passwords

- Students should keep their password and login information private.
- The student is responsible for all activity conducted under their CPSB username and password on any school device.

Device Check-Out

- Schools will notify students as to where and when devices can be checked out if you are choosing to check out a device for home use.

Device Check-In

- Devices will be returned to the school at the end of the school year. The date will be determined by the school administration.
- If a student transfers out of CPSB during the school year, the device must be returned before the student's last day in the district.
- If the student transfers schools within the district they must check-in the device from the first school before transferring. They will be assigned a different device as required by the new school. In this case, an additional \$20 will not be charged.
- If a student's device is not returned, that student will be charged for the replacement cost of the device and this fee will follow the student until graduation or departure from parish. The matter may be turned over to the collection agency for payment/return of the device.

Digital Citizenship

CPSB students are expected to practice good digital citizenship practices while using the district network and devices both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyberbullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

CPSB students will be good digital citizens by:

- citing references when using resources, images, and other educational materials that are not their original work.
- keeping their CPSB password private.
- responding to other students respectfully.
- protecting their personal information by not sharing online.
- reporting cyberbullying, threats, and inappropriate use of digital resources to their teacher or another adult at the school.

Troubleshooting

- Restarting the computer can solve many issues. This should always be the first step.
- For password resets, students should ask for help at their school.
- If a device will not connect to WIFI:
 - Make sure WIFI is not toggled off in the system tray. The keyboard shortcut can also toggle WIFI.
 - Make sure Airplane Mode is not enabled.
- Students may submit device help tickets to the student help desk at: www.cpsb.org/studenthelp.

Failure to Follow Guidelines

Student use of a CPSB device, network, and Internet is a privilege, not a right. Devices should be used for educational purposes and adhere to the CPSB Acceptable Use Policy at all times. Although the device is provided by CPSB, it is the responsibility of the parents/guardians to monitor the use of the device and keep it secure if being used at home. Students are responsible for the device and keeping it secure at school. In the event of damage to the device, the district administration will review the incident to determine the reasonable costs of repair not covered by warranty. *Note: If for any reason the student's device is lost, stolen, destroyed, or intentionally damaged, the student will not be issued another device for the current academic year unless the parent pays the cost of replacement/repair. Misuse of a device and/or the CPSB network has the potential to impose disciplinary consequences.

Violations may result in, but are not limited to, the following disciplinary actions:

- Student/parent Conference
 - Disabling of student CPSB account
 - Loss of device privileges
 - Detention, suspension, or expulsion
- *Note: If privileges are revoked, the student is responsible for all assignments in paper/pencil format.

Yearly Damage Subscription (**Note: only for students who are taking laptops home*)

There will be a \$20 non-refundable damage subscription fee to receive a device for home use. The first hardware repair will be covered by this subscription. If the student has a second incidence of hardware damage, the parent/guardian will be invoiced for the cost of the repair. Below is a list of the most common repairs. Schools will contact the Technology Department for the cost of repairs not listed below.

- LCD replacement - \$80
- Keyboard replacement - \$30
- Track pad replacement - \$20
- Laptop charger replacement - \$80
- iPad screen replacement - \$100
- iPad charger replacement - \$40
- iPad case replacement - \$20

Lost or Stolen Equipment

For safety and security reasons any damage/loss/theft must be reported **as soon as possible** to the school and the district. If the device is stolen, the parent/guardian must contact law enforcement immediately to file a police report; the police report must be turned in to the school administration. In all circumstances, an investigation will be conducted by the school's administration.

Device Replacement Cost

If loss/theft occurs, the student and parent/guardian are responsible for the replacement cost up to \$500.

Calcasieu Parish School Board Acceptable Use Policy for Internet and District Network Resources

Internet access is available to students, employees and guests in the Calcasieu Parish School System. System e-mail accounts are only available to employees. The School Board is very pleased to bring this access, and believes that the Internet offers vast, diverse, and unique educational resources to all participants.

The Internet is an “electronic highway” connecting billions of computers and individual subscribers all over the world. The School Board’s goal in providing this service to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, employees and guests will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

Terms and Conditions in a user’s agreement are provided so that Internet users are aware of the responsibilities they will assume when using this Calcasieu Parish School Board (CPSB) resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

Each user shall sign an *Internet and District Network Resources Contract* which shall be legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the School Board.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board’s website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

TERMS AND CONDITIONS

1. Personal Safety and Privacy

- A. Users will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any CPSB webpage. Calcasieu Parish School Board home pages will use Calcasieu Parish School Board phone numbers and cpsb.org e-mail addresses. Personal photos and work can be published if a signed district release form is on file.
- B. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.
- C. It is expected that all students will be appropriately supervised and monitored during any online activities to ensure proper use.

2. Illegal Activities

- A. Users will not attempt to gain unauthorized access to the network, any computer system or another person's account or files.
- B. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- C. Users will not engage in any illegal acts, such as selling drugs, engaging in criminal gang activity or threatening the safety of a person or persons, etc.
- D. Users will not attempt to impersonate another individual or organization using CPSB network or other technology resources for any reason (ie. "phishing").

3. Security

- A. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should users give their password to another person nor post the password in written form where it can be easily seen by others.
- B. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.
- C. Users will immediately notify school authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the CPSB Tech Support Center.
- D. Users will avoid the spread of computer viruses by installing and maintaining up-to-date antivirus software provided by the district. The user may not remove, disable or replace the district antivirus software solution for any reason.
- E. Users will only use memory storage devices (ie. disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- F. Users will not download and install unnecessary programs from the Internet since most of this installs "spyware/malware" on the computer and hinders the performance of the computer (i.e. Toolbar helpers, e-mail add-ons, screen savers, search engine assistants, pop-up blockers, etc.).
- G. Users should be aware that the CPSB network, Internet use and system e-mail is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate action will be taken against the person or persons involved.
- H. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized CPSB tech support staff is permitted to do this in the course of administering the network.

4. Network

- A. All computers are to be setup and maintained with connection to the CPSB domain for network administration and security. Removing a computer from the CPSB domain without the permission of a CPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.
- B. All wireless devices on the CPSB network will be setup using official CPSB wireless policies. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the CPSB network and doing so will be considered a network security breach and dealt with accordingly.
- C. Network bandwidth is a limited resource of which must be conserved to serve all of the network needs of the district. Users must understand that listening to online radio stations, viewing non-educational streaming video sites, and downloading very large files, etc. will be considered a misuse of this limited resource.
- D. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the e-mail account “tech.support@cpsb.org.” It is the responsibility of all employees to open and read all e-mails from this account and then act accordingly. Excuses such as “not reading” or deleting the messages from this account will not be acceptable.

5. Inappropriate Language/Content

- A. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language. This includes personal attacks or harassment of another person.
- B. Users will not circumvent district content filters using any means in order to access inappropriate content as listed above.

6. Resource Limits

- A. Users will use the system e-mail, Internet and network resources only for educational and professional development activities. Personal use of these resources is strongly discouraged.
- B. Users will not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.
- C. Users will not use district e-mail to mass e-mail and “spam” any users (internal and external) with unauthorized communications or solicitations.
- D. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational or professional development activities and not subscribe others without their consent.

7. Access and Use of Materials

- A. Users will not take the ideas or writings of others and present them as if they were their own.
- B. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentations or citations.
- C. Users will immediately report to school authorities any website they access with inappropriate content.

8. Consequences of Misuse

- A. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as deemed appropriate by administration, faculty, and staff.
- B. Users should expect no privacy of the contents of personal files and e-mail on the district system. Messages relating to, or in the support of, illegal activities must be reported to the authorities.
- C. The Calcasieu Parish School Board allows for the suspension of network services and email for the inappropriate or illegal use of the Internet or email by students and employees. Other disciplinary action may also be warranted.

- D. Misuse of the system can result in possible legal action and/or prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
- E. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

DISCLAIMER

The School Board's system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.

Student Internet and District Network Resources Contract
Please return only this page to your assigned teacher

Last Name: _____ First Name: _____

Student ID Number: _____

**STUDENT CONTRACT AGREEMENT AND APPLICATION FOR CALCASIEU PARISH
SCHOOL BOARD INTERNET AND DISTRICT NETWORK ACCESS**

Directions: After reading the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian on the Parent Contract is also required.

I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I understand and will abide by the stated *Terms and Conditions*. I further understand that violation of the *Terms and Conditions* is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action or other appropriate action may be taken.

User Signature: _____

Date: _____

Parent Internet and District Network Resources Contract

As the parent or guardian of this student, I have read the *Terms and Conditions* of the Acceptable Use Policy. I understand that this access is designed for educational purposes and Calcasieu Parish School Board has taken available precautions to monitor safe and appropriate student access.

However, I also recognize it is impossible for Calcasieu Parish School System to restrict access to all controversial materials. I will not hold the Calcasieu Parish School System responsible for materials acquired on the network. I understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give permission for my child to have school use of the Internet and District Network Resources.

Domiciliary Parent or Guardian (please print):

Signature: _____

Date: _____

Daytime Phone: _____ Evening Phone: _____

_____ Home/School
_____ School Only

Appendix 2

Technology Loaner Program Assurances Agreement

Loaner Equipment Description: laptop with a battery inside laptop and a power adapter (grades 3-12) or iPad with power adapter and cable (grades PreK-2)

Service Tag #/Serial Number: _____

Model: _____

Initial that you have received the following:

_____ Relay filter installed _____ Laptop with battery and charger _____ iPad with charger

_____ Parent/Guardian has paid the \$20 annual damage subscription (only if device will be taken home.)

Complete the information below:

Student Info: _____
First Name Last Name Student ID

Parent/Guardian Info:

First Name Last Name Driver's License #

Parent/Guardian Email Address: _____

Home Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

*At least two numbers must be provided.

By signing this agreement, the student and the student's parent/guardian certify that they have carefully read, understand, and accept all terms and conditions stated in the CPSB 1:1 Device Handbook which governs the student's possession and use of a CPSB device and power adapter.

The signatures certify that the student and the student's parent/guardian understand that they are solely responsible for the use and care of the device once issued to the student at school or for home use. This also confirms that they have read, understand, and accept all terms of the CPSB Acceptable Use Policy (AUP).

By signing, the student and the student's parent/guardian certify that they understand they must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, a police report must be filed. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and may be responsible for the cost of repair or replacement.

Please check one of the following:

I understand my child will be using this device _____ at school/home _____ at school only.

Parent Signature Student Signature

I certify that this laptop/iPad has the Relay web filter installed.

CPSB Employee Name (Print) CPSB Employee Signature