



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

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

2022-2023

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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 to 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. 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. While CPSB does have filters in place for Internet content, no filtering system is capable of blocking 100% of the inappropriate material available on the internet.
- 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) located in the Code of Conduct 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.
- If a case is provided, student should not remove from the case.
- 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 should be reported to the 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.
- When a student leaves the school district (graduation or transfer), it is the responsibility of the student to save any files/email needed to a personal drive.

Software/Access

- CPSB has provided access to all educational applications that are needed for student instruction on the assigned device via Launchpad.
- The student should not 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.

Turning in a Device

- 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 return the device from the first school before transferring. They will be assigned a different device as required by the new school.
- 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 while using the district network and devices both in and out of school. This includes, but is not limited to, accessing inappropriate materials/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.
 - Make sure Airplane Mode is not enabled.
- Students may submit device help tickets to the tech help desk at: www.cpsb.org/helpticket.

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, as determined by the school administration, 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.

Device Damage/Replacement

Student/guardian is responsible for any damage to the device. 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 - \$20
- Track pad replacement - \$20
- Laptop charger replacement - \$35
- iPad screen replacement - \$100
- iPad charger replacement - \$20
- iPad case replacement - \$20
- Laptop/iPad replacement - TBD by CPSB

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.

_____ Home/School
_____ School Only

Appendix

Technology Loaner Program Assurances Agreement

Loaner Equipment Description: laptop with a battery inside laptop and a power adapter (grades 2-12) or iPad with power adapter and cable (grades PreK-1)

Service Tag #/Serial Number: _____

Model: _____

Initial that you have received the following:

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

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