# ONE-TO-ONE STUDENT/PARENT DEVICE HANDBOOK

2023-2024

VOLUSIA
COUNTY SCHOOLS

# TABLE OF CONTENTS

Click on the content header to go to the page, directly

Click on the page number throughout the guide to return to the Table of Contents

# Volusia County Schools District Board Policy 219

## Please select <u>HERE</u> to view the entire VCS Board Policy 219

**VCS Board Policy 219 Summary**:

*The Volusia County School District has a policy in place to ensure the responsible and legal use of their technology resources, including hardware, software, and network resources, to support a valid educational purpose. The District provides students with access to technology resources for educational purposes and as such, students are required to adhere to the policy when using district technology, regardless of location or device. Technology integration is an essential component of a quality education, enabling students to learn, collaborate, and share information in ways that reflect how people work together in the real world. The policy also aims to teach digital citizenship and responsible use of technology.*

# ONE-TO-ONE FEATURES

Technology access has been established for educational purposes and will be consistent with the District's curriculum and the State of Florida Standards. The term "educational purpose" includes academic activities that directly improve upon lifelong skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

**The guidelines in this handbook apply to ALL students unless specifically noted.**

## PREK - 2

Apple iPad

**DEVICES REMAIN IN THE CLASSROOM. STUDENTS ARE TAUGHT SAFE TECH USE & DIGITAL CITIZENSHIP SKILLS**

## GRADE 3-7

**DEVICES REMAIN IN CLASSROOM AT ELEMENTARY SCHOOLS. MIDDLE SCHOOL DEVICES REMAIN ON CAMPUS. SOME INDIVIDUAL STUDENT CHECK-OUTS WILL BE AVAILABLE BASED ON STUDENT READINESS. STUDENTS ARE TAUGHT DIGITAL CITIZENSHIP USING THE ISTE STANDARDS (click HERE).**

## GRADE 8-12

**STUDENTS CHECK-OUT DEVICES FOR INDIVIDUAL USE & ARE RESPONSIBLE FOR EXHIBITING DIGITAL CITIZENSHIP. STUDENTS WILL UTILIZE TECHNOLOGY TO GRADUATE COLLEGE AND CAREER READY BY EARNING AN ACCELERATION CREDIT FROM THEIR HIGH SCHOOL.**

## 1 Software

VCS operates on **Windows 10** for laptops and **iOS** for iPads. We utilize Microsoft **Office 365** as our productivity tool for staff & students. The expectation is for 100% use and access to online assessments and digital resources.

## 2 Applications

VCS has a secure single sign-on (SSO) access to all applications and is referred to as **Vportal**. ALL students will access their digital course work, including **Focus Gradebook** through Vportal. Parents have access to a Parent Portal.

## 3 Internet Access

VCS provides secure, high-speed Internet on all campuses throughout the district. Identified as VCS-014 requires students to login using secure credentials. ALL activity conducted on a VCS device is closely monitored for safety & security.

# 1 TO 1 DEVICE CHECK-OUT PROCESS FOR 8-12 GRADES

1. Parent/Guardian completes the 1:1 Student Device Check-out Acknowledgement form.
2. Check with school for device check out dates/times and location.
3. Review the optional device insurance information and pay online through Parent Portal within the first 30 days after first day of school or later enrollment.

## 8-12 GRADE 1 TO 1 DEVICE CHECK-OUT

# DEVICE INSURANCE

VOLUSIA
COUNTY SCHOOLS

## ANNUAL PREMIUM

- All families with students enrolled in middle/high school will receive an online insurance premium invoice for $30 shortly before the start of the school year. The e-invoice is located inside of the Parent Portal Purchase & Pay tab. **To view & pay invoice, a parent/guardian must log into PARENT PORTAL.**

- Insurance coverage is optional. Families wishing to receive this coverage will have **30 days** from the start of the school year to pay the invoice online with credit card. Any cash/check payments must be made on site at schools. While there is no obligation to opt for insurance coverage, the cost for device repairs is significantly reduced with a paid insurance premium for each student.

- Students eligible for income-based services will be automatically covered and the annual premium will be waived (an invoice will appear with $0 balance in Parent Portal).
  - Families not auto-enrolled but wishing to claim eligibility for income-based services must submit an online form to the Office of Student Services and receive a verification letter/email from this office to present to student's school bookkeeper. For more information go to *Income Based Services Request - Volusia County Schools (vcsedu.org)*

## DEDUCTIBLES W/PAID INSURANCE
### Damages
- 1st Offense - $0
- 2nd Offense - $25
- 3rd Offense - $50
- 4th+ Offense(s) - $100

### Other Fines/Fees
- Lost/Stolen Device  - $150
- Replacement Charger - $25
- Replacement Case - $25

## INSURANCE LIMITATIONS

- Insurance deductibles may be voided if damaged caused was deemed. intentional/malicious
- See page 9 for definition of damage type.

If you decline to purchase the optional insurance, you will be responsible for the total cost of the repair or replacement of the device in the event that damage occurs.

This chart show the most common repairs and their potential cost. They are not representative of all possible damages or costs.

*All prices are subject to change.*

## 1:1 Device Repair Costs

Replacement Charger/Adapter:
$25.00 (even with device insurance)

Mild Repair:
$50.00

Moderate Repair (broken keyboard/base enclosure):
$100.00

Severe Repair (cracked screen):
$200.00

Lost/Stolen Device:
$500.00

# DEVICE DAMAGE | THEFT/LOSS

## DAMAGED DEVICES

Students & Parents/Guardians are responsible for damages to district devices. Repair fees and other costs may be assessed to the student account (see slide 8) . We offer insurance to help mitigate the cost of any damage repairs (see slide 7).

The district will utilize the following guidelines to categorize damage types.  Please note damage caused by malicious actions may have insurance deductibles voided.

| **Accidental*** | **Negligent**** | **Malicious**** |
|---|---|---|
| *Student accidentally broke or damaged equipment* | *Student negligently damaged, broke, or lost equipment* | *Student purposely damaged, broke, or stole equipment* |

## STOLEN OR LOST DEVICES

- If a device has been stolen, a police report must be filed and a copy of the report given to school administration for the consideration of the fine to be waived.
- Stolen/lost devices will be subject to a $150 deductible per device if opted in to the optional annual insurance program.
- Stolen/lost devices will be subject to the full replacement cost if opted out of the optional annual insurance program.

# Parent/Guardian Responsibilities

Your student has been issued/assigned a device (at school or take home) to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.  **I, Parent/Guardian, will........**

## Parent/School Resources

- Common Sense Media

- US Office of Educational Technology.

- Internet Safely FLDOE

- VCS Student Code of Conduct

| | |
|---|---|
| Supervise my child's use of the laptop computer in a common area while at home. | Discuss our family's values, rules, and expectations regarding the use of the computer and Internet web activity while at home and school. |
| Not attempt to repair the laptop computer at home. | Make sure my child reports to the school admin or teacher any problems with the device. |
| Make sure my child brings the laptop computer to school every day. Make sure my child recharges the laptop computer battery nightly in a safe location. | Ensure that the laptop computer is returned to the school when requested by school officials and/or upon my child's withdrawal from Volusia County School District. |
| Ensure my child knows not to share their account passwords with others, unless requested by an administrator, teacher, parent or guardian. | Discuss the safety of my student's digital identity and footprint. |

# DEVICE USE GUIDELINES

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses (all students unless specifically noted). Please refer to the complete School Board Policy 219- HERE

## STUDENTS WILL:

- Use technology for educational purposes.
- Follow all directions given by the teacher regarding device use.
- Follow guidelines outlined in this 1 to 1 Handbook.
- Follow the Student Code of Conduct rules
- Follow local and state laws.
- Use appropriate language in all digital products and communities.
- Return their device and accessories to their school by their last day (*8th-12th grade).

## STUDENTS WILL NOT:

- Use screensavers, backgrounds, and/or pictures with offensive language and/or materials.
- Loan their device or charging cords to other individuals.
- Install software.
- Modify, remove, or destroy inventory numbers and/or district labels on the device.

# DEVICE CARE GUIDELINES

It is the responsibility of the student to handle his/her device with respect and care. Devices and appropriate protective equipment have been chosen thoughtfully for each respective age group.

## STUDENTS WILL:

- Keep the device in a protective case OR backpack with protective panel protective for transporting laptop).
- Ensure the device is closed when carrying or not in use.
- Keep the device cleaned regularly when powered off with a soft cloth.
- Keep the device off the floor.
- Keep the device away from food, drink, siblings, & pets.
- Charge the device to full battery daily.

## STUDENTS WILL NOT:

- Leave device unattended (e.g. gym, cafeteria, media center, bus).
- Deface the device, protective case or accessories in any way. This includes, but is not limited to marking, painting, or drawing on any surface, or attaching stickers.
- Tamper with the hardware or software, disassemble any part of the device, or attempt any repairs.
- Pile any items on top of the device.
- Place items between the keyboard and the screen (laptop).

# 🔒 DEVICE SECURITY GUIDELINES

The student is responsible for the safety and security of the device and any activity associated with the device.

## STUDENTS WILL:

- Keep all login information and passwords private, unless shared with parent/guardian.
- Report a security problem with the details to your teacher without discussing it with other students.
- Report to appropriate teacher or administrator if the student witnesses other students engaging in unsafe behavior online.

## STUDENTS WILL NOT:

- Use other students' passwords or computers that are logged in under another student's name.
- Develop or use programs to harass others, hack, bring in viruses, or change other individuals' files.
- Provide personal information to anyone online without the permission of a teacher/parent/guardian.

# BEHAVIOR & DISCIPLINE

| Tech-related Behavior Violations | Equivalent "Traditional" Violations |
|---|---|
| Inappropriate use of email, instant messaging, internet surfing or computer games | Passing notes, looking at magazines, games (off-task behavior) |
| Missing case, smart stylus | No binder/missing supplies |
| Cutting & pasting without citing sources (plagarism) | Plagiarism |
| Cyber-bullying | Bullying/Harassments |
| Damaging, defacing, or endangering device or accessories | Vandalism or damage to school property damage |
| Using profanity, cursing or inappropriate language in a digital space | Using profanity, cursing or inappropriate language in a physical space |
| Accessing pornographic material or other inappropriate content online. | Bringing pornographic or other inappropriate content to school in print form |
| Using accounts or resources that are not authorized for the student. | Taking or receiving property of the school district or others without authorization |
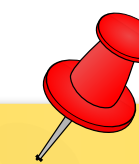
Student devices and online activities are monitored. Student devices remain property of Volusia County Schools and can be confiscated and searched without prior notice to the student or guardian. Building administration enforces School Board policies and those set forth in the Student Handbook

Violations of these discipline rules may also constitute violations of law and create legal liability for students and/or parents/guardians. Board policy, student discipline and guidelines for consequences of policy violations are provided in the discipline section of the **Student Code of Conduct**

# BEHAVIOR & DISCIPLINE

## Violations Unique to Technology

Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

Unauthorized downloading or installing of software, including proxy servers or plug-ins that attempt to bypass the Internet filter

Attempting to defeat or bypass the district's internet filter by any other means

Modification to district browser settings or any other techniques to avoid being blocked from inappropriate content or to conceal Internet activity

Accessing or using files dangerous to the integrity of the network

Use of a device or other device to record, create, publish, or display private, confidential, or inappropriate materials.

Use of district resources to email, instant message, video conference, digitally publish, or communicate electronically for purposes unrelated to school and/or communications that include inappropriate content

## ILLICIT PHOTOS/VIDEOS

Any student found using district technology to share partially nude or naked photos and videos of themselves with other students will be **considered creating and distributing child pornography.**

In addition to severe discipline from the school administration, students who create, share, or save such images or video **may be subject to legal action and even charged with a felony.**

We encourage all parents to monitor their children's activities and to speak frankly with their children about inappropriate uses of technology and the potential risks of misues.

# INTERNET USE & SAFETY

## INTERNET USE

The Internet is a critical resource for student learning, VCS has enabled an Internet filter on all devices to help protect students from harmful or inappropriate material. The Internet filter works both at school and off-campus when using a district issued device

## BLOCKED CONTENT

- Sites with material deemed offensive, obscene, hateful, violent, pornographic, or other adult oriented content
- Most web-based messaging, social media and chat programs
- Sites that promote hacking, phishing, spam, viruses, spyware or other malicious content
- Sites promoting criminal activity, gambling, and illegal software

Internet filters are not fail proof so students and parents should notify district staff immediately if they come across a site with inappropriate information, images, or messages.

We are unable to block or unblock sites for specific students. If you are having trouble with a student using an unblocked site inappropriately, please speak with your student's teachers and school administration.

## INTERNET USE & SAFETY

## 24/7 ACCESS TO EDUCATIONAL RESOURCES

One benefit of our one-to-one program is students are able to work on homework and projects at anytime with full access to our digital learning resources. Even when not connected to the VCS Network, student activity on district-issued devices is monitored and inappropriate sites and content are blocked. However, we cannot guarantee the security or quality of networks outside of VCS.

## ACCESSING INTERNET AWAY FROM SCHOOL

- Spectrum offers low cost internet access to families who qualify for income-based services.
- Students without access to internet at home, a wireless hotpot may be available. Check with your child's school.

## PUBLIC INTERNET

Free public WiFi is available in many locations such as libraries & retails stores.  We encourage student to use discretion when utilizing free public WiFi, as these networks are not secure & sensitive data could be monitored or compromised.

# TROUBLESHOOTING YOUR DEVICE

**1** Device must be **restarted every day** to ensure it is receiving all necessary updates.

**2** A digital citizen know how to troubleshoot basic technical issues. Depending on the issue, you may need to close & restart a program, disconnect & reconnect to the Internet, clear the cache & cookies on the browser (CTRL+SHIFT+DELETE), restart the device, or plug into a charger.

**3** Visit with classmates, teachers, or parents to see if they are having the same issue, or if they can help resolve the issue. Students should NEVER attempt physical repairs or modifications to the device.

**4** If the issue is interfering with your learning, report the issue to your school.

**5** If the device is lost or stolen, report it to your school **immediately**.

**VOLUSIA COUNTY SCHOOL DISTRICT**

Information Technology Services

200 N. Clara Ave., DeLand, FL

32172

(386) 734-7190

www.vcsedu.org