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LEADERS IN
LEARNING, CARING
& GROWING

**“A learning
environment
rich in
innovation
and
technology
integration.”**



lenovo





Dear Students and Families,

Congratulations on being part of the Littleton Elementary School District's One-to-One computing initiative! The Littleton Elementary School District's One-to-One program began with a first-grade set of devices in 2011 and this year, we expect to have over 130 classrooms participating across the District.

It is our intent to provide laptops as a resource to encourage our students to extend both where they learn and when they learn. It is about creating opportunities for students to gain life skills as they work through curriculum that includes project based learning and promotes collaboration. It is also about taking care of property and being good citizens in the digital world.

We are grateful for a strong voter support from our community and fortunate to have a Governing Board with the vision to lead Littleton School District in a way that prepares our students for the workplace of the future. Because of the focus placed on technology integration, our students are engaged and enjoy authentic learning experiences resulting in a new culture of exploration and innovation. This is another example of our commitment to the education of all of our students.

This handbook has useful information about caring for the computers, Internet safety, responsible use of technology and helpful supports at home. Since the programs started, we have seen our community embrace the LESD values, especially trust, integrity and respect. We want to encourage parents to participate in technology training and access online information. I wish you the best as you apply the information in the handbook and take advantage of the infinite educational opportunities that One-to-One computing provides.

Sincerely,

Dr. Roger Freeman

Dr. Roger Freeman
Littleton Elementary School District #65
Superintendent

ONE-TO-ONE @ LITTLETON

Littleton's One-to-One program is devoted to developing an innovative and student-centered learning environment. Throughout the District, the One-to-One program design, means students have a device 24/7. This model includes professional development for teachers and has generated excitement for both teachers and students. We are looking forward to seeing our achievement soar as our children create, collaborate and communicate while mastering concepts in reading, writing and math.

One-to-One User Handbook

Use and Care for Laptops at School and at Home

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Introduction and Basic Rules

Welcome to the Littleton School District One-To-One Laptop program. This program provides a laptop computer to over half of Littleton students so that the students have 24/7 access to the same laptop computer for use in class and at home. The student and his/her parent/guardian are responsible for the computer and the student can travel throughout the day with the device. Students will expand their sources of research, find meaningful real world assignments, seek out legitimate digital information to solve real world problems and learn real life skills to help them achieve their college and career goal readiness. This model allows for children to extend the learning beyond the classroom walls and after the bell.

Some Basic Rules

- Parents/Guardians and students will abide by all district policy, local, state and federal laws. All users are expected to comply at all times with the LESD Acceptable Use Policy (attached P. 16). Any failure to comply may result in loss of privilege and the District retains the right to take possession of the equipment at any time.
- The device remains the property of the Littleton Elementary School District. Devices will be returned at the end of the school year or when the student leaves the district. Parents and students agree to return the device to the school in the same condition it was issued.
- District laptops issued to students and their families are required to go through Compliance Checks. LESD staff will randomly check that students and their families are following the expectations set forth in this guide. Per district policy, all files stored on any district profile or devices are the property of the district and are subject to regular review and monitoring at any given time.
- No one should eat or drink near the computer.
- Students are responsible for all content found on their laptops. Do not allow any unauthorized users access to your laptop.
- Laptops should be completely Shut Down when not in use. Laptops should always be stored in an approved sleeve and/or backpack when transporting to home or class.
- Students and parents will be held accountable for any damage caused to the laptops that result from misuse or negligence.
- Never download or install anything on to the laptop without appropriate authorization from your teacher or district personnel. This includes (but is not limited to) music, games, video files or any external/Internet installed applications. This includes CD/DVD games as well as Internet installed games.
- No stickers or markings of any kind are allowed on the laptops or cases. They are not to be defaced, damaged or tagged in any way. This includes writing your name on the case. A district issued sticker with your username has been provided.
- Sending or retrieving any information that violates school or district policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene will result in appropriate disciplinary action. Littleton Elementary School district will cooperate with all law agencies to support these policies, laws, and rules.
- Students should never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.
- The student username and password are not to be shared with anyone except parents/guardians. Students are not permitted to change their password.

- It is the expectation that students will bring the device to school each day unless otherwise instructed. The students will transport the device in their sleeve and/or backpack to help protect the equipment.
- Never access, delete or change other student's folders, work, files or projects without specific permission from a teacher or other administrator.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Section 1: Laptop Use at School

1.1 Where to Save Files

- Littleton teachers will provide students with specific instructions for saving their work. Follow the instructions for saving your work as provided by your classroom teacher.
- If your family does not have access the Internet at home, you may also save work to a USB Flash Drive.
- Items saved only to the user Desktop may be lost if there is a hard drive error or other equipment problems.

1.2 Installing Software

- Students do not have computer permissions to install any software to the laptops. Home printers, mice, keyboards or other software cannot be installed by students. Any messages received during web use regarding updates to Flash, Adobe, Java, etc., should be declined (select "No"), as any software install will fail.
- Installing unapproved software could introduce a virus into the network and could cause laptop instability and failure.

1.3 Classroom Routines

- When carrying laptop make sure that it is closed and you are holding it securely with two hands.
- Follow all directions given by the teacher.
- Center the laptop on the desk.
- Close the lid of the laptop before standing up.
- Put your laptop away securely before walking away from it.
- Printing will be monitored and limited to only those things needed directly for instruction.
- Students may be randomly selected for a laptop inspection without notice. The purpose for inspection will be to check for proper care and maintenance including inappropriate material and/or browsing history.

1.4 Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

1.5 Personal Accessories

- Personal headphones are allowed. Sound must be muted unless teachers instructs otherwise. Ear buds may be used during study times in group areas.
- Backpacks are required for transporting to and from home. Please notify your teacher if you do not have a protective backpack.

Section 2: Responsible Use of Technology

2.1 Overview:

The Littleton Elementary School District is committed to being a tech-savvy district, where technology is transforming teaching and learning. The goal is graduation and college readiness for all students. Recognizing that technology literacy is as necessary a skill as reading for students committed to succeeding in the 21st century, Littleton is creating classrooms of the future and is working to expand access to the Internet throughout the community. Use of the Internet must be supportive of and consistent with the educational objectives of the District.

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Parent-Student Handbook 2016-2017 General Guidelines (P. 25 in Handbook)

Technology Resources

The following guidelines and policies apply to:

1. Students who use computers belonging to the Littleton Elementary School District.
2. Students who access network resources available through the District.

Our goal in providing network access and technological resources is to promote instruction and learning. The district has taken precautions to restrict access to controversial materials. However, end users are expected to use the resources to support the educational goals of the district.

2.2 Technology Policies and Guidelines

Increased access to technology has numerous benefits, but it also has the potential for abuse. For this reason, the Littleton Elementary School District has specific board policies that address appropriate use of technology and electronic resources. The Board policies regarding technology and electronic resources apply to computer use at school; they also apply to home use of the LESD laptop.

- Compliance checks monitor the use of the computer whether at home or at school.
- Refer to the ***LESD 2016-2017 Parent-Student Handbook of Policies, Procedures, Rights and Responsibilities*** for additional information.

Student Directory Information (P. 24 in Handbook)

Student Information Student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written dated request of the person legally responsible for the student. During the school year, Littleton Schools may keep on file non-confidential student information containing students' names, photographs, grade placement, extracurricular participation, and achievement awards and honors. These files may include monthly school newsletters, promotion programs, activity pro- grams, the District newsletter, and the yearbook. STUDENT INFORMATION WILL BE RELEASED WITHOUT PRIOR CONSENT FOR INDISTRICT PUBLICATIONS AND RECOGNIZED NEWS MEDIA. If however, you do not wish any of the above listed information to be released about your child/children, please submit written notification to the school office. If such notification is not received, it is assumed that your permission is given to use directory information as described above.

Electronic Devices (P. 13-14 in Handbook)

Electronic Devices are used throughout the District to communicate and access information. Our goal in providing this service is to promote instruction and learning. Access to the school network and the Internet is a privilege, not

a right. Authorized use of network access and information resources must be consistent with the educational purposes for which these resources have been provided and should not disrupt the learning environment. The Littleton School District shall not be liable for misuse and reserves the right to monitor any and all activity. Students assume full responsibility for any costs, liabilities or damages arising from any misuse and will be held accountable according to the district disciplinary guidelines. For additional information refer to the ***Parent-Student Handbook***. Any use of student-owned devices or access to network resources, are only allowed under the authorization of a classroom teacher and/or building administrator. Students may possess electronic devices such as cell phone, smart phone and/or iPad at school or a school- sponsored event. However, all devices must be turned off, not set to vibrate, and kept out of sight during class time, unless prior approval of a school administrator or teacher has been issued, or for emergency purposes. Any use of student-owned devices or access to the network resources are only allowed by authorized school personnel. Inappropriate use of computers, telecommunication and network resources are covered in Governing Board policy IJNDB. If a student violates this policy, his/her device may be confiscated, and the student will be subject to disciplinary consequences, including notification of law enforcement authorities. Students shall be personally and solely responsible for the security of electronic devices brought to school. The school staff shall not assume responsibility for theft, loss, damage or unauthorized use.

Laptop Security

Two primary forms of security exist: laptop security and Internet filtering. Each of the laptops has a security program installed on it. LESD strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Littleton Elementary School District network. Security is in place on the laptop to prevent certain activities. These include downloading or installing software on the laptops, removing software, changing system settings, etc. LESD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. There is a second software filter package installed on each laptop unit. This filter will run when the students are home, and will help ensure safe access to the Internet. Please note, however, that there is no better security tool than an involved adult!

1. Use the educational information services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the District.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers or personally identifiable data including log-in information unless authorized to do so by designated school authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the EIS for commercial purposes.
8. Follow the District's code of conduct.
9. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
10. Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

Violation Guidelines

Privileges and Responsibilities

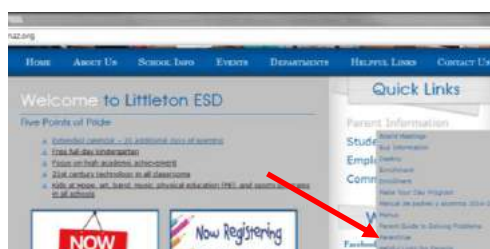
The use of District computer, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

Services

The District reserves the right to monitor the use of district computers, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted. The District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district. The District may make rules, as needed, for the operation of the system.

2.3 ParentVUE

Parents have the right to access and monitor assignments, grades and attendance, as well as contact information, through our online ParentVUE portal. This resource helps parents stay informed and connected by providing day-to-day insight into their child's academic experience. Once activation information has been received, students and parents can create an account and gain access from any internet connection. Additional information can be found on the District website at www.littletonaz.org under the Quick Links for Parents.



2.4 Cyberbullying

Electronic aggression or “cyberbullying” is defined as any type of harassment or bullying (such as teasing, telling lies, making fun of someone, making rude or mean comments, spreading rumors, or making threatening or aggressive comments (that occurs through e-mail, a chat room, instant messaging, a website (including blogs), social networking sites like Facebook, etc.; text messaging, videos or pictures posted on websites or sent through cell phones (Source: Youth Engaged 4 Change). Cyberbullying includes the use of technology or other electronic means to post any hurtful information about another person on the Internet, or making unwanted contact by threatening or insulting.

Bullying or Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Section 3: Damaged, Lost or Stolen Equipment

Liability and financial responsibilities are defined in the One-to-One Student/Parent Contract that is signed when laptops are distributed. Please note, if the property is not returned or is intentionally damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. Although district laptops come equipped with an antitheft device, a police report must be filed and provided to the school, the district security officer and the Information Technologies Department. If the laptop is damaged because of negligence, the student may be responsible for the full replacement cost of the laptop.

If a laptop is lost or stolen anytime outside of school, parents should take the following steps:

1. Contact the police right away to file a claim for lost/stolen property. Be sure to get a case number and/or incident number from the responding officer.

2. Contact the Teacher Technology Facilitator OR Instructional Technology Coach at your child's school during classroom hours. Be ready to provide them with the case and/or incident report number which you obtained from the responding officer.

Fees Associated with Damaged Equipment:

Cracked Screen	\$100
Water Damage	\$100-250
Broken Keyboard	\$50
Lost Power Cord	\$50
Replacement	\$499-599

*Other damage will be assessed on a case by case basis

Section 4: Laptop Support/Help at Home

4.1 Homework Assignments

Please have your student check with individual class teachers and their teacher webpage for classroom procedures. This information will help you support your student with homework tasks.

Kid Friendly Web Browsers:

Kids Click-Search site designed by librarians for kids

<http://kidsclick.org/>

KidRex -Safe search for kids by kids

<http://www.kidrex.org/>

4.2 Internet Connection

At Home with your Internet Service Provider (ISP). If you already have a home internet connection, please call your Internet Service Provider (ISP). Littleton Elementary School District is not able to diagnose or repair issues related to ISP home wiring and equipment.

Cox Connect to Compete (C2C): Connect2Compete (C2C) is a national not-for-profit initiative that works to bring students and families online by providing \$9.95/month high-speed Internet and free digital literacy training. For 2 years, there are no price increases, no activation fees, no equipment rental fees, and no contract on the high-speed Internet service. Families with at least one child receiving free school meals through the National School Lunch Program (NSLP) are eligible for the \$9.95/month Cox home Internet service. In addition, families cannot have subscribed to Cox Internet service within the last 90 days or have any outstanding debt or unreturned equipment with Cox. Eligible families can apply online by visiting www.connect2compete.org/cox or by calling toll free 1-855-222-3252.

Avondale Public Library:

11350 W. Civic Center Dr.

Avondale, AZ 85323

(623) 333-2602

www.avondalelibrary.org

4.3 Wireless Connection/Hard Wire Connection

Your laptop device is equipped with a wireless card which provides the capability of a wireless connection. If you do not have a router for wireless capabilities at home, then the laptop can be plugged in for a hard wire connection.

4.4 Support and Trouble Shooting

What is WLAN?

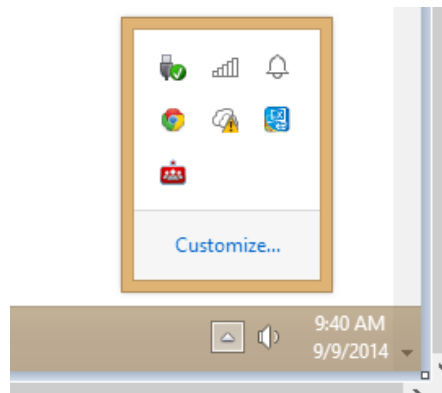
WLAN stands for wireless local area network, and is also commonly referred to as Wi-Fi (wireless fidelity). These networks allow you to wirelessly access the internet.


Connecting to a Wireless Network:

Connecting to a Wireless network is actually easier than you think. First you want to find the Taskbar at the bottom of your screen, and look for a small white triangle on the far right hand side. Here is a shot of the Taskbar.



After locating the small white triangle indicated by the red arrow, click on the triangle to bring up a range of icons. Your options should look something like this.



The Wi-Fi icon is indicated by 5 white lines increasing in size as they move from left to right. By clicking the icon, you will be given a list of available networks. Depending on the range of the available network, signal strength and speed will vary. 

There are generally two different types of networks, Public networks and Private networks. Public networks like Starbucks or McDonalds may have a free network available without the need for a password. Private networks such as home networks generally require a password to connect. Remember, people may be watching Public Networks, so be careful with personal information.

Just like a cell phone, you want the best signal. If there are multiple networks available, choose the network with the best signal (or most bars). Enter a password if required and click connect. You have just connected to a network via Wi-Fi.

Power on/Shut down

- Press the power button on the top left above the keyboard
- After about a minute you will be presented with the login screen
- Log-in with student username and password
- To Shut down click the Microsoft Start menu icon on the bottom left of the screen and select **Shutdown**

Section 5: Laptop Care at Home

5.1 Travel between Home and School

- Laptops should stay in their sleeves inside their cases when traveling.
- Laptops should be shut down before traveling between home and school.
- Care should be taken to keep the laptop dry.
- Laptops, chargers and cases are to be brought to school each day.
- Laptop sleeve should only be used to store the laptop and charger accessories.
- Stolen laptops can be located remotely by district personnel.
- Laptops should not be left in a car unattended because of the possibility of heat damage or car break in or theft.
- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.

5.2 Home Use Guidelines

- Questions often arise regarding the use of the laptops at home. Families are encouraged to participate with their student in exploring and learning about the laptop and how technology can become a useful tool.
- All school rules apply for home use of laptop.
- No inappropriate sites.
- Please refer to the Responsible Use of Technology portion of the Handbook
- Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood –pulp fibers that can scratch your screen.
- NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on to your screen as they may damage the LCD matrix.
- Keep all food and drinks away from your laptop at all times.
- Protect the laptop from extreme heat or cold, food and drinks, small children, pets.
- Use the laptop in a common room of the home.
- Store the laptop on a desk or table – never on the floor!
- Do not leave laptop unattended.
- Students are prohibited from putting stickers or additional markings on the laptops, cases, batteries, or power cord.
- Students are prohibited from defacing LESD issued equipment in any way. This may include but is not limited to marking, painting, drawing or marring any surface of the laptops or the sleeve.

5.3 Storing at Home

- Keep laptop and charging cord away from pets
- Designate a safe location off the floor where your laptop can be stored and recharged each evening.
- Keep laptop in district approved cases

5.4 Music/Movies/Games

Listening to music or viewing movies on your laptop (from a streaming website) is allowed at home with permission from parents/guardians.

5.5 Desktop Backgrounds and Screensavers

Students are welcome to personalize their background or wallpaper with appropriate pictures and content.

5.6 Keeping the Laptop Charged

- Students should make sure to have the laptop plugged in and charging before going to bed each night. Chargers will be kept with the laptop case at all times and brought back to school each day.

5.7 Laptop Camera/Webcam

Students may not post or otherwise disclose personally-identifying information, about themselves or others including pictures, video-footage, descriptions or name(s). Students and families must be cautious to protect the safety of themselves and others identity.

Section 6: Parent/Guardian Responsibilities

6.1 Laptop Orientation

Parent/Guardian Responsibility- In order for students to be allowed to take their laptops home, a parent/guardian is responsible for the content of this handbook and for completing associated paperwork. Check with your student's school for additional training options.

6.2 Accept Liability

Parent/Guardian Responsibility- The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned or damaged. (this excludes normal wear and tear)
- Lost.
- Stolen, but not reported to school and/or police.
- Parents will be required to have a valid email address to check in with the teacher on a regular basis as defined by the teacher.
- See page 10 for approximate pricing for repairs.

Please see page 10 for approximate repair costs.

6.3 Monitor Student Use and Support Student Safety

Parent/Guardian Responsibility- The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The filter is mobile which means the same filters used at school to block inappropriate content will filter the same way at home. The laptop has the same functionality at home as it does in the classroom. While every effort is made to filter undesirable content on the laptop the system is not failsafe. For this reason, it is important for parents/guardians to monitor their students on line activity. For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Parents are to monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned work.

6.4 Accessing Teacher Home Page

From a District Laptop

After powering on the district laptop log in using the student username and password. The internet browser will automatically default to your student's teacher home page.

Type in your student's username and password.

6.5 Tips for Your Students and Family

- Have fun being a part of your child's online experience.
- Use laptop in a shared or common space in the home.
- Keep the computer where everyone can see the screen.
- Do not post personal information and beware of requests for personal information online.
- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.
- Do not be a Cyberbully!
- Report cyberbullying and threats to teachers immediately.
- Honor the Littleton Elementary School Districts security software and filters
- Do not give out personal information such as address, telephone number, parent's work address or telephone numbers, or the name and location of your school, without the permission of your parents.
- Tell your parents right away if you come across any information on the Internet that makes you feel uncomfortable.
- Never agree to get together with someone you "meet" on the Internet, without first checking with your parents. If your parents agree, take them with you and meet in a public place.
- Never send anyone your picture or any other possessions, without first checking with your parents.
- Do not respond to any messages that are mean, rude or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.
- Talk to your parents about the rules of your household concerning how you use the computer and the Internet. Decide on the time of day that you can go online, how long you can surf the 'Net, and what kinds of websites you can look at.

6.6 Internet Safety Links

- **Connect Safely**- www.connectsafely.org
The site has tips for teens and parents, as well as other resources for safe blogging and social networking.
- **Internet Keep Safe Coalition** - www.iKeepSafe.org
A broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.
- **OnGuard Online** - www.onguardonline.gov
Practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. Features NetCetera which includes tips to help parents talk to kids about being online.
- **Wired Safety** - www.wiredsafety.org
Provides help, information and education to Internet and mobile device users of all ages and they also help parents with issues, such as Facebook and cyberbullying.

APPENDIX 1

Littleton Elementary School District #65 Use of Technology Resources in Instruction

Electronic Information Services User Agreement

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable Use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data, including log-in information, unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- Take responsibility for the care of District equipment.

Personal Responsibility. I will report any misuse of the EIS or any damage to equipment to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network Etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send abusive messages.
- *Respect privacy.* I will not reveal any home addresses, or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper material, the user has the ultimate responsibility for how the electronic information service (EIS) is used.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action, restitution and/or the revocation of my use of information services.

Student Name (printed) _____ Student Signature _____

Date _____ School _____ Grade _____

Note that this agreement applies to both students and employees

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As a parent or guardian of the above named student, I have read this agreement and understand it. I understand that the School District attempts to restrict access to all controversial materials, and I will not hold the district responsible for inappropriate materials accessed through the use of the electronic information services (EIS). I also agree to report any misuse of the EIS or equipment to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use electronic information services.

Parent or Guardian Name (print): _____

Signature: _____ Date: _____

Email Address (required) _____

APPENDIX 2

24/7 Parent/Student Device Use Contract 2016-2017

Please Print all Information and return this page to your child's teacher

Last Name	First Name	Student ID/Lunch #	Homeroom	School

Parent Name _____
Last First Driver's License#

Parent Email Address (required) _____

Address _____

Home Phone _____ Work Phone _____

What is 1-1 Computing?

1:1 computing is a concept where students have 24/7 access to the same laptop computer for use in class and at home. The student and his/her parent/guardian are responsible for the computer and the student can travel throughout the day with the device. As this program develops, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real world assignments, seek out legitimate digital information to solve real world problems and learn real life skills to help them achieve their college and career goals. This model allows for children to extend the learning beyond the classroom walls and after the bell.

☐

I understand that I am responsible for the equipment and accept liability.

☐

I am responsible for adhering to the information and guidelines outlined in the 1:1 Parent Handbook.
www.littletonaz.org

User Signatures:

Parent or Guardian Signature Student Signature Date

Item Description	Asset Tag Number	Condition
Laptop		
Power Cord		
Sleeve (if provided)		

*1:1 for additional copies, this handbook can be found at <http://www.littletonaz.org/>