



Student & Parent Device Handbook

Contents

Overview	2
Parent/Guardian Responsibilities	2
General Care of Device	3
Device Damage/Loss/Theft	3
Prohibited Actions	4
Frequently Asked Questions (FAQ's)	4
Internet Safety	6
Contact	8

Overview

We are excited to provide all Hillside Academy Kindergarten-8th grade students a Hillside Academy device to use to enhance the academic experience. Devices are checked out at the beginning of the school year to older students and the student is responsible for their device for the year. Some students may choose to leave their devices at school. In most cases, devices will not be checked out to our Kindergarten-3rd grade students. Instead they will be provided devices during use at school. This handbook highlights key information about this initiative and the responsibilities of both students and parents/guardians for participation in this program.

One-to-one computing offers many benefits to our modern-day classroom and learners. Hillside's expectation is that the student will have his/her computing device (device) with them for use in all their classes and for continued use at home. The device will help increase student engagement. Students can access learning materials and engage in real-time inquiry as questions arise. Devices also support Project-Based Learning, allowing students to research, collaborate, and produce a final product to share with peers, teachers, and parents.

By issuing students the same devices, we hope to make technology access and learning opportunities equitable. All students have the same tools aligned with teaching and designed to best support their learning. Having the same device allows for consistency of tech support, software alignment, and added curriculum tools. And finally, accessing the school network and device resources is also an opportunity to learn the responsibility of informed, ethical, and responsible device use.

Parent/Guardian Responsibilities

For students to take a Hillside Academy device home and to use the device at school, a student and parent/guardian must sign the Student/Parent Device Agreement and agree to and follow applicable policies and procedures.

MONITOR STUDENT USE

The parent/guardian should monitor student's use of the device while away from school. The best way to keep students safe and on-task is to participate in what they are doing.

Suggestions:

- The device should be used in common spaces in your home.
- Ask your student to show you what they are doing. Ask questions about their work.
- Check browsing history regularly.

SUPPORT ONLINE SAFETY

Students are expected to notify a parent or staff member immediately if they come

across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

General Care of Device

CARE OF DEVICES AT SCHOOL

- Bring the device to school, fully charged, each day.
- Never leave the device or device accessories unattended for any reason.
- Never eat or drink over or near the device.
- When not in use, the device should be shut down.

CLASSROOM HABITS

- Use the device on a desk or table.
- Lock the device before walking away from it.
- Never walk with the device open.
- Do not leave your device or accessories unattended.
- Follow all directions given by the teacher.

CARE OF DEVICES AT HOME

- Charge the device fully each night so that it is ready for classroom use.
- Store the device on a desk or table - never on the floor.
- Protect the device from extreme temperatures, food, and drinks.
- Keep the device clean and free of stickers or other decorations.
- When not in use, the device should be shut down.

TRAVELING WITH THE DEVICES

- Completely shut down the device before traveling anywhere, including between home and school.
- Do not leave the device unattended in a vehicle.

LOANER DEVICES

Temporary replacement devices may be available, if needed. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to the loaner. Please see your homeroom teacher if a loaner is necessary.

REPAIRS

Occasionally, unexpected problems occur with the devices that are not the fault of the user (device crashes, software errors, etc.). The school will assist students with having these issues remedied when possible.

Device Damage/Loss/Theft

DAMAGE

If the device is deemed intentionally or negligently damaged by the student, the student may be subject to discipline and responsible for the cost of repair or replacement.

Whether the damage is accidental or intentional, parents/guardians will be charged the full cost of the damaged device, charger and stylus.

Students must report damage to school administration immediately.

LOST EQUIPMENT

As in the case of damage, if any equipment is lost, the student or parent must report it to the school immediately. Depending on specific insurance policies of the family with the stolen device, the parent/guardian is responsible for the full replacement cost.

STOLEN EQUIPMENT

If equipment is stolen, a police report must be filed and a copy of the report provided to the school within five school days. The parent/guardian is responsible for the full replacement cost, however, it may be the case that family insurance will cover some or all of the cost.

Prohibited Actions

Students are prohibited from:

- ❑ Loaning device or device components to family members or other students for any reason. Students who do so are responsible for any loss of components.
- ❑ Putting stickers or additional markings on the devices, cases, batteries or power cord/chargers
- ❑ Defacing the device or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface.
- ❑ Installing software. Student devices will not allow students to install software on them.
- ❑ Students who identify or know about a security problem are expected to convey the details to the building IT staff without discussing it with other students.
- ❑ Modifying the device's operating system in any way.
- ❑ Students may not open the device case for any purpose.
- ❑ Modification to school settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- ❑ Removing inventory tags

Frequently Asked Questions (FAQ's)

What if a student forgot to charge their device and the battery is dead?

One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge the device at home every night. They are expected to bring the device to school charged every day. If they fail to do so, they may be able to borrow a

spare power cable. Barring that, the student would have to charge their device in the school's location and lose out on participation in the classroom device activities until the battery is charged. Classrooms are often equipped with charging ports and will be able to use them depending on the setup and frequency of not being prepared.

What if my student forgot to bring the device to school?

If a student forgets to bring their device to school, the student may miss out on device-related instructional activities that day. Please help us help your student bring their device to/from school daily! The school may have a very small number of "loaner" devices. Priority for a loaner goes to students who experience equipment issues outside their control. When available, a student who forgot their device may be issued a "loaner" device by the school. Otherwise, paper and pen/pencil will be expected and perhaps transferred to the device when at home.

What happens if a student's device is broken after checkout?

The student will bring the broken device to school to turn it in. A loaner/spare may be checked out (when possible) to minimize the loss of instructional time. The student is liable for loss or damage to the spare while it's in his or her possession. Once the student's original device is repaired, the student will be notified to swap the loaner for the original device. If the damage is determined to have been caused by student negligence or abuse, there will be a fine assessed for the repair costs, as stated in the contract.

What if the device is stolen?

The loss needs to be reported ASAP to your student's school. In addition, a police report and insurance report must be filed, and a copy of the reports must be provided to the school by the student or parent promptly (within five school days). The student can then check out a loaner/spare until we settle the loss issue. It is critical that the student maintain good security for the device at all times!

How will my student be protected from objectionable material?

Parental monitoring and family filters on the network are recommended on the home network. Internet safety is taught to students to help them stay away from objectionable material as well as to stay safe online.

I don't allow my child to have a password on their home device so I can monitor its use. How can I know what my child is doing on the school device?

Obtain the username and password from your student or homeroom teacher. While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. We encourage you to know what your student is doing on his or her school device.

Home Internet access is expensive. Are families required to provide Internet access at home?

No, we do not require families to have Internet access, though it would be very

helpful for students. If the cost is prohibitive, a program (Internet Essentials Program) provides basic Internet access to families with students who qualify for free or reduced-price lunch. This program offers home Internet service for \$9.95 a month plus tax, with no activation fees, equipment rental fees or price increases. For more information, visit InternetEssentials.com or call 1-855-846-8376.

Why can't my student bring his/her own device\ to school? (BYOD)

We have reviewed this possibility and have determined it does not meet our goals and objectives. There are several reasons why we are providing the same devices to all students in school. They include safety, instruction, technical support, and equity.

Safety: The devices are the property of Hillside Academy. As such, we have admin access to the devices for monitoring usage.

Instruction: We have purchased and installed several different software packages on school devices that will not be available on outside devices. The same software, and even the same version, will be on each school device, so teachers can quickly and more efficiently teach the entire class and help individual students. Trying to teach a lesson with several different kinds of software and/or different versions of that software would be very difficult.

Equity: If all students are using the same device, they can focus on what they are learning with the device, not on who has which device and what else is on it.

What if I don't sign the agreement? I don't want my family to have to be responsible.

If no parent or guardian signs the agreement, a student will not have access to a device when he or she is at school. If a parent does not want a device transported home, please indicate that on the Hillside Academy Student/Parent Device Agreement form. The Device and Network Acceptable Use Agreement for Students must be signed to access the internet and educational programs on any school electronic device. If the student intentionally damages the device, families shall be liable for the damage, the same as with any piece of school-owned equipment.

Internet Safety

Hillside encourages families to review Common Sense Media's internet-safety guidance with their student, available at commonsensemedia.org. In short: students should protect their privacy, think before posting, understand that nothing shared online is truly private or ever fully deleted, treat others online the way they'd want to be treated, remember that not everything online is true or trustworthy, and tell a trusted adult right away if something online feels wrong or unsafe.

Electronic Resources Policy

The Hillside Academy Board of Directors recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the school will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the school's goal to provide students with rich and ample opportunities to use technology for important purposes in school, just as individuals in workplaces and other real-life settings. The school's technology will enable educators and students to communicate, learn, share, collaborate, and create, to think and solve problems, to manage their work, and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.

The board directs the Head of School or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities, and to develop procedures to support this policy.

Use of the Internet

The question of Internet safety includes issues regarding the use of the Internet, Internet-ready devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cyber crimes, including crimes by online predators and cyberbullying, and helps parents shield their children from materials that are inappropriate for minors.

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the school will use the following four-part approach. However, given the ever-changing nature of the Internet, Hillside cannot guarantee that a student will never be able to access objectionable material.

1. Network Use Agreement

Any student or staff member using the Internet from a device in the school facility must have a valid Technology Use Agreement on file.

2. Supervision

When students use the Internet from school facilities, the staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the materials selection procedures of the Network Use Agreement, then school staff may instruct the person to cease using that material and/or implement sanctions contained in the Network Use Agreement.

3. Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Contact

Hillside Academy is committed to supporting both students and parents/guardians with our programs. If you have any questions, they can be directed to:

Sheri Martin Chen
Head of School

Phone # 425.844.8608
E-mail: sherim@hillsideacaemy.com

Student & Parent Device and Internet Usage Agreement

Hillside Academy provides a wide range of device resources to its students for the purpose of advancing its educational mission. As a user of the school's devices, you are expected to review and understand the Acceptable Use Procedures. You are expected to:

1. Protect your logon information from others. Do not use other users' passwords.
2. Exercise good judgment and care of the device.
3. Respect school property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software to school devices without permission from the director or designee.
5. Do not use school devices for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material in concert with the school's Electronic Resources Policy. Notify an adult whenever coming across information or messages that seem inappropriate.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
8. Hillside Academy devices may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it. Respect copyrights.
10. Do not give out any personal information over the Internet.

Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to school devices, other school disciplinary action, and/or appropriate legal action.

Student Name _____ **Grade** _____

Student Signature _____ **Date** _____

☐ **I/We do not want our child to bring home a school device. We have a device at home that he/she can use. We acknowledge and will uphold the at school device use policy and expectations.**

Parent Name _____

Parent Signature _____ **Date** _____