



KCPS One-to-One Student/Parent Handbook

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Overview

The Kansas City Public Schools (KCPS) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of KCPS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

When signing the Student/Parent Computer Agreement, you are acknowledging that you understand and accept the information in this document.

KCPS students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the KCPS network and equipment must comply at all times with the KCPS Electronic Use Policy and Acceptable Use Procedure.
3. Computer are on loan to students and remain the property of KCPS.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the computer and network must support education.
6. Students and families must follow all guidelines set forth in this document and by KCPS staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all KCPS computers whether on or off the school campus.
8. All files stored on KCPS equipment or the network are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to computers, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the computer in good condition. Failure to do so may result in bills for repair or replacement.
11. The price that the district paid for the mobile computing device includes: the computer, case, battery, a 3-year warranty, 1-year extended care package and insurance. (powercord/chargers)
12. The computer warranty will cover normal wear and tear along with other damage that might occur during normal use of the computer.
13. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.

14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students may not loan computer components to other students for any reason. Students who do so are responsible for any loss of components.
19. Computers come with a standardized image already loaded.
20. All students have access to a network drive on which to store data (Microsoft 365). It is the responsibility of the student to make sure critical files are backed up regularly to this location.
21. Any failure to comply may result in disciplinary action. KCPS may remove a user's access to the network without notice at any time, if the user is engaged in any unauthorized activity.
22. KCPS reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Kansas City Public Schools makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the computer in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Computer Agreement

Parent/Guardian Responsibility In order for students to be allowed to take their computer home, a student and their parent/guardian must sign the Student/Parent Computer Agreement. The Parent Computer Orientation, either an event held at the school or a course that can be completed online, provides background information. Check with your student's school for the options and schedule.

Orientation Topics

- KCPS Electronic Use Policy and Acceptable Use Procedure
- Student/Parent Computer Handbook
- Internet safety
- Parent/guardian and student responsibilities

A parent/guardian must complete one choice:
Online Orientation Print the Student/Parent Computer Agreement, read and sign it with your student, then give it to your school.
In-Person Orientation Sign in at the event to confirm attendance. Read and sign the Student/Parent Computer Agreement form and turn it in to the school.

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.
- Intentionally damaged.
- Lost because of negligence.
- Stolen, but not reported to school and/or police in a timely manner.

Monitor Student Use

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.

- Suggestions**
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
 - Develop a set of rules/expectations for computer use at home. Some websites provide parent/child agreements for you to sign.
 - Only allow computer use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
 - Demonstrate a genuine interest in what your student is doing on the computer. Ask questions and request that they show you his or her work often.

Support Student Safety

Shared Responsibility 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.

- Safety Tips or Review** Please review the following safety tips with your student:
- Walk to and from school in groups of two or more.
 - Be aware of your surroundings including people, vehicles, and wheeled devices.
 - Let someone know when you leave and when you arrive home.
 - Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
 - If someone follows you on foot, get away from him or her as quickly as possible.
 - If someone follows you in a car, turn around and go in the other direction.
 - Always tell a parent, guardian, school official, or trusted adult what happened.
 - Obey the traffic lights and crosswalk signals.
 - Look both ways and never run across the street.
 - If ever in a situation when someone is threatening you for your computer, give it to them and tell a staff member as soon as you arrive at school.

Computer Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

Students receive computer-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Acceptable Use Procedures

- | | |
|---|---|
| General Guidelines | All use of technology must: <ul style="list-style-type: none">• Support learning• Follow local, state, and federal laws• Be school appropriate |
| Security Reminders | Do not share logins or passwords <ul style="list-style-type: none">• Exception: students are asked to share passwords with parents or guardians Do not develop programs to harass others, hack, bring in viruses, or change others' files
Follow internet safety guidelines |
| Activities Requiring Teacher Permission | Sending email
Instant-messaging
Using headphones in class
Downloading programs, music, games and videos
Playing games |
| Appropriate Content | All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
Alcohol, tobacco or drugs <ul style="list-style-type: none">• Gangs• Obscene language or nudity• Bullying or harassment• Discriminatory or prejudicial behavior |
| Thumb Drives | <ul style="list-style-type: none">• All KCPS rules and guidelines apply to any thumb drive plugged in to a KCPS computer.• Backing up files to the Microsoft 365 is the preferred method for saving. |

Computer Use, Care, and Classroom Routines

- Lockers
(if available)
- Computer should be stored on the hook or on its side standing up.
 - Never pile things on top of it.
 - Never leave it on the bottom of the locker.
 - Never leave the locker set to open without entering the combination.

- Hallways
- Keep your computer in the KCPS case at all times.
 - Always use the handle, strap, or two hands to carry the computer.
 - Never leave the computer unattended for any reason.
 - Log-off or lock the computer before you change classes.

- Classroom Habits
- Center the computer on the desk.
 - Close the lid of the computer before standing up.
 - Lock the computer before walking away from it.
 - Follow all directions given by the teacher.

- Care of Computer at Home
- The power cord/charger remains at home.
 - The computer stays in the case, even to charge.
 - Charge the computer fully each night.
 - Use the computer in a common room of the home.
 - Store the computer on a desk or table - never on the floor!
 - Protect the computer from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.

- Traveling To and From School
- Completely shut down the computer before traveling. Do not leave the computer in a vehicle.
 - Use your backpack or carry the case by the handle or shoulder strap. If ever in a situation when someone is threatening you for your computer, give it to them and tell a staff member as soon as you arrive at school.
 - Stolen computer are located through CompuTrace and are retrieved in cooperation with the local police department.

Computer Use, Care, and Classroom Routines

Prohibited Actions Students are prohibited from:

- Putting stickers or additional markings on the computer, cases, batteries, or power cord/chargers.
- Defacing KCPS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the computer or any stitching on the case.
- If such action occurs, the student will be billed the cost of repair or replacement.

Troubleshooting and Swaps

- Troubleshooting Procedure**
1. Student tries to fix the problem.
 - Always try restarting the computer as the first step in troubleshooting.
 - If appropriate, student may ask a classmate for help. Student may ask a teacher if the teacher is available to help for this purpose.
 - Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
 2. If the student is unable to resolve the problem, the student should fill out a swap form.
 3. Student quietly calls the Support Center from the classroom phone at (800) 394-8948.
 - A customer support team member will try to help fix the problem over the phone.
 - Otherwise, the student will get a ticket number to write on the swap form.
 4. Student should then save any work that they have saved locally to his/her Microsoft 365 Drive.
 5. Student will receive an email for the ticket through his/her email.
 6. Student takes computer to the swap room during open hours.
 - If the swap room isn't open, the student can continue to use his/her computer or work on paper.
 - Student returns to class with a swap computer.
 7. When the student's original computer is ready to be picked up, student will receive an email through his/her email for the closed ticket.
 8. Student picks up computer from swap room during open hours.

Email for Students

Purpose All KCPS middle/high school students are issued a Microsoft 365 email account. This allows students to safely and effectively communicate and collaborate with KCPS staff and classmates, giving them an authentic purpose for writing.

The effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All -mail and all contents are property of the district.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- Students are limited to sending and receiving email only within the district.
- Student email defaults to a "student only" view in the address book, but students may email teachers and other staff as well.
- Mailbox size is restricted.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Web Cams

- Purpose** Each student computer is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.
- Examples of Use** Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:
- Recording videos or taking pictures to include in a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.
- Important Note** Please note that installing internet calling/video-conferencing software is prohibited on your KCPS computer. Software for using the web cam is already installed on the KCPS computer.
- Safety** Please refer to the Parent Responsibility section of this document for suggestions on monitoring student use of technology in the home.

Listening to Music

- At School** Listening to music on your computer is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- At Home** Listening to music on your computer (from a streaming website or CD) is allowed at home with permission from parents/guardians.

Watching movies

- At School** Watching movies on your computer is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment
- At Home** Watching movies on your computer (from a streaming website or DVD) is allowed at home with permission from parents/guardians.

Gaming

At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto your computer.

Printing

Printing at School Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's Microsoft 365 account. Use the home computer to access the web-based Outlook, and print from the home computer.

Printing at Home Printer drivers can be installed on the school computer. School Support Center provides limited support for personal/home equipment.

Desktop Backgrounds and Screensavers

- Considerations** Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.
- Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of computer privileges.

Copyright and Plagiarism

- Considerations** 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)

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering computer or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other appropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

Tech Violations

Behavior unique to the digital environment without a “traditional” behavioral equivalent

Chronic, tech-related behavior violations (see above)

Deleting browser history

Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

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

Unauthorized downloading or installing software

Attempts to defeat or bypass the district’s Internet filter

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

School Based Discipline The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

Progressive Discipline Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Classroom Interventions Progressive Discipline Steps Example
The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Consequences**
- Warning
 - In-class consequence
 - School-based consequences
 - Parent contact
 - Administration referral
 - Loss of computer for the class period
 - Loss of computer or of network access for extended period of time
 - Suspension

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

KCPS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the KCPS filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

Computer Security

Balanced Approach Two primary forms of security exist: computer security and internet filtering. Each of the computer has a security program installed on it. KCPS 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 Kansas City Public Schools network.

Computer Security Security is in place on the computer to prevent certain activities. These include downloading or installing software on the computer, removing software, changing system settings, etc.

Internet Filtering at School KCPS maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.

Damaged Equipment

Insurance The price that the district paid for the computer includes: the computer, case, batteries, a 3-year warranty, a 1-year extended care package and insurance.

Repairs Occasionally, unexpected problems do occur with the computer that are not the fault of the user (computer crashes, software errors, etc.). The Computer Support Center and the swap room will assist students with having these fixed. These issues will be remedied at no cost.

Loaner Computer “Swaps” Temporary replacements, known as “swaps”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps. Students are required to make frequent backups to their H: drive in case they need to be issued a swap.

Accidental Damage vs. Negligence Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the authorized repair company, if the computer is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Lost or Stolen Equipment

Lost Equipment

Reporting Process If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

Stolen Equipment

Reporting Process If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner.

If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Financial Responsibility Computers can covered by a purchased insurance policy. After investigation, if a computer is insured, it will be immediately repaired without charge. If it is not covered by insurance, an estimate for repair will be given to the student. Once the repair is paid, the repaired laptop will be reissued. If the cost of the device repair is out of reach for the parent, the student may work off the cost by completing assigned community service hours. If none of the options are possible, the student will use computers in the classroom, library or lab to complete assignments.

Kansas City Public Schools

Parts Price List

FRU #	description	unit price
40Y7696*	AC Adapter	\$49.99
04X2606*	128gb SSD hard drive	\$165.11
45N1176*	Battery	\$95.22
04W3873	Bottom Plastics	\$82.00
04W3558	DC Cable Socket	\$28.00
04Y0379	Keyboard Assembly	\$82.00
04Y1855	Keyboard Bezel	\$92.80
04W3555	LCD Panel	\$129.41
04W3865	LCD Bezel	\$100.00
04W3868	LCD Cable	\$64.00
03X6561*	RAM 4gb	\$62.13
04X0318	System Board	\$232.15
04W6858	System Cooling Fan	\$70.18

Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school.