

Technology Handbook for Students and Parents 2023/2024



Everett Public Schools
3900 Broadway, Everett, WA 98201
425-385-4000 • www.everettsd.org

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Designated to handle inquiries about nondiscrimination policies are:

Title IX Officer – Chad Golden, cgolden@everettsd.org, 425-385-4103
504 Coordinator – David Peters, dpeters@everettsd.org, 425-385-4063
ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4103

Letter from Superintendent

Everett Public Schools community paved the way in 2016 for every student in every school in the district to access an educational computing device. And what a difference it has made! In 2022, the community renewed this commitment with the passage of the 2022 capital levy, and the first cycle of device updates is already underway.

Over the six-year implementation of this levy, the district will be able to sustain the 1:1 program, enhance our infrastructure, provide professional development, and support, and continue integrating technology into the operations and instruction of the district. The levy will put into action the Integrated Technology Plan and build out a sustainable model for advancing staff skills in leveraging technology for learning in partnership with our community, families, students and staff.

Everett Public Schools believes investing in technology equips our staff and students with resources that strengthen teaching and learning. Integrating technology and mastering the digital world means equipping students to acquire the knowledge, attitudes and skills that help them to adapt to our rapidly changing society and adopt a growth mindset. It empowers them to evolve personally and professionally.

Transformative use of technology enriches collaboration, communication, creativity, and critical thinking. Students can enter a global arena exploring a wide variety of perspectives guided by instructional staff fostering citizenship skills such as empathy, respect for the diversity and worth of others, and advocacy for self, school, and community.

Thank you for supporting transformative learning by saying “yes” to this and other impactful educational opportunities.

Dr. Ian B. Saltzman
Superintendent

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Everett Public Schools Student Technology

Overview

In 1992, this district was one of the state's first to ask its residents to support educational technology in schools. At that time, 70 percent of the voters resoundingly said "yes!" That initial technology levy and subsequent ones during the last quarter century laid the foundation for the 1:1 rollout launched with the approval of the 2016 technology levy and renewed by the community in 2022.

Everett Public Schools (EPS) defines technology as more than a keyboard and monitor. The district's Integrated Technology Plan incorporates nationally recognized core values which drive how we make decisions about technology which foster ethical, equitable and effective technology use. Goals link leadership, learning, teaching, assessment, community outreach, and infrastructure to the transformative use of technology.

The district is committed to classroom technology because it:

- Promotes student engagement and learning enthusiasm
- Encourages collaboration among students, teachers, parents, guardians, community, and people throughout the world through interactive networking
- Guides students' learning and knowledge production
- Opens students' access to information and opportunities to connect to this learning in meaningful and relevant ways

What is the student 1:1 (one to one) initiative?

One computing device for EACH student.

How does 1:1 help learning?

Technology is an educational basis in school today. It is a tool necessary for students to successfully use, produce and create information in a 21st century classroom – and to be prepared for the world they will enter after graduation.

1:1 access will level the playing field for all students. When each student has a device like all others, learning opportunities are equitable. All students then have the same tools aligned with classroom learning.

What does that look like in each school?

Each student from preschool to graduation has access to a computing device, equipped with age-appropriate software. High and middle schools assign devices to each student to bring back and forth daily. Elementary schools have full computer carts in each classroom and may check out computers for students to take home. Elementary school parents and guardians can check with your child's school for details.

About the devices

Everett Public Schools provides each student with a device that can connect wirelessly to the district network. Included on each device is a filtering agent and limitations. Everett Public Schools provides more advanced technology as students move through school levels.

- *Elementary School - Chromebook*
A device for elementary school students running Google Chrome OS. Student tasks are accomplished in the Chrome browser on the device, with all their work stored in the cloud.
- *Middle School - Ink-Enabled Convertible Chromebook*
A device for middle school students running Google Chrome OS. The device can be used as both a tablet and a laptop. Students use the stylus to draw, take notes and write directly on the screen. Student tasks may be done in the Chrome browser or through approved Chrome apps installed on the device, with all their work stored in the cloud.
- *High School - Windows Ink-Enabled Convertible Laptop*
A device for high school students running Windows. The device can be used as both a tablet and a laptop. Students use the stylus to draw, take notes and write directly on the screen. Student devices include access to the school network through the district Virtual Private Network (VPN) when offsite and able to make an internet connection.

Safety and security

The district is diligent with ensuring Everett Public Schools utilizes standard network security practices. This includes using several best-in-class tools to alert, defend, and remediate district network breach attempts. Although this does not make hacking our system impossible, it does make it more difficult to breach our network. Along with the security tools we use, we follow OSPI recommendations and block internet traffic from several countries that are known to support phishing and ransomware attacks.

Passwords provide the first line of defense against unauthorized access to computers and unauthorized access to personal information on devices. Students regularly use strong passwords and update them regularly. Reiterate the importance of strong passwords and avoid sharing with others.

Device guidance for parents and guardians

Before receiving their first device or at the beginning of the school year, each parent or guardian virtually signs the Student Technology Use Agreement EACH YEAR during the online Annual Update process or on paper. The agreement acknowledges that the parent and guardian has read this handbook and understands the district's acceptable use standards for students.

The best way to keep students safe and on task is to have adults present and involved. This handbook and the Student Technology Use Agreement explain parent and guardian obligations to monitor how students use devices away from school.

Ways to be involved as a parent or guardian in how your student uses a 1:1 device

- Be genuinely curious about what your student is doing and learning with the device. Ask questions and ask to see the work underway. You will be intrigued and likely “get hooked” on learning too.
- Work with your student to develop an agreed-upon set of expectations and rules for how and when the device is used at home.
- Allow the device to be used only in common rooms of your home, not in isolated areas or bedrooms.

Basic rule of thumb: When using a district device, assure students can answer “yes,” to each question.

- Am I using this device to support my learning?
- Am I using this device in ways that follow all local, state, and federal laws?
- Am I using the device in “school appropriate” ways?

Home practices

- Store the power cord and charger at home
- Charge your device fully each night
- Store the device on a desk or table, never on the floor
- Protect the device from extreme heat or cold, food and drink, and small children and pets

Traveling cautions

- Have students shut down the device completely before traveling with it
- Carry the device in a backpack or padded case
- Do not leave the device in a vehicle, especially where someone outside the vehicle might see it
- If someone threatens your child to take the device, coach them not to resist and simply give it up. Then notify a school staff member by email when your child gets to school. The district partners with local law enforcement to recover stolen devices.

What should we do if my student is leaving the district?

- Be sure to turn in your device and all accessories as part of the withdrawal process. You can turn all these components into your school's technician, office manager, or when you return your textbooks.
- If not returned, standard district rules for restricting records apply until the replacement cost is received or the device returned. You may be fined for any missing components or device damage caused by negligence.

Device responsibility for students

Students are responsible for having devices charged and ready to go each day. Students who need to leave devices at school can arrange for that at school. Throughout the year, updates on all student devices will be required which is why students need to bring their devices to school and **fully shut down and restart regularly**.

Specific to students who have Windows OS devices, there will periodically be required software updates to install to address security vulnerabilities, fix software bugs and improve the functionality of the device. Many updates will be advertised on the device and available through Software Center, along with a deadline for when the updates must be installed. Students should install these updates as soon as conveniently possible to avoid having their device automatically rebooted if the software has not been installed before the advertised deadline.

All student devices are expected to be turned in at the end of the school year in June for the technical staff to prepare for the following school year. Students participating in summer school will keep their device until the end of the summer session. If a device has not been turned in for updates, school staff will work to collect and update in the fall.

At school students should:

- Follow the guidelines and rules established by the teacher
- Make sure the device is ready for use by arriving with the device fully charged
- Install required updates as soon as they become available to avoid having a forced reboot, which will occur on the day of the advertised installation deadline
- Never leave the device unattended for any reason
- Never pile things on top of the device like at the bottom of the locker
- Take home and charge devices to be ready for class.

In class students will want to:

- Center the device on a desk or table
- Close the lid before carrying the device
- Lock the device or close the device before walking away from it
- Fully shut down and then restart the device regularly to ensure optimal performance

Web camera best practices

The device's web camera is an extraordinary opportunity to use a 21st century tool to practice and build communications skills. The web cam's use is limited to educational purposes, under a teacher's direction.

Acceptable use of district devices

It is important that students, parents, and guardians know and understand the responsibilities of using these learning devices. Although each device is checked out to an individual student, they are owned by the district and use must adhere to federal, state and district laws, policies, and procedures. Acceptable use involves adherence to guidelines that require students to use the devices ethically, legally, and efficiently for learning. Full information about student technology use can be found in Board [Policy 3245](#) and [Procedures 3245](#). Students who violate the rules of acceptable use are subject to disciplinary action.

Appropriate Use

- Follow internet safety guidelines
- Share with a teacher any information about security problems
- Keep surface of device and all peripherals (power cords, chargers, pens, etc.) in original condition free of drawings, stickers, writing, or any other stray marks.
- Protect the device by being the only user to avoid being responsible for others mistreatment of your device
- Keep any passwords private only sharing with a parent or guardian
- Report any prohibited use violations or unauthorized activity without getting involved to a staff member

Prohibited Use

Doing any of the following means you are subject to disciplinary action:

- **DO NOT** install any software not approved by the district
- **DO NOT** vandalize or tamper with equipment, programs, network performance, files, network components or pre-installed district software
- **DO NOT** attempt to make changes to the device operating system
- **DO NOT** modify or attempt to repair any of the hardware in your device.
- **DO NOT** develop or use programs to harass others, hack, bring in viruses, change others' files, or to gain unauthorized access on the network

Damaged or stolen devices

What happens when devices are damaged or stolen?

If a 1:1 device is not returned, intentionally damaged, or lost because of negligence, or stolen, but not reported to school and/or police in a timely manner, the student and/or parent or guardian may be responsible for repair or replacement costs.

The district will cover the costs for one instance per school year of accidental damage of the device. There is a difference between an “accident,” and “negligence.” If your device’s damage is deemed intentional or the result of negligence, you may be disciplined and held responsible for the cost of repairing or replacing your device.

If your device is lost, damaged or stolen, you must report this to your school administrator within 24 hours – or the next school day if the damage happens on a weekend or during a school break.

If your device is lost or stolen, work with your school administrator or designee to file a district property report within 24 hours. The Learning and Information Technology Services (LITS) department will assign you a replacement device.

Each student’s device has recovery software enabling the district to remotely lock and disable it. This renders the device unusable until returned to the district.

You will be responsible for its replacement cost of a lost or stolen device IF the device was checked out to you, and you failed to follow the district protocols to safeguard it.

Replacement costs

High school Windows laptop

*Replacement costs vary based on model**

Complete Computer	\$1500 - \$1600
Power Supply & Cable	\$50 - \$60
Digital Inking pen	\$30 - \$60

If you need to replace a peripheral item such as a pen or power supply, check with your school treasurer to purchase from the supplies available at your school.

Middle school convertible Chromebook

*Replacement costs vary based on model**

Complete Computer	\$600 - \$700
Power Supply & Cable	\$50 - \$60
Digital Inking pen	\$20 - \$50
Case	\$25 - \$35

If you need to replace a peripheral item, such as a pen or power supply, check with your school technology support staff for the replacement and fee assessment.

Elementary school Chromebook

*Replacement costs vary based on model**

Complete Computer	\$550 - \$650
Power Supply & Cable	\$40 - \$50

If you need to replace a peripheral item, such as the power supply, check with your school office manager for the replacement and fee assessment. If you have questions or concerns about fees or replacement, please contact your school administrators.

** The cost ranges listed above are bulk pricing costs. This is what the district paid to purchase the devices for deployment at each school. All fines for lost, stolen or damaged devices will be based upon these costs.*

Software applications and cloud drives

Students are provided a district approved operating system along with other software applications that assure security and safe use for staff and students. Students are responsible to maintain district software on their school device, downloading through district-approved processes, and responsibly use applications and cloud environments. Students will be instructed on how to update and download approved software

Examples of district supported cloud environments include:

- *Microsoft Office 365*
Web based Microsoft Office suite with cloud file storage and Outlook email. Students collaborate with their teachers and peers, and work on their files from any location with internet access. While enrolled in Everett Public Schools, students may download Microsoft Office on up to five home devices.
- *Google Cloud Apps*
Web based application suite with cloud file storage and Google Classroom. Students collaborate with their teachers and peers, and work on their files from any location with internet access

Other District-supported software

The district selects a range of instructional and production-based software applications for staff to use with students in their classrooms. The Learning and Information Technology Services department supports access to these program-sponsored products. Additional tools used by staff require formal review and individual staff support student use of those approved for use tools following appropriate use guidelines.

File storage rules

Students should save work to Office 365 or EPS Google Drive. If work is saved on the device's hard drive, it could be lost if the hardware fails.

Content rules

All files and images including those on desktops or screensavers must be school appropriate. Inappropriate materials include references to:

- Alcohol, tobacco, or drugs
- Guns and weapons
- Gang-related references or symbols
- Obscene language, pornographic materials, or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Video submissions, virtual sessions, and multimedia recording:

As part of daily activities, students may take part in various multimedia activities to support and enhance learning. These could include but are not limited to:

- Video meetings
- Screencasts and Podcasts
- Video and audio submissions

These activities could be recorded, and the recordings may include the video, audio, and chat logs. Recordings may be posted in Canvas courses and other district locations.

Student email

All students in Everett Public Schools are provided with an email address. Elementary students are limited to receiving and sending emails with staff and notification messages from within Everett Public Schools. Students in grades 6-12 can use email to send and receive communications to collaborate with classmates, interact with staff and gather information from outside resources.

Acceptable use of software applications

It is important that students, parents, and guardians know and understand the responsibilities of using software applications whether on a district computer or a personal computer. Full information about student technology use can be found in Board [Policy 3245](#) and [Procedures 3245](#). Students who violate the rules of acceptable use are subject to disciplinary action.

Appropriate Use

- Keep the school district email account password private
- Use email for school-related and educational purposes only
- Be aware that all student email is the property of Everett Public Schools and is archived, so it can be reviewed at any time if there are any concerns over content
- Explore online and access materials that are directly related to classroom learning or are appropriate for school assignments
- Assure online communications are respectful and professional, reporting any cyber-bullying or objectionable language encountered in public or private messages. *(For example, racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language.)*

Prohibited Use

Doing any of the following means a student is subject to disciplinary action:

- **DO NOT use the network or email** for financial or commercial gain, advertising, or political lobbying or for sending or forwarding non-school related content including jokes or chain letters.
- **DO NOT** use email for harassment, profanity, obscenity, racist remarks, cyber-bullying, hate mail or discrimination
- **DO NOT** reveal personal information or someone else's birthdate, home address or phone number
- **DO NOT** invade someone else's privacy, use another person's account or password, or allow another person to access your account or password for any system or software applications.
- **DO NOT** obtain copies of, or modify files, data or passwords belonging to someone else
- **DO NOT** use the network for illegal activities, including copyright, license, or contract violations
- **DO NOT** post anonymous messages or unlawful information on the network, including falsifying permission, authorization, or identification documents
- **DO NOT** download or install any software including hacking software, shareware, freeware, music, games, images, videos, or other media outside of district-approved processes
- **DO NOT** attempt to access sites blocked by the district filtering system

Technical support

How to get help when your device does not work as it should

1. Check with your teacher.
2. Visit the school's technician; check out the technician's drop-in times posted in your school library
3. Submit a Help Desk request. Students and families can submit a request using Let's Talk via the Everett School District Website.

How your technician helps

Your technician will troubleshoot and fix the device, if possible. If the malfunction is related to your device's warranty, the district sends it back to the manufacturer for repair. (Manufacturers cover defect malfunctions for four years.) Your technician will issue you a replacement device to use during repair time. Your replacement device may be a laptop or Chromebook with less functionality than the device being repaired.

- It is a student's responsibility to treat a replacement device with the same diligent care as the original device.
- If your device has been misused or intentionally damaged or neglected, your technician will determine if it can be made to function again.
 - If the device can be made functional again, your technician will record visible damage in the district's inventory system. This damage is part of your record in connection with your device.
 - If the device cannot be made to function again, your technician will follow procedures for intentionally damaged devices or those damaged by negligence.

What if we do not have internet access at home?

Everett Public Schools is partnering with T-Mobile to provide internet access for qualified students who do not otherwise have internet access at home. Submit a Help Desk ticket request using Let's Talk via the Everett School District Website.

Frequently asked student and parent questions

What if a battery is dead because a student forgot to charge it?

It will not happen more than once or twice, but a student who forgets to charge a device may be able to borrow a spare power cable from school. Parents and guardians can help establish charging habits. If a student lives in multiple households, families may purchase extra cords and chargers.

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

Without a device, your student may miss out on instructional activities. Parents and guardians can help establish habits with consistent reminders. Each school has some loaner devices. Priority for loaners goes to students who have equipment issues outside of their control. Students not bringing their laptop to school may have to adjust how they access learning activities. This could mean handwriting a document to be submitted electronically later. Makeup work may result from these necessary adjustments.

What about locker room security for devices?

A secure location is available for students in PE and on athletic teams, and PE and coaching staff will instruct students about those locations and security procedures. Please check with your coach or teacher and follow the directions specific to the school. During after-school events, a staff member will lock devices in a secure location.

What if a student forgets a password?

Teachers can help reset passwords. School technicians can also help.

What if I do not sign the usage agreement? I do not want my family to be responsible for a device.

A student without a device at home is limited in learning and has less access to learning resources. If a student's parents or guardians refuse to sign the usage agreement, the student will still be able to access a device at school. This means reporting before school to a designated area to check out a device and returning there after school to check it back in. This process varies at each school so please make sure to check with your school administrator for the exact process your student will need to follow.

How does this work for students taking off-campus classes like Running Start and Sno-Isle?

Each student in all 1:1 school is issued a device. Running Start students must coordinate training times and the process for checking out devices. Full time Running Start and Sno-Isle students must also routinely (at least once a quarter when meeting with school counselors) return to school for security updates and to maintain device accounts on the district network. Filtering software on off-campus devices is set to district standards, not to off-site program standards so students may need to meet with the community college for device checkout if they need different restrictions.

My student has her own device. Can she use that instead of the district one?

No – for several reasons, including safety, instruction, technical support, and equity.

- Safety: District-installed web filters and other safety precautions help prevent students from accessing inappropriate or unsafe websites at school and at home.
- Instruction: District-installed software is not available on outside devices. The same software, and even the same version, is on each district laptop, so teachers are quickly and efficiently able to teach entire classes and help individual students.
- Technical Support: Support staff can provide robust technical support for district-provided devices. The same level of support is not available for non-district devices.
- Equity: Some families cannot afford the latest computer or even a computer at all. If all students are using the same device, they focus on what they are learning with devices, not on the differences among devices.

How does the district monitor compliance with acceptable use of computers and internet?

The district archives all internet traffic, including emails and files. These are searchable and subject to investigation and public records requests whenever there is a concern or request. While students may be able to delete their internet browsing history on an individual device, all internet activity is stored and searchable on the district network.

How will you protect my student from objectionable material?

Each device comes with filtering software that works at school and at home. The software screens out objectionable websites. Students learn about digital safety and responsibility and how to stay away from objectionable material and be safe online. However, no filtering system is perfect, and it is important parents and guardians monitor computer use and practice digital citizenship. A useful source of information about Digital Citizenship and Literacy is available on the district website at <https://www.everettsd.org/Page/23785>.

What if I have concerns about the amount of time my student is spending in front of a screen?

You can help reduce non-productive, non-school screen time by:

- Limiting the amount of time your child is using the device for entertainment
- Keeping the bedroom as a screen free area; televisions; cell phones or computers do not need to be in your child's bedroom, especially at night
- Encouraging your child to get plenty of exercise and daily physical activities
- Increasing the amount of screen time your student spends ***creating*** content over the amount of time spent ***consuming*** content

Learn more from recent Common Sense Media study of use by tweens and teens.
https://www.commonsensemedia.org/sites/default/files/research/report/8-18-census-integrated-report-final-web_o.pdf