

# Technology Handbook for Students and Parents 2021/2022



Everett Public Schools  
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## Letter from Superintendent

In 2016, Everett Public Schools community voted “yes” and paved the way for every student in every school in the district to access an educational computing device. This is year six of that six year 1:1 rollout and long-range maintenance and replacement plan. And what a difference it is making!

As one teacher mentions, “Not only is it limitless in the projects they can do, but it is limitless in what I have as material to give them to help them learn.” Providing equitable access to devices for every student is leveling the playing field.

Everett Public Schools believes that 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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## History, the future, and core values

### 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, nearly 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 in 2017 and continuing through 2022 (see chart to the right)

Technology is more than a keyboard and monitor. Thus, the district's Integrated Technology Plan (which spans 2016-2022) incorporates nationally recognized core values which drive how we make decisions about technology which foster ethical, equitable and effective technology use. Those are:

- All leaders fully leverage technology within their leadership roles and areas of responsibility to strengthen teaching, learning, and operations.
- All learners are supported by educators who fully integrate technology into their instruction to connect learners to experiences that empower and inspire.
- All learners have engaging and empowering learning experiences in both formal and informal settings that prepare them to be active, creative, knowledgeable, and ethical participants in our globally-connected society.
- All levels of our education system leverage the power of technology to measure what matters and use quality assessment data to improve teaching, learning, and operations.
- All stakeholders, including families, strategic partners, and the community, will have opportunities to learn about, provide feedback on, and partner with the district about technology in school, at home, and in the community.
- All levels of our education system will have equitable access to a robust and comprehensive infrastructure when and where they need it for teaching, learning, and operations.

# Intro to 1:1 devices

## **What does 1:1 (one to one) mean?**

One computing device for EACH student.

## **What does that look like in each school?**

Each student in 1:1 schools has access to a computing device. Each high school, middle school, and elementary school student in grades 3 - 5 may take that assigned device back and forth between school and home.

Elementary school students in grades Preschool – 2 will be able to have a Chromebook checked out to them for use at home and one kept in the Teacher's classroom. Check with your school for details.

## **How does 1:1 help learning?**

Technology is an educational basic 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 levels the playing field for all students. When each student has a device similar to all other students, learning opportunities are equitable. All students then have the same tools aligned with classroom learning.*

Being able to take laptops home extends learning beyond the school day and expands opportunities for collaboration for middle and high school students.

Elementary students have more technology access than existed when they left classrooms to use school computer labs. Now 1:1 elementary classrooms each have a computer cart with enough computers for each student. While in school, elementary students learn how to use and care for their devices in readiness for taking them home as middle and high school students.

## **What is included in 1:1 technology?**

- **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.
- **Windows Ink-Enabled Convertible Laptop**  
A device for high school students running Windows 10. 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.

- **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.

- **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 accomplished in the Chrome browser or through Chrome apps installed on the device, with all of their work stored in the cloud.

- **Chromebook**

A device for elementary school students running Google Chrome OS. Student tasks are primarily accomplished in the Chrome browser on the device, with all of their work stored in the cloud.

- **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 under the guidance provided by the reviewers.

## **The district is committed to classroom technology because it:**

- Promotes student engagement and learning enthusiasm
- Encourages collaboration among students, teachers, parents, 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

## **Video Submissions, Virtual Sessions, and Multimedia Recording:**

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

- Video Calls and Conferences
- Screencasts
- Video and Audio Submissions
- Podcasts
- Zoom Classes

These activities could be recorded, and these recordings may include the video, audio, and chat logs that occur during class. These recordings may be posted in Canvas courses and other district locations.

# Device responsibility

## **What are parent and guardian responsibilities with 1:1 devices?**

Before receiving a device, each student and parent or guardian must virtually sign the Student Technology Use Agreement at the beginning of the school year EACH YEAR. This can be completed during the Annual Update process online or on paper.

Each student turns in the 1:1 device over summer break. This is when the district's Learning and Information Technology Services department refreshes each device and readies it for the new school year. Students keeping their devices to participate in summer school should work with the program administrators or their school staff when they return to school in the fall.

When school begins again in the fall, students, parents and guardians sign the Student Technology Use Agreement. Then each student is re-issued his or her original device for the upcoming school year.

The best way to keep students safe and on task is to have adults present and involved. The Student Technology Use Agreement explains parent and guardian obligations to monitor how students use devices away from school. Parents and guardians must agree to monitor student use at home and away from school.

## **What happens if a 1:1 device is lost or stolen?**

If a 1:1 device is:

- Not returned,
- Intentionally damaged,
- 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 are responsible for repair or replacement costs.

## **What happens if a student withdraws or leaves the district without returning a device?**

If this happens, the student becomes responsible for the device's full replacement cost. Standard district rules for restricting records and transcripts apply until the replacement cost is received or the device returned in good condition. To recover the device, the district may report the loss to local law enforcement.

## **Ways to be involved in how your student uses a 1:1 device:**

- Check out the parental control options available through your internet service provider and/or your wireless router.
- 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's use only in common rooms of your home, not in isolated areas or bedrooms.
- 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.

# Rules for using your device

## **Are there rules about how I use my device?**

Yes. It is important you know and understand the responsibilities students and families undertake when using these learning devices.

Although each device is checked out to an individual student, each device is owned by the district.

In general, the rules require students to use the devices ethically, legally and efficiently for learning. Students who violate the rules are subject to disciplinary action.

## **Security rules:**

- **DO NOT** share logins or passwords with anyone except parents or guardians
- **DO NOT** develop or use programs to harass others, hack, bring in viruses, or change others' files
- **DO NOT** install any software not approved by the district, remove any pre-installed district software, or attempt to make changes to the device operating system
- **DO** follow internet safety guidelines
- **DO** share with your teacher any information you may have about security problems
- **DO NOT** discuss security issues with other students

## **Classroom rules:**

- Follow the guidelines and rules established by your teacher
- Make sure your device is ready for use each and every school day
- Arrive to school 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

## **Content rules:**

All files must be school appropriate. Inappropriate materials include references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

## **Locker rules**

- Never leave the device at the bottom of the locker or pile things on top of the device
- Always lock your locker

### **Classroom rules (Good habits!)**

- Never leave your device unattended for any reason
- Center your device on your desk or table
- Close the lid before you carry your device
- Lock your device (Press the Windows key + L) before walking away from it
- Restart your device regularly to ensure optimal performance

### **Home rules**

- Store the power cord and charger at home
- Charge your device fully each night
- Use and charge your device in a common room at home
- Store your device on a desk or table, never on the floor
- Protect your device from:
  - Extreme heat or cold
  - Food and drink
  - Small children and pets

### **Basic rule of thumb: When using your device, you must be able to 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?

### **Traveling rules**

- Do not leave your device in a vehicle, especially where someone outside the vehicle might see it
- Shut down your device completely before traveling with it
- Carry your device using your backpack or the carrying case handle
- If someone threatens you in an effort to take your device, don’t resist. Give it up. Then notify a school staff member when you get to school or a parent or guardian when you get home. The district partners with local law enforcement to recover stolen devices.

### **What-you-are-prohibited-to-do rules:**

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

You may not:

- Deface district-issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices.
- Put stickers or additional markings on the devices, cases, batteries, or power cords and chargers. If you do, you are responsible for any cost to repair or replace the damaged items.
- Loan your device or its components to other students for any reason. If you do, you are responsible for the cost of any lost or damaged devices or components.
- Install software, except through a district-approved process.
- Remove or disable any software pre-installed by the district on your device.
- Modify a device’s operating system in any way.

- Modify district browser settings or use other techniques to avoid being blocked from inappropriate content or to conceal internet activity.
- Remove, modify or attempt to repair any of the hardware in your device.

### **Email rules**

Students in grades 6-12 use email to communicate and collaborate with district classmates, and staff and with outside resources. Elementary students are limited to receiving emails from staff and students within Everett Public Schools.

Email dos and don'ts

- **DO** protect your password – you are the **ONLY** authorized user of your account
- **DO** use email for educational purposes only
- **DO NOT** use email for jokes, chain letters, advertisements, individual profit or gain or political activities
- **DO NOT** use email for harassment, profanity, obscenity, racist remarks, cyber-bullying, hate mail or discrimination
- **DO** remember all student email is archived, can be reviewed if there is a concern, and is the property of Everett Public Schools

### **File storage rules**

Save your work to Office 365 or another cloud-based storage area your teacher designates. If you save your work on your device's hard drive, it could be lost if the hardware fails.

### **Web Cam rules**

Your device's web cam 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 your teacher's direction. (Check out the Dos and Don'ts on previous page.)

### **Gaming rules**

At school – online gaming is not allowed, **UNLESS** it is related to education, **AND** you have teacher permission.

At home – you may enjoy online gaming if your parent or guardian gives permission, your schoolwork is complete, the game's content supports education and is school-appropriate, and the game does not involve downloading software.

### **Desktop backgrounds and screensaver rules**

1. All images must meet the Electronic Acceptable Use Guidelines, available online, [everettsd.org/cms/lib/WA01920133/Centricity/Domain/904/AUP.pdf](http://everettsd.org/cms/lib/WA01920133/Centricity/Domain/904/AUP.pdf)
2. All images must be appropriate. No guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols. Such images on your device will result in disciplinary action. You may lose your privilege of using such a device.



## **Things not-to-do**

- Access or explore online locations or materials that do not support classroom learning or are inappropriate for school assignments
- Send or forward non-school related email
- Use the network for illegal activities, including copyright, license or contract violations
- Take part in cyber-bullying or use objectionable language in public or private messages. For example, racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language
- Post anonymous messages or unlawful information on the network
- Invade someone else's privacy
- Falsify permission, authorization or identification documents
- Reveal your home address or phone number or someone else's address or phone number
- Use another person's account or password, or allow another person to access your account or password
- Obtain copies of, or modify files, data or passwords belonging to someone else
- Download or install any software including shareware and freeware without authorization
- Download music, games, images, videos, or other media without your teacher's permission
- Vandalize or tamper with equipment, programs, files, software, network performance or other network components
- Download and use hacking software
- Knowingly place a computer virus on a computer or network
- Coach, help, observe or join any unauthorized activity on the network
- Gain unauthorized access on the network
- Attempt to access or access sites blocked by the district filtering system
- Use the network for financial or commercial gain, advertising, or political lobbying

# **Technical support**

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

Four steps to follow if you have trouble with your device:

1. Trouble shoot your device yourself; Google it
2. Ask a trusted classmate to help
3. Ask your teacher for help
4. Visit the school's technician; check out the technician's drop-in times posted in your school library

## **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 may issue you a loaner device to use during repair time. Your loaner device may be a laptop or Chromebook with less functionality than the device being repaired.

- 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.

## Damaged or stolen devices

### **What happens when devices are damaged or stolen?**

- The district will cover the costs for one instance per school year of accidental damage or theft. 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 report within 24 hours. The Learning and Information Technology Services (LITS) department will assign you a loaner device. Once your device is recovered, or 90 days have expired (whichever is sooner), you return the loaner device to the LITS department.

Each student's device has recovery software enabling law enforcement to remotely lock and disable it. This renders the device unusable until returned to its registered user.

### **If your stolen device is recovered within 90 days,**

- The LITS Department will evaluate its condition to determine if it is functional
- If the device is functional, LITS will return it to you
- If the device is not functional or cannot be made to operate functionally again, LITS will issue you a replacement device IF the theft is not the result of your negligence and IF you have followed district protocols.

### **If your stolen device is not recovered within 90 days,**

- The district will pay its replacement cost, IF the device was secured on district property
- You will be responsible for its replacement cost IF the device was checked out to you, and you failed to follow the district protocols to safeguard it.

**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. Items with more cost value (tablets, keyboards or computers) must go through the “lost or stolen” reporting process at your school.

## Replacement costs

### High school Windows laptop

*Replacement costs vary based on model\**

Complete Computer	\$1200 - \$1400
Tablet Portion	\$1000 - \$1100
Keyboard Portion	\$200 - \$300
Power Supply & Cable	\$30 - \$60
Digital Inking pen	\$30 - \$60
Case	\$10 - \$15

### Middle school convertible Chromebook

*Replacement costs vary based on model\**

Complete Computer	\$600 - \$700
Power Supply & Cable	\$20 - \$60
Digital Inking pen	\$30 - \$60
Case	\$10 - \$35

### Elementary school Chromebook

*Replacement costs vary based on model\**

Complete Computer	\$400 - \$450
Power Supply & Cable	\$20 - \$50

*\* The cost ranges listed above are bulk pricing costs. These are the cost ranges the district paid when it purchased the devices over the last four years. All fines for lost, stolen or damaged devices will be based upon these costs.*

# Frequently asked questions

## **Questions most often asked by students, parents and guardians**

### **What if my student is leaving the district?**

We are sorry to see you go. Be sure to turn in your device and all accessories as part of your withdrawal process. You can turn these components in to your school technician, office manager or librarian. Please be sure you are returning all components. You may be fined for any missing components or device damage caused by negligence. Another student will use your device after you are gone, and that student will appreciate the care you have taken with it.

### **Are students required to take devices home each day?**

Yes – so devices are charged and ready for class. Students are responsible for having devices charged and ready to go each day – just as they are responsible for bringing school supplies to class each day. Students who need to leave devices at school can arrange for that at school.

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

What a good example of why routine habits are important! Students are responsible for having devices charged and ready to go each day – just as they are responsible for bringing school supplies to class each day. It probably won't 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 with consistent reminders. If a student lives in multiple households, families may purchase extra cords and chargers.

### **What if my device needs required software updates to be installed?**

Due to the ever-evolving nature of technology there will periodically be required software updates to install in order to address security vulnerabilities, fix software bugs and improve the functionality of the device. Any updates will be advertised on the device 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.

### **What if my device needs repaired?**

Sometimes, unexpected hardware or software failures, not your fault, do happen with computers. (See page 13 of this manual for steps to follow when that happens) If a device needs time to fix, a student may have a loaner device to use temporarily. It is a student's responsibility to treat a loaner device with the same diligent care as the original device.

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

Without a device, your student may miss out on instructional activities. Students are responsible for having devices charged and ready to go each day – just as they are responsible for bringing school supplies to class each day. 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 will be considered unprepared for class and may have to make adjustments. This could mean hand writing 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.

### **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 good source of information about Digital Citizenship and Literacy is available on the district website at <https://www.everettsd.org/Page/23785>.

### **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.

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

Each student in all 1:1 schools is issued a device. Running Start students must coordinate training times and the process for checking out devices. Running Start and Sno-Isle students and parents and guardians must also complete the Student/Parent One-to-One Agreement so it is on file at school. 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 standards.

### **What if we don't have internet access at home?**

Everett Public Schools is partnering with both T-Mobile Project 10Million and Comcast Internet Essentials to provide internet access for qualified students who do not otherwise have internet access at home. Check with your schools for details.

### **What if a student forgets a password?**

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

### **How long will the batteries last?**

Each laptop has a rechargeable battery that, if fully charged, should last a full school day. The district replaces defective batteries at no charge.

Some battery-operated external components, such as certain models of digital inking pens, contain user-replaceable batteries. Batteries in these devices must be replaced by students as part of normal use.

### **Does this replace my textbook?**

Not necessarily. The extent to which teachers use devices and other materials varies from class to class. Teachers across the district are working with devices and classroom material to identify what works best and in which combination. Teachers will continue to use digital devices and traditional materials such as textbooks. Digital tools help make understanding deeper and richer and open options for more resources and collaboration.

### **What if I don't 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.

### **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 don't 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

Why being aware of how a student uses screen time is important. The most recent survey of media use by tweens and teens conducted by Common Sense Media

(<https://www.common sense media.org/>) shows the typical U.S. tween (8-12 years-old) now averages about six hours of entertainment media use daily, excluding time spent at school or for homework. For teenagers (13-18 years-old), the average is nearly nine hours of entertainment media use daily.

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The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

**Designated to handle inquiries about nondiscrimination policies are:**

Affirmative Action Office – Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104

Title IX Officer – Mary O’Brien, [MO’Brien@everettsd.org](mailto:MO’Brien@everettsd.org), 425-385-4106

504 Coordinator – Becky Ballbach, [rballbach@everettsd.org](mailto:rballbach@everettsd.org), 425-385-4063

ADA Coordinator – Becky Clifford, [rclifford@everettsd.org](mailto:rclifford@everettsd.org), 425-385-5250