ACCESS LEARNING
FOR TODAY

The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.

Access Learning for Today

What is Parkway ALT?

The ALT project is a springboard to transforming teaching and learning in the digital age. ALT will provide both the tools and the content that will give students the ability to create, access, and experience all the world has to offer.

To support Parkway ALT, students in grades 6-8 are being issued a Parkway Chromebook. The Chromebook is a small but important component that will contribute to the success of the student. It will be mandatory that Chromebooks travel with the student to and from school.

ALT Expectations

A Chromebook is a tool for learning. This is similar to other learning tools such as a textbook, notebook, or pen. **The expectation is that students will show up to class prepared to learn with the requested tools ready to go.**

Students will receive their Parkway issued ALT kit during the first 2 weeks of school. Included in this kit are the following:
- 1 Chromebook - HP Education Edition Chromebook[1]
- 1 Power supply and plug
- 1 Carrying case

Because the Chromebook is an essential learning tool, students are expected to bring the kit to school every day and take it home every afternoon. As always, support will be provided for students who may need accommodations. If students leave their Chromebook at home, they will do without or share with another student depending on the classwork as directed by the classroom teacher.

The Chromebooks are set up to only allow "parkwayschools.net" accounts to log in. Website monitoring and content filtering is enabled whenever the device is connected to the internet, both on and off the Parkway network. The content filter used by Parkway is GoGuardian, https://www.goguardian.com/admin.html.

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[1] See Appendix for technical specifications

ALT Chromebooks, Costs, and Payments

Students are expected to show ALT equipment the same care and respect given to any other district property. ALL PARENTS need to register at Parkway's One2One Risk Management site. During the registration process we encourage parents to opt-in for device insurance. The insurance covers the following scenarios:

Coverage	Exclusions
Accidental Damage (at home or school)	Any dishonest, fraudulent, malicious, or criminal act
Cracked Screens	Any use not in accordance with the District's Network Access Policy
Fire	
Lightning	Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged.
Liquid Damage	
Electrical Surge	Any loss of software, data, documents, music, videos, recordings, or other personal information that I have placed on the device.
Case	
Damages to Loaner/Replacement Device	Disappearance of the device not reported to local law enforcement or Parkway administrators.
Loss/Theft*	

*This claim requires a police report to be filed.

The costs associated with device insurance can be found in the table below:

Insurance Enrollment	$25
1st Incident Deductible	$0
2nd Incident Deductible	$25
3rd Incident Deductible	$25
Device lost or stolen	$50

Insurance registration instructions can be found here: Registering at One2OneRisk.com

Parents who opt-out of insurance will be responsible for the full cost of the repairs or replacement.

Loss or Damage to Chromebook

Students should report any damage to the Chromebook to our technology specialist, Mr. Hegger immediately. If they cannot locate their Chromebook, they should report that to their teachers and front office as soon as possible. After 24 hours of searching, they should report that it has been lost to Mr. Hegger. The Chromebook will be placed in lost mode, which will disable it. The student will be given a loaner for up to a week at which time an insurance claim will need to be made.

ALT on Digital Citizenship and Student Privacy

The Chromebook is to be utilized for educational purposes. Students at Southwest Middle will be expected to display our school's core values as they interact using this tool. They should not share passwords or log-in to any other person's account. They should not use another student's Chromebook unless granted permission to do so.

There is **NO EXPECTATION OF PRIVACY** for any browsing, communications, or work done using Parkway resources, including any and all work done using the ALT Chromebook or any other devices utilizing the Parkway network.

Content filtering[2] is provided for all students participating in the ALT Project through GoGuardian https://www.goguardian.com/admin.html. This content filtering is directly tied to their Parkway Google accounts. Students are responsible for appropriate behavior at all times.

Contact with inappropriate material:
- If students accidentally encounter inappropriate material they should report it to an adult.
- If a parent detects a student intentionally accessing inappropriate material he or she should report it to the building administrator.
- If the Technology Services department believes a student has accessed inappropriate material either accidently or intentionally, it will be reported to the building administrator.

Applicable Parkway Board of Education Policies
- Student Network Access - IJNDBC.BP[3] - https://goo.gl/P5yITp
  "Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. School expectations of good conduct apply. Access to network services will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making."

Disciplinary consequences may be issued as a result of student violation of expectations. These can range from restricted access to having the Chromebook taken away.

Safety Resources:
- Digital Citizenship - http://www.digitalcitizenship.net/
- Common Sense Media - https://www.commonsensemedia.org/

Receiving and Returning the ALT Chromebook
- Start of the year
  - Complete the ALT Chromebook agreement.999i00
  - Register at Parkway's One2One Risk Management site.
  - Student will receive ALT Chromebook no later than the second full week of school.

- During the year

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[2] See Appendix for more information regarding content filtering
[3] See Appendix for full policy text

- ○ Students who enroll after the start of the school year will need to complete the ALT Chromebook agreement with their parent.
  - ■ A loaner device will be provided to bridge the gap between starting date and returning the agreement. The loaner device may **not** be taken home. The student should drop it off with their grade level counselor before leaving school and pick it up the next morning.
- ○ Student will be assigned a Chromebook after the agreement has been turned in.

Returning the ALT Chromebook
- ● End of the year - Students will turn in the Chromebook at the end of the school year unless they are enrolled in Parkway Summer School.
- ● Other times that students will need to turn in Chromebooks:
  - ○ Withdrawals
  - ○ Transfers
  - ○ Disciplinary issues

Caring for your ALT Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office of the Technology Specialist. Students should report damage to their Chromebook from another student to their classroom teacher immediately.
- ● No food or drink is allowed next to the Chromebook while it is in use.
- ● Cords, cables, and removable storage must be inserted carefully into the Chromebook.
- ● Students should close the lids of their Chromebooks whenever carrying them.
- ● Chromebooks should be shut down or put in standby when not in use for an extended period of time to conserve battery life.
- ● Chromebooks must remain free of any writing, drawing, or stickers.
- ● Chromebook barcodes and carrying case tags should remain intact.
- ● Chromebooks must never be left in an unattended vehicle or any unsupervised area.
- ● Students will keep Chromebooks in a locked locker whenever not in their possession.
- ● Students are responsible for keeping their Chromebook battery charged for school each day.
- ● Chromebooks found unattended will be turned in to the office and can be picked up there.

Carrying Chromebook
 The protective case provided with the Chromebook is intended to provide basic protection from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:
- ● Chromebooks should always be within the protective case when carried.
- ● The amount of other papers carried in the case must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- ● No food or beverages should ever be placed in the Chromebook carrying case.
- ● Students should not throw or drop Chromebooks, even when in the case.

Screen Care
The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ● Do not lean on the top of the Chromebook when it is closed.
- ● Do not place anything near the Chromebook that could put pressure on the screen.
- ● Do not place anything in the carrying case that will press against the cover.

- Do not place anything on the keyboard before closing the lid.
- Be mindful of how much pressure you put on the screen; you should only use your finger or a stylus.

Home Internet Access Requests
- If you are a student or family without reliable internet access at home please contact your school counselor. We will not be able to address every student's need but will do our best to identify solutions that create an environment of equitable access.

FAQs

Q: What if a family cannot afford the technology fee?
A: Parkway believes that all students should have access to resources. If you anticipate having trouble paying the insurance enrollment fee please contact your school counselor to request additional support.

Q: What if a family has no way to pay for the fee online, and wants to pay by cash?
A: Your school's bookstore will be able to accept cash if you are unable to pay via check or credit card online. Upon payment, your child will receive a voucher that can be used during the payment process to record your transaction as completed.

Q: Can a parent who initially opted out of insurance change their mind and add it later?
A: Yes.

Q: Does the Chromebook belong to the student?
A: The Chromebook is the property of the Parkway School District. The equipment will be assigned to the student for the duration of their middle school career at Parkway. Students will be asked to return their Chromebooks at the end of each school year for cleaning and maintenance.

Q: Can my student check out a Chromebook without their parent/guardian present?
A. The insurance process must be completed by the parent/guardian prior to anyone picking up the Chromebook.

Q: What if a Chromebook battery runs out during the day?
A: The Chromebook should be charged every night to avoid this problem. A fully charged Chromebook will last through the entire school day. If the device was not fully charged, students will have to do without or share with another student depending on the classwork as directed by the classroom teacher.

Q: What if a student forgets his or her Chromebook at home or it is under repair?
A: If students leave their Chromebooks at home, they will do without or share with another student depending on the classwork as directed by the classroom teacher. The building Technology Specialist will provide a loaner Chromebook that can be used while their device is being serviced.

Q: Will there be a luggage/name tag provided for identification?
A: The cases come with a clear pouch which will contain a business card that has the address and phone number for Southwest Middle School as well as the student's first initial and last name and the name of the student's advisory teacher. The Chromebook also has both a serial number and asset ID tag that will be connected to the student in the district's inventory management system. This identification needs to remain attached to the carrying case.

Q: Can students add software to their Chromebooks?
A: Traditional software installed files that work in a Windows environment do not work on Chrome OS. Both Chrome apps and browser extensions are available to install provided their availability has been requested by building personnel, vetted by Technology, and approved for student use.

Q: What if a student loses or damages a Chromebook?
A: Loss and damage are covered by the insurance policy listed above. Choosing to opt out of insurance leaves full responsibility on the student for the care of the device. Families that choose insurance are covered by an initial no-fee deductible for the first incident, and a reduced cost fee for future incidents. The prices for repairs and replacement can be found in the insurance section of the ALT handbook.

Q: May a parent opt out of the ALT Project?
A: The ALT program is an instructional initiative with the goal of providing access to all students. Parkway will always work with parents to accommodate the needs of the child. If you feel strongly about your child not participating in the ALT Project please contact building administration regarding accommodations for your child. Please understand that personally owned devices will not have the same level of access or support resources as ALT Chromebooks.

Q: May students use their personal laptops or computing Chromebooks instead of the ALT Chromebooks?
A: The ALT Chromebook will be a tool used by teachers in the classroom. They will provide equitable access to instructional tools and resources. We discourage the use of personal laptops or Chromebooks, unless otherwise directed the building administrators or classroom teachers.

Q: What happens if student's Chromebook is lost or stolen?
A: Students are responsible for the safety, care, and maintenance of the Chromebook. The cost for a replacement Chromebook is approximately $220, cost is subject to change. Purchasing district insurance, through One2OneRisk includes coverage against loss and theft, allowing a replacement device to be obtained through a $50 deductible.

Q: Will the Chromebook be compatible with home-based Internet connections (wireless and wired)?
A: The Chromebook should work with most home-based internet wireless connections. The device does not have a physical ethernet port to support wired connections. Please refer to your ISP if you require assistance configuring the device to work with your home wifi connection.

Q: Can family members or siblings use the Chromebook?
A: The ALT Chromebooks can only be accessed by Parkway provided student's Google accounts.

Q. Will students have access to technical support on evenings and weekends?
A. This is a need we have identified and are investigating. At this time we can not provide support outside of normal school hours. Please contact your building Technology Specialist during the school day for any technical support needs.

Appendix

1. **Chromebook Specifications**
   Model:
   Processor:
   Ram:
   Screen Size:

2. **GoGuardian**
   GoGuardian is Parkway's off-campus filtering for Chromebooks. Your student's learning doesn't end in the classroom and neither should your Chromebook's protection. GoGuardian actively filters and monitors student activity both in the classroom and at home. For more information, check out the GoGuardian website, https://goo.gl/QPRjxo.

3. **Network Access Policy and Guidelines**

   Section I   Title Network Access
   Number IJNDBC.BP   Status Active
   Legal Children's Internet Protection Act (CIPA); Section 182.827, RSMo
   Adopted January 30, 2008

   Principles
   The board of education believes that network access, telecommunications and other technological resources should be utilized to support and enhance teaching and learning by providing students and staff with the tools necessary for educational advancement. The board of education supports access by students and staff to rich information resources. Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Such resources will both prepare students for entry into the increasingly complex environment in their continued learning after high school and eventually as they enter the work force and will ensure that students, teachers and other staff have access to the latest in research materials and information. Network resources are for the sole and exclusive use of students and staff and in no event may be used for any commercial purpose. Use of network resources is a privilege, not a right.

   Student Assumptions
   Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. School expectations of good conduct apply. Access to network services will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making.

   Staff Assumptions
   The board of Education expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. The staff will consult the policy and guidelines for Instructional Materials. Controversial Issues and Academic Freedom and will honor the content contained therein. District policies pertaining to staff on moral turpitude and appropriate behavior apply to staff use of network resources.

   Parent Assumptions
   Parkway School District, through strict, clearly defined standards of usage, will work to foster responsible network access usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or

ward should follow. To that end, the Parkway Board of Education supports and respects each family's right to decide whether or not to participate in network access usage, at school or home.

Responsibility and Permission

Guidelines will be developed to insure that all users have been trained in responsibilities for access prior to authorized use and to insure authorization includes school, supervisor, and for students, parent approval.

Consequences

Because of the far reaching implications of these resources, and because the equipment used to deliver these resources is owned by the school district, the board of education realizes that guidelines must be set to assure that activities which are not appropriate to the learning environment do not take place. The board of education takes the position that a violation of this policy will be referred for disciplinary action as stipulated by Policy JK, Student Discipline, and may result in the loss of network access privileges. Some violations could involve legal action.

Disclaimer

Parkway School District believes that the benefits to educators and students from access to the network resources, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Parkway School District employs Internet content filtering in compliance with state and federal law, however, there may be occasions when authorized users obtain access to sites containing material that is illegal, defamatory, inaccurate or potentially offensive to some people. Authorization

The board of education authorizes the superintendent to develop administrative guidelines in order to implement Policy IJNDBC. This policy and its accompanying guidelines will be reviewed annually and revised as needed given the changing nature of developments in technology.

SUPERSEDES: IJNDBC, 10/09/02, 11/15/00 and 1/8/97
CROSS REFERENCE:

NETWORK ACCESS - Guidelines

In order to implement board policy IJNDBC, the following guidelines have been developed:

1. Parkway School District provides employees and students with access to the district computer network that includes Internet access for educational purposes. The term "educational purposes" include use of the network for classroom activities, professional or career development, and individual research activities.

2. Network access is provided for students to conduct research and communicate with others. Such resources will prepare students to enter into the increasingly complex environment in their lives after high school and as they eventually enter the workforce. It will also ensure that students, teachers, and other staff members have access to the latest research materials and information.

3. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Network access will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making.

4. The district will notify the parents/guardians and students about the district network and the policies governing its use. Parents/guardians or students must sign an agreement to allow access to the Internet. Students eighteen and older may sign their own form. Families should be warned that some material accessible might contain items that are offensive to some people. Parkway School District supports and respects each family's right to decide whether or not to sign for access. Permission forms will be required for all students new to Parkway and current students in transition to 6th and 9th grade.

5. Network storage areas are treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system in a responsible manner. Users should not expect that files stored on district servers would always be private.

6. In compliance with the Children's Internet Protection Act (CIPA), the school district has implemented internet filtering. This will not replace the interaction between students, teachers, and librarians in the use of the Internet. Within reason, freedom of speech and access to information will be honored. During school, teachers, librarians, and computer resource specialists will provide guidance and instruction to students in the appropriate use of the Internet . Students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Ethical behaviors regarding plagiarism and copyright will be encouraged and reinforced.

7. The Network Access policy contains restrictions on access of inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not possible for the district to monitor and enforce a wide range of social values in student use of the Internet.

8. When using the Internet for class activities, teachers will make every effort to select material that is appropriate for the age of the students and relevant to the course objectives. Teachers will preview sites and materials they require or recommend students to access in order to determine appropriateness of the material contained on or accessed through the site.

9. Teachers will make every effort to provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly.

10. Teachers will assist students in developing skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

11. District policies pertaining to staff on moral turpitude and appropriate behavior apply to student use of network resources.

To adhere to the Network Access policy the following are not permitted:

> Hacking and other unlawful activities
> Sending or displaying offensive messages or pictures
> Using obscene language
> Harassing, insulting, or attacking others
> Accessing material that advocates illegal acts or violence
> Damaging computers, computer systems or computer networks
> Violating copyright laws
> Using another person's folders, work, or files
> Intentionally wasting limited resources
> Employing the network for commercial purposes
> Unauthorized disclosure, use and dissemination of personal identification information regarding minors
> Violating other policies of the district that may apply.
> Releasing invasive software/spyware for the purpose of gathering personal information of other users.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on the network. Violations may result in a loss of access as well as other disciplinary or legal action as referenced in Policy JK, Student Discipline.

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Reviewed: July 2, 2012