1-to-1 Student Laptop Usage and Safety Information for Parents/Guardians

Online Learning Students

Please email laptops@seattleschools.org to schedule a return of the device at the end of the school year.

Any Questions, Repairs, Lost or Stolen Device, please call: 206-252-0100

1-to-1 Laptop Program

In Fall 2019, Seattle Public Schools began the implementation of a 1-to-1 laptop initiative. This initiative attempts to address equity gaps by providing every student with a laptop.

The information provided in this pamphlet provides guidance on proper usage and care of your child’s laptop as well as information about online safety when using the laptop.

Student Responsibilities

Your child’s use of the laptop, Internet, and programs must comply with school and district policies as outlined in the Network Use Agreement.

- Your child is responsible for all activities that happen on their laptop
- Your child should not loan their laptop or laptop charging adaptor to anyone
- Your child should always log in under their assigned username/password and never share this information
- Never share passwords with anyone (except with your parents/guardians)

Laptop Care and Maintenance

- Instruct your child to keep all food and drink away from computer equipment
- Should damage occur, do not attempt to repair; SPS has trained technicians to perform repairs, please call 206-252-0100 for assistance.
- Remind your child to properly save all academic work and any important files using OneDrive
- Supervise what applications your child is using. Discourage the child from attempting to install random software from the internet, including games (unless it is sanctioned by a teacher)
- Provide assistance as needed when inserting cords, cables, and other removable storage devices to avoid damage to the laptop ports, DO NOT USE EXCESSIVE FORCE. Please call 206-252-0100 for assistance.
- if you are having difficulty using any of the peripherals.
- Laptops are fragile, supervise and encourage your child to store their device in a safe and secure location. Inform them to treat it as if it was their own device.
- Laptops must be cooled, keep the air vents free from obstructions
- Restart the computer at least once a week
Web Surfing/Filtering

Seattle Public Schools reserves the right to monitor and record all activities that occurs on these devices. Monitoring tools include the installation of web filtering software. This software records all online activities and applies filtering policies.

- Parents/guardians need to be aware that web filtering is “best effort” and doesn’t prevent access to ALL inappropriate sites
- Parents/guardians should keep the laptop in a common area where they can watch and monitor the usage of the laptop, not in individual bedrooms or areas where direct supervision may be hindered.
- Parents/guardians are encouraged to immediately report any inappropriate access to the technician available at 206-252-0100.

Cyber-bullying

Parents/guardians should notify the school that bullying is suspected:

- If your child is emotionally upset during or after using the Internet or the phone
- Being very secretive or protective of one's digital life
- Avoiding school or group gatherings

Online Safety/Personal Data

- Talk to your child about online-predators and remind them not to talk to strangers on the Internet and never agree to meet anyone in person that they’ve met online
- Children do not always consider the full consequences of their actions. What may seem innocuous in the moment could cause issues down the road. Instruct them to never post confidential or identifiable information online about themselves or another student
- Never upload photos of themselves or other students to the Internet
- Know who is connecting with your children online and set rules for social networking, instant messaging, e-mailing, online gaming, and using webcams.
- Parents/guardians should review privacy controls on social media accounts to manage what information is exposed to the public. (Visit your child’s Facebook account without logging into your account. Note what information you can learn about your child)

Virtual Private Network (VPN)

- The laptops are configured with a “forced” always-on VPN. VPN’s allow a device to be connected to the SPS network, even when they are in use at home.
- All activities, including web surfing, file access, and network traffic will go through the district network and subject to policies, controls, and monitoring.

Additional Resources
• Office 365 for Student and Staff: https://www.seattleschools.org/O365
• Board Policy #3540—Student Internet Access: https://www.seattleschools.org/Policy3540
• Get Online Safety Resources: https://staysafeonline.org/
• StopBullying: https://www.stopbullying.gov/
• Keeping Children Safe Online: https://www.us-cert.gov/ncas/tips/ST05-002