2024-2025
Student 1:1 Laptop Device Agreement

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Department of Technology Services (DoTS)
Hours: Monday-Friday, 8 a.m. - 4:30 p.m.
206-252-0100
laptops@seattleschools.org

Important Information: For device setup and technical assistance, please visit:
Technology Supports for Families:
https://www.seattleschools.org/student-portal/technology-supports-for-families/

Student 1:1 Laptop Device Agreement

Student Name

First:_____ Middle: _____ Last: _____

Student ID: _____ School Name: _____

Parents/Guardians:

I have reviewed and accept:

☐   1:1 Student Device Usage and Safety Information for Parents

☐   Student 1:1 Device Expectations and Responsibilities Document

Student 1:1 Device Repair, Stolen and Lost Guidelines

All Repairs:

- All repairs and usage on the laptops are covered

Lost:

- Laptop: $350.00 per incident
- Charger: $48.00 per incident

Stolen (with Police Report):

- Laptop: $0
- Charger: $0

Print Name:_____

Signature: _____ Date: _____

Student:

By signing below, I understand that I am participating in the Student 1:1 Device Program.

I have reviewed and accept:

☐   1:1 Student Device Usage and Safety Information for Students

☐   Student 1:1 Device Expectations and Responsibilities Document

Signature: _____ Date: _____

Network Use Agreement

Use of the Seattle Public Schools network is a privilege. You must read and agree to follow the network rules below to use your network account.

Seattle Public Schools makes available to students access to computers and the Internet. Through the Internet students may have access to databases, Web sites, and sometimes email. Students might also publish online. Students are expected to use computers and the Internet responsibly and for school related purposes only.

Use of the Seattle Public Schools network is a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school district personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please review the "Basic Rules of Seattle Public Schools" handbook.

As a condition of my right to use the Seattle Public Schools Internet service, I understand and agree with the following:

I will use computing resources responsibly.

- I will use the Internet, email, and other computer resources for academic activities only.
- I will only play educational games authorized by my teacher, instructor, or librarian.
- I will follow the guidelines for printing set by my teacher or school.
- I will only save material appropriate for educational use.
- I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.

I will use computing resources safely.

- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access chat rooms, bulletin boards, blogs, or post to an Internet site with explicit teacher permission.
- I will only share my password with trusted adults and not use another person's password.
- I will not evade the web filter or conceal my internet activity.

I will use computing resources respectfully.

- I will not deliberately attempt to harm or destroy data on any system on the network or internet.
- I will not damage computer equipment.
- I will not change computer settings without asking for permission.
- I will not alter other students' files, information, or settings.

I will use computing resources in a manner that respects the intellectual property of others.

- I will not install, store, or distribute unauthorized software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.
- I will not engage in cyberbullying including, but not limited to, sending, posting, or sharing negative, harmful, false, or mean content about someone else.

I understand that:

- I am responsible for what is done on my computer and from my network account.
- School district personnel have the right to review any material sent, mailed, or accessed through a District computer or District provided network account.
- School district personnel have the right to inspect all material stored on a District computer. By accepting these terms and conditions, I waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computer or District provided network account.
- District personnel can edit or remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- The District does not promise that the functions of the internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- I will not use computing resources to violate district policies, federal and state laws.
- District administrators have the final say on what constitutes a violation of internet policies. Those violations include but are not limited to all bulleted points in this agreement.

Parent/Guardian Signature

Printed Name _____ Date _____

Signature _____

Student Name _____ Student School _____

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

If leaving the District, please contact your School, email laptops@seattleschools.org, or call 206-252-0100 to schedule a return of the device.

Your School will announce when your student needs to return their device at the end of the school year.

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

1-to-1 Laptop or iPad (K-2) Program
The information provided in this pamphlet provides guidance on proper usage and care of your child's iPad or laptop as well as information about online safety when using the device.

Student Responsibilities
Your child's use of their device, 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 device (laptop or iPad)
- Your child should not loan their device or device 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)

Device Care and Maintenance
- Instruct your child to keep all food and drink away from the device and device equipment
- Should damage occur, do not attempt to repair; SPS has trained technicians to perform repairs, please call 206-252-0100 for assistance or email: laptops@seattleschools.org
- 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 device ports, DO NOT USE EXCESSIVE FORCE. Please call 206-252-0100 for assistance or email: laptops@seattleschools.org
- Please check your device cords regularly for frayed wires to prevent electrical shock. If a frayed wire is found on your device, discontinue use immediately and request a replacement through your teacher or librarian who may have a spare to offer or who can arrange a replacement device through SPS.
- Laptops and iPads 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 is their own device
- Keep all air vents free from obstruction
- FOR LAPTOPS: Restart the computer at least once a week to receive important updates
- FOR iPads: Keep your device fully charged, powered on and connected to the Internet to receive iPad updates and restart them 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 or iPad in a common area where they can watch and monitor the usage of the device, 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 or email: laptops@seattleschools.org.

Cyber-bullying
Parents / Guardians should notify the school if 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 innocent in the moment could cause issues down the road. Instruct them to never post confidential or identifiable information online, such as their name, address, school, etc. 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 devices are configured with an automatic 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 are subject to policies, controls, and monitoring

Additional Resources
- Office 365 for Student and Staff: https://www.seattleschools.org/student-portal/technology-supports-for-families/digital-tools/microsoft-365/
- Board Policy #3540 Student Internet Access: https://www.seattleschools.org/about/school-board/policies/3540-student-internet-access/
- Get Online Safety Resources: https://staysafeonline.org/
- StopBullying: https://www.stopbullying.gov/
- Keeping Children Safe Online: https://www.cisa.gov/news-events/news/keeping-children-safe-online
- Technology Supports for Families: https://www.seattleschools.org/student-portal/technology-supports-for-families/

Student 1:1 Device Expectations and Responsibilities

If leaving the District, please contact your School, email laptops@seattleschools.org , or call 206-252-0100 to schedule a return of the device.

Your School will announce when you need to return your device at the end of the school year.

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

Overall General Care
- Leave asset tags displayed; do not tamper with or remove.
- Clean the screen with a soft, dry microfiber cloth ONLY if needed.
- Use designated electronic disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water or other cleaning agents.)
- Do not physically change the internal or external components of the device, for example, rearranging the keyboard letters.
- Report any damage to the device as soon as possible. (Within a school day.) Please contact 206-252-0100 or email: laptops@seattleschools.org for assistance.
- Do not attempt to repair the device yourself, only a Seattle Public School Technology Support Specialist is authorized to repair any damage or malfunction to your device. Please contact 206-252-0100 or email: laptops@seattleschools.org for assistance.

General Care – iPads
- Keep your device in your hard case at all times.
- Keep your device fully charged at all times.
- To ensure your iPad has the latest updates, leave your iPad on and connected to the Internet and restart your device at least once a week.

General Care - Laptops
- Keep your device in laptop sleeve / backpack or a safe place when not in use.
- Personal stickers can ONLY be used on a removable adhesive laptop skin.
- Keep air vents free from obstructions.
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- To ensure your laptop has the latest updates, please reboot your computer at least once a week. For more information on updates please visit: https://www.seattleschools.org/student-portal/technology-supports-for-families/

Overall Classroom Habits
- Please charge your device every day.
- Center the device on your desk.
- Follow all directions given by teachers.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Please contact 206-252-0100 or email: laptops@seattleschools.org for assistance with any identified security problems or potential online safety issues.

Overall Classroom Habits – iPads
- Use two hands to carry the device.
- Do not set anything on top of your iPad.

Overall Classroom Habits - Laptops

- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Laptop (headphones, pencils, etc.).

Traveling To, From, and Around School

- Completely shut down the device and place in a backpack or case before traveling.
- Do not leave the device in a vehicle.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school, if applicable.
- Do not lean against the device or on your backpack with the device inside.
- If attending school in person, store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and please contact 206-252-0100 or email: laptops@seattleschools.org for assistance.

At Home

- Take your device home every day.
- Charge the device fully each night.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- Protect the device from:
    - Extreme heat or cold
    - Food, drinks, other liquids
    - Small children or pets
    - Insects

Overall Safety

- Students are expected to notify a staff member **immediately** if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Please alert your Parent / Guardian and Teacher or Staff Member if you are experiencing any changes in behavior and/or depression **immediately**!

Additional Resources

- Get Online Safety Resources: https://staysafeonline.org/
- StopBullying: https://www.stopbullying.gov/
- Technology Supports for Families: https://www.seattleschools.org/student-portal/technology-supports-for-families/