



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)
Contact us Monday through Friday, 8 a.m. - 4:30 p.m.
Phone number: 206-252-0100
Email laptops@seattleschools.org

Student 1:1 Laptop Device Agreement



1. Student Name: _____
First Name Middle Name Last Name

2. Student ID: _____ School Name: _____

PARENTS / GUARDIANS:

3. I have paid the \$25.00 fee for my child to participate in this program (if you are financially unable to provide this \$25.00 fee, please contact your School Office):

Yes ____ No ____

4. I have reviewed and accept:

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

_____ Student 1:1 Device Expectations and Responsibilities Document

5. I have received a Hotspot (if applicable):

Yes ____ No ____

6. Student 1:1 Device Repair, Stolen and Lost Guidelines

All Repairs:

\$25.00 up-front fee covers all repairs on the laptops

Lost:

Laptop: \$350.00 per incident

Charger: \$48.00 per incident

Laptop Sleeve: \$10.50 per incident

Stolen (with Police Report):

Laptops: \$0

Charger: \$0

Laptop Sleeve: \$0

7. Print Name: _____

Signature: _____ Date: _____

STUDENT:

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

1. I have reviewed and accept:

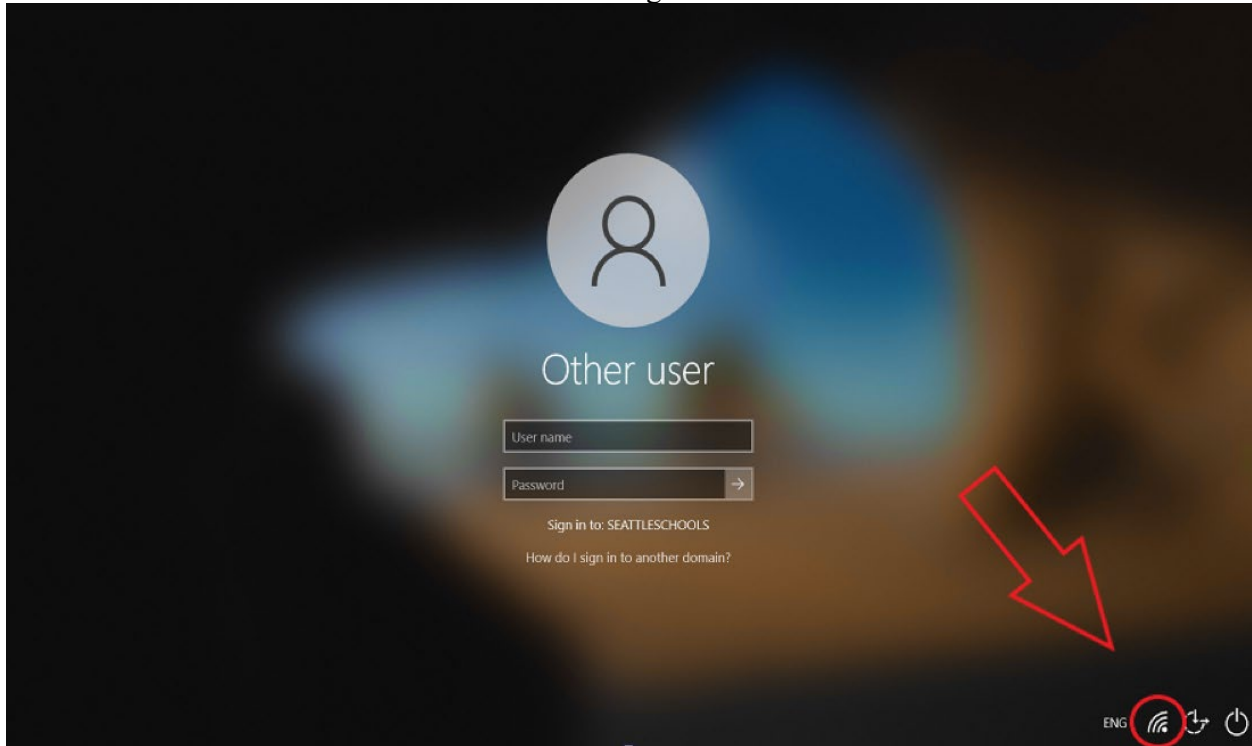
_____ 1:1 Student Device Usage and Safety Information for Students

_____ Student 1:1 Device Expectations and Responsibilities Document

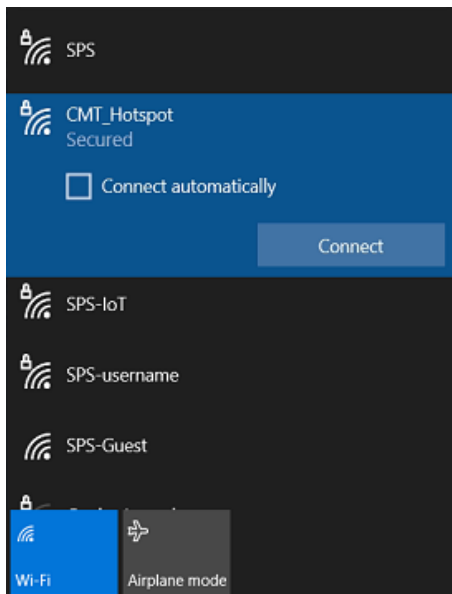
2. Signature: _____ Date: _____

Windows 10 -- First time logon to a computer away from school

1. At the login screen, click on the wireless icon
2. Click on the wireless network icon in the lower-right-hand corner of the screen



3. Choose the wireless network login and enter the proper credentials for a home or commercial Wi-Fi network



Get to Know Your SPS Student Laptop



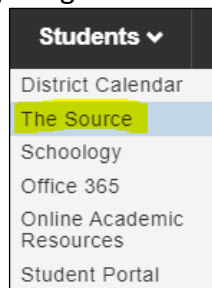
Read the information below and follow the instructions to check that your laptop is working correctly and continues to work throughout the school year. For any questions, repairs, and lost or stolen devices, please email laptops@seattleschools.org or call **206-252-0100**.

Laptop Care

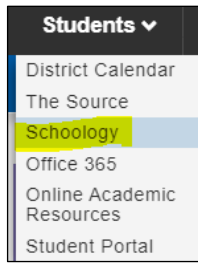
1. Plug in your laptop each evening to make sure your laptop is fully charged for the next day.
2. Restart your laptop often to receive important software updates and fix some issues.
3. Do not decorate your laptop. Please use the laptop skin if available.
4. Do not eat or drink over or near your laptop.
5. Bring your charger and laptop in the carrying case to school every day.
6. Do not place objects like pens/pencils on the keyboard and close the laptop lid. This will damage the screen when closed!

Check your Laptop!

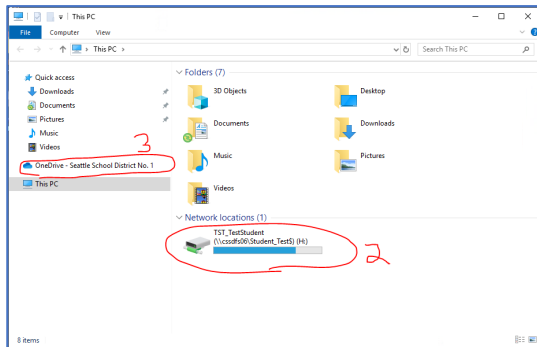
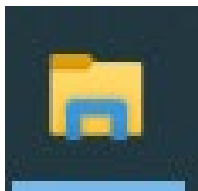
1. Press the power button to turn on your laptop.
2. Log in with your SPS username and password.
 - ✓ If you do NOT know your SPS username or password, ask your teacher or call: 206-252-0100.
3. Open Chrome and go to www.seattleschools.org to confirm that your laptop is connecting to the school wireless network.
 - ✓ If you are having trouble with your home wireless access point, please contact your wireless carrier (i.e., Comcast, etc.) before you call: 206-252-0100.
4. Go to www.seattleschools.org and select **Students** menu (top) and then click **The Source** to check your grades.



- Return to the **Students** menu, select **Schoology**, and check your courses.



- Click the **Folder** icon on the bottom of the laptop screen to check that you can access your files.

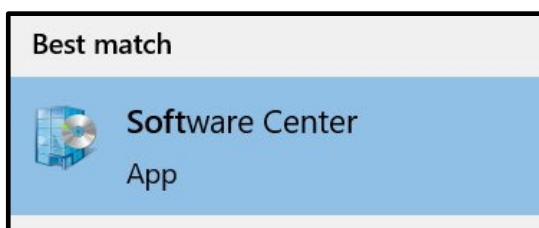


Install Available Software and Updates

- Type Software in the Windows search box at the bottom of the laptop screen. If you don't see a search bar along the bottom, click the Windows icon or the magnifying glass to search.



- Select **Software Center**.



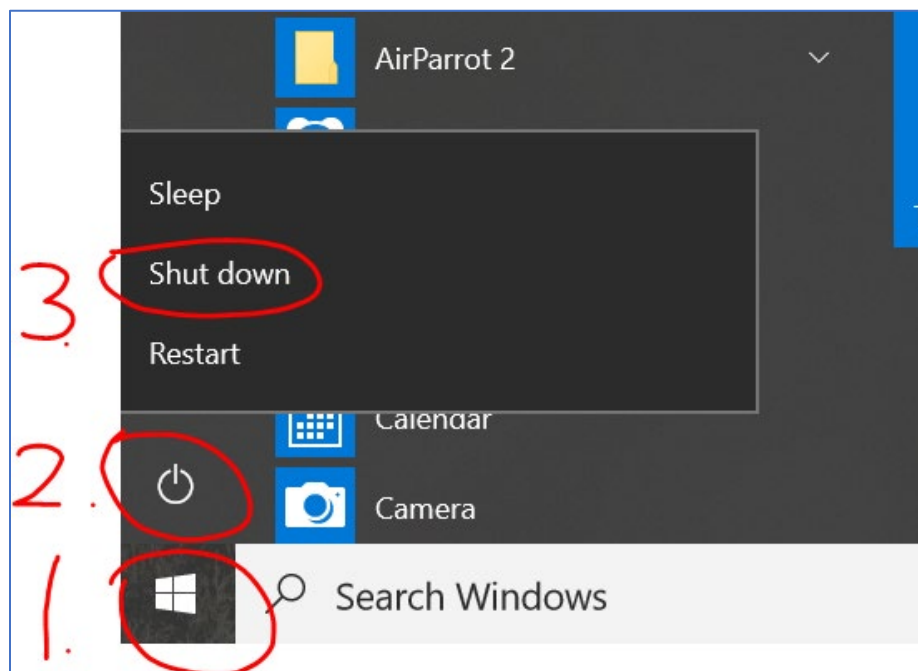
3. Select **Updates** in the left menu of the Software Center.
4. Select **Install All** in the upper right corner if any updates are listed.



5. Restart your laptop if prompted.

Shut down your Laptop

1. Click the Windows **Start Menu** icon.
2. Click the **Power** icon.
3. Click **Shut Down**.
4. **As a Reminder:** Please shut down your laptop at least once a week to ensure you get all the laptop updates!



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

Student 1:1 Devices

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](tel:206-252-0100)
- 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](tel:206-252-0100)
- 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](tel: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/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>
- Technology Supports for Families:
https://www.seattleschools.org/student_portal/technology_supports_for_families

1-to-1 Student Device Usage and Safety Information for Students

Student 1:1 Devices

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

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 use of the laptop or iPad, Internet, and programs must comply with school and district policies as outlined in the [Network Use Agreement](#).

- Students are responsible for activities that happen on their laptop or iPad
- Students should not loan their device or device charging adaptor to anyone
- Students must log in under their assigned username/password and never share this information
- Never share passwords with anyone (except with your parents). Student TechLine will **never** ask for your password.

Device Care and Maintenance

- Keep all food and drink away from computer equipment
- Should damage occur, do not attempt to repair; **please call 206-252-0100 for assistance or email: laptops@seattleschools.org**
- Always keep a current backup of your important files using OneDrive
- Never install random software from the internet, including games and software from pop-ups
- Take care 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 or email: laptops@seattleschools.org for assistance**, if you are having difficulties.
- Laptops are fragile, please keep heavy objects off your laptop and do not close the lid with anything inside the Laptop (headphones, pencils, etc.).
- Store your device in a safe and secure location. Do not leave the device in the car.
- Keep the air vents free from obstructions.
- **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 at least once a week.

Web Surfing/Filtering

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

- All web traffic is logged and recorded.
- Students should apply common sense and responsible use of technology, such as browsing the Internet
- Inappropriate conduct will be reported to school administrators and could result in disciplinary action and reduced access to the device.

Cyber-bullying

- Cyber-bullying is a serious issue. As with web-traffic, SPS records activities that occur on any SPS managed device.
- Evidence of students acting as a bully or who are a victim of cyber-bullying will be referred to School Administrators. Use good judgment, “trust your gut” - if it feels wrong, then it most likely is wrong and should be reported.
- Students are encouraged to report ALL incidents of cyber-bullying, whether direct or observed.

Online Safety/Personal Data

- Don't talk to strangers on the Internet and never agree to meet anyone in person that you've met online.
- Never post confidential or identifiable information online, such as your name, address, school, etc.
- Never post location information about yourself or other students on the internet such as Facebook.
- Never upload photos of yourself or other students to the Internet
- Review privacy controls on social media accounts and take care to manage what information is exposed to the public.

Virtual Private Network (VPN)

- The laptop is configured with an automatic always-on VPN system.
- All network traffic sent to and from the laptop goes “through” the District network and is subject to the District's policies, controls, and monitoring.
- **For Laptops:** VPN's prevent the use of network printers at home, but a USB connected printer will function.

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/>
- Technology Supports for Families:
https://www.seattleschools.org/student_portal/technology_supports_for_families



Student 1:1 Device Expectations and Responsibilities

Student 1:1 Devices

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.)
- 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: www.seattleschools.org/tech-supports

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](tel: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