1-to-1 Student Laptop Usage and Safety Information for <u>Students</u>

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 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.

- Students are responsible for activities that happen on their laptop
- Students should not loan their laptop or laptop 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)

Laptop 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.
- 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 for assistance, if you are having difficulty using any of the peripherals.
- Laptops are fragile, please keep heavy objects off the laptop, and store device in a safe and secure location. Do not leave the device in the car
- 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 occur on these devices. Monitoring tools include the installation of web filtering software. This software records all online activities and applies filtering policies.

- Web filtering is "best effort" and doesn't prevent access to ALL inappropriate sites.
- All web traffic is logged and recorded.
- Students should apply common sense and responsible use of technology, such as 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 an instrument or 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 a "forced" always-on VPN system
- All network traffic sent to-and-from the laptop goes "through" the district network and subject policies, controls, and monitoring
- 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/