





















































































APPENDIX E

**E-CIGARETTE/TOBACCO POLICY VIOLATION FORM**

**STUDENT NAME:** \_\_\_\_\_ **PS ID #** \_\_\_\_\_ **School** \_\_\_\_\_ **Grade** \_\_\_\_\_  
 (First then last)  
**DATE OF VIOLATION(S):** #1 \_\_\_\_\_ #2 \_\_\_\_\_ Subsequent \_\_\_\_\_  
**ADMIN NAME:** \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*All classes, groups or contracts, deemed appropriate, must be completed within 60 days or the student may be brought before or return to the Attendance and Discipline Committee. All violations are cumulative regardless of the type of violation.**

**\*\*\*Violation number will start over numerically if there are twenty-four (24) months between violations.**

**Knowingly Present During Use/Possession of (check one):** Date: \_\_\_\_\_  Vape  Cigarettes  Chew/smokeless tobacco

**FIRST VIOLATION -  SRO Contacted**

**Tobacco/Nicotine/Vape (Use/possession): (Check one)**

E-cigarettes  Cigarettes

**Chew/smokeless tobacco**

Consider for expulsion for one semester or complete ALL of the following within 60 days:

1. Suspension up to 2 school days.
2. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice.
3. Complete 4 INDEPTH classes with designated school personnel.

**Tobacco/Nicotine/Vape (Distribution/Sale): (check one)**

E-Cigarettes  Cigarettes  Chew/smokeless tobacco

Consider for expulsion for one semester or complete ALL of the following within 60 days:

1. Suspension up to 4 school days.
2. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice.
3. Complete 4 INDEPTH classes with designated school personnel with possible additional prevention curriculum.

**SECOND VIOLATION -  SRO Contacted**

**Tobacco/Nicotine/Vape (Use/Possession): (Check one)**

E-Cigarettes  Cigarettes

**Chew/smokeless tobacco**

Considered for expulsion for one semester or complete ALL of the following within 60 days.

1. Suspension for up to 4 school days.
2. Ineligible to participate in all school activities for remainder of that school year.
3. 4 Tobacco Education Group (TEG) classes.
4. Optional Drug/Alcohol Assessment may be offered.

**Tobacco/Nicotine/Vape (Distribution/Sale): (Check one)**

E-Cigarettes  Cigarettes  Chew/smokeless tobacco

Student may be recommended for expulsion for up to two semesters to be determined by a District Attendance and Disciplinary Committee. **Upon return to a West Ada School the student will complete ALL of the following in 60 days:**

1. Suspension for up to 4 school days
2. Ineligible to participate in all school activities for the remainder of that school year.
3. 4 Tobacco Education Group (TEG) classes.
4. Optional Drug/Alcohol Assessment may be offered.

















District.

- Pay fines assessed for intentionally damaged devices or for the replacement of a device that is not returned in satisfactory working condition at the costs indicated in the Device Repair and Replacement section of this agreement.
- Follow District guidelines for the care of an assigned device including keeping the device in good working order, charging the device, keeping the device away from extreme heat or cold, pets and moisture.
- Not personalize the device in any way or remove any District or manufacturer labels or identifiers.
- Report issues with assigned equipment to the District using the Technical Support Resources listed on the “Remote Learning Initiative Web Site”.

**As a student of the West Ada School District, I:**

- Pledge to use school assigned equipment for educational purposes under the direction of District staff.
- Will strive to be a responsible digital citizen and encourage others to do so by following all West Ada School District policies, District Student Handbooks, and school/classroom rules and regulations.
- Will review and abide by all additional guidelines for the use and care of a school assigned device that are posted on the “West Ada “Remote Learning Initiative” web site and that may be emailed to my District provided e-mail account.

**As a responsible digital citizen, I will:**

- Keep private information private. My password(s) and identity are mine and not to be shared.
- Treat others with respect both online and offline and have appropriate conversations in all my interactions with others. Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.).

**As a responsible digital citizen, I understand:**

- Any computer work may be lost, but I can mitigate that risk by saving my work in designated cloud storage locations. I am responsible for backing up my files. Files saved to the device may be removed or erased during troubleshooting, repair and/or re-imagining of the device.
- Information I post online leaves a “digital footprint” that can have lasting effects.
- Cyber-bullying is a violation of West Ada School District policies and I can be subject to disciplinary action if I am bullying others online, even if it’s outside of school.
- The West Ada School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible. Content filtering tools are not completely fail-safe. School and District personnel have the authority and responsibility to monitor appropriate use of technology tools, even when used at home.
- Using a school computer, District network, District provided accounts and services is not private, even when using a personal device at school or a school device at home. Teachers and District staff may review my work and activities when I am using District provided technology resources.
- Any use of West Ada School District accounts, including login histories and browsing activities, can be inspected at any time and without prior notice.
- Accounts may be created for me for school-related use on services such as (but not limited to): The District’s network system, Office 365, E-Mail, and PowerSchool. A complete list of services used, along with links to privacy policies and terms can be found on the District websites. All services comply with District policy [502.82 Student Data Privacy and Security](#).

**As a responsible digital citizen, I will NOT:**

- Capture, record or transmit the words and/or images of any staff member or student without their express permission. Photos and video taken with the device are for educational purposes only and should be directly

related to classroom assignments, projects, and areas of study. Photos and video taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time.

- Remove or alter originally installed applications and resources or install any applications on the device without the expressed verbal or written permission of the District Technology Department.
- Customize screensavers and backgrounds with inappropriate language or images, including the presence of guns, weapons, pornographic materials, alcohol, drugs, or gang-related pictures.
- Create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.

I acknowledge that I have read and understand the West Ada School District's Remote Learning Device Responsible Use Agreement. I further understand that I have been provided, via my District email account, copies of District policies 502.81, 502.82, and 605. I Agree to abide by these and all other applicable policies, procedures and guidelines of the District.

#### Remote Learning Device Repair and Replacement Costs

<i>Elementary Device (Apple iPad) Repair Costs</i>	<i>Secondary Device (HP X360) Repair Costs</i>
<ul style="list-style-type: none"><li>• Screen Repair \$120</li><li>• Device Replacement \$299</li><li>• Wall Charger \$12.99</li><li>• Lightning Cable \$6.99</li></ul>	<ul style="list-style-type: none"><li>• Screen Replacement \$300</li><li>• Device Replacement \$527</li><li>• Charger Replacement \$40</li></ul>

Student Printed Name: \_\_\_\_\_

Student Account Name: \_\_\_\_\_

Student Password: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian Printed Name: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART D: ONE-TO-ONE DEVICE OPTIONAL INSURANCE**

### **One-To-One Device Optional Insurance**

The focus of the One-to-One Program in the West Ada School District is to provide modern tools and resources for the development of responsible, productive students, students who are capable of adapting to a changing, diverse world. The goal is to empower our students to maximize their full potential and prepare them for life-long learning. The purpose of the One-to-One Device is for students to have an educational tool which encourages engagement, innovation, collaboration, reading, critical thinking, research skills, and the ethical use of information.

To ensure equitable access to district curriculum and online learning opportunities, West Ada School District will issue a one-to-one mobile device, device charger and case to all students. The same device will be provided to students in a school or grade level to help ensure online safety (web filtering/anti-virus), provide access to instructional materials, and simplify technical support while maximizing instructional time. Students are expected to utilize their district issued device for classroom instruction, and to bring their device to school every day charged and in working order.

### **Devices Issued to Early Elementary Students**

- Grades K-1, classroom sets of iPads with cases will be issued and assigned to students.
- Grade 2, classroom sets of iPads with cases or **laptops and cases (based upon school preference)** will be issued and assigned to students.
- In the event of a remote learning declaration, West Ada elementary schools will communicate with parents on a device pickup/distribution plan to enable students to use these devices at home.

### **Devices Issued to Intermediate Elementary and Secondary Students**

- Grades 3-12 laptops, device chargers, cases, and optional stylus will be issued to all students.
- Devices checked out to students in these grade levels will remain assigned to them throughout the term of their elementary, middle, and high school enrollment.
- Students in these grade levels are expected to take their device home each day to ensure they are fully charged and ready for use.





West Ada School District

**PARENT AND STUDENT ONE-TO-ONE DEVICE  
HANDBOOK**

## WEST ADA ONE-TO-ONE PROGRAM OVERVIEW

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## COMPONENTS OF THE ONE-TO-ONE PROGRAM

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### All Grades

- Any student who needs assistance with home internet access may request a district issued access point (hotspot).
- The West Ada School District will offer optional device insurance to cover accidental damage to district devices.

### Microsoft 365

West Ada staff and students primarily use the cloud-based Microsoft 365 suite of tools that include: **Word, PowerPoint, Excel, Outlook, Teams, OneNote, SharePoint, and OneDrive.** **OneDrive** provides cloud-based file storage and Microsoft **OneNote** is used by many teachers as the class/course digital notebook. **OneNote** "Class Notebook" provides a read-only content library, a shared collaboration space, and a personal section for each student to create content in. The use of Microsoft **Teams** as a learning platform has become an integral tool to help staff and students stay organized, have conversations, submit assignments, and collaborate using all Microsoft tools in one place. Microsoft 365 allows students and teachers to collaborate in a safe and secure environment from anywhere at any time.

### Antivirus & Web Filtering

To keep students safe, the district deploys multiple scanning and filtering solutions on district devices and district provided internet access points. These solutions are designed to prevent students from accessing inappropriate or harmful sites. These solutions are also designed to prevent viruses and malware on devices, helping to protect personally identifiable information.

### Online Curriculum Resources

The district has adopted numerous curriculum and learning resources with online components for student use. In addition, school libraries and teachers may provide access to approved supplementary online resources for student use. (See [District Policy 602.1](#))

## USING YOUR DEVICE

Devices are intended for educational use, such as accessing school messages, announcements, calendars, schedules, completing schoolwork, and submitting assignments. Families who have sufficient technology resources at home, may opt out of taking district devices home by contacting your school's administration. Please understand that due to licensing agreements some Technology program and resources cannot be installed on personal devices and technical support for personal device is limited to best effort based upon time and resources available.

### District Policies and Program Guidelines

One-to-One devices are school property and all users are required to follow West Ada School District Policy, West Ada School District Student Handbooks, all guidelines published on the "West Ada One-To-One" web site, and relevant school/classroom rules. Relevant district policies can be found here:

- 502.81: Student Technology and Internet Acceptable Use
- 502.82: Student Data Privacy and Security
- 605: Instructional Technology
- West Ada Student Handbooks

### Privacy

Applications and services offered through the district's Microsoft 365 domain, including e-mail, are not to be considered private. Any messages sent or received, and any files created or saved through the system are available for review. For example, this content may be viewed by School/District administration during an investigation, or by West Ada School District's Technology Department during the review of a possible policy violation.

Students should not have any expectation of privacy concerning their use of district devices, including but not limited to websites, apps/applications, e-mail content, and browser history.

### District Technology and Account Usage

Use of any district technology or district provided accounts, including Microsoft 365, for harassment, bullying, or any inappropriate use is not allowed and may result in potential disciplinary actions up to and including, loss of privileges, suspension or expulsion, and notification of law enforcement when appropriate.

### Saving Documents

Students are expected to save work in designated cloud storage locations (OneDrive), school/teacher designated locations available through Microsoft 365 accounts or other applications that are authorized by West Ada School District. Any work saved directly on the device will **NOT** be backed up during the device troubleshooting or re-imaging. It is the student's responsibility to ensure work is not lost due to device failure or accidental deletion.

### Student E-Mail

Students are assigned a district e-mail account through the district's Microsoft 365 domain. This account should only be used for school related activities. The district may restrict e-mail communication, allowing only student-to-staff messaging to occur. This restriction is set based upon the student's grade level and will be determined by the West Ada School District. No other e-mail account should be used for school-related activities or for communicating with teachers and district staff. Student e-mail accounts and account content are the property of West Ada School District. Use of these accounts must be in compliance with district policy and are subject to search at any time.

### Screensavers and Background Photos

If the West Ada School District device policies permit, students may change background photos and screen savers.

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may result in disciplinary actions ([Policy 502.81](#)).

### **Sound, Music, Games, and Programs**

Applications and digital content to support classroom learning will be provided by the district. Students will not be allowed to add or install their own applications on school devices. Educational activities and storage use will take priority over personal use. The district reserves the right to clear the device of all personal sound, music, games, or programs as needed for educational activities and storage.

### **Photos and Videos Taken with the Device**

Students may not take photos or videos of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or sharing with another person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and videos taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study.

### **Video Conferencing**

Any inappropriate use of video conferencing services may result in disciplinary action. All video messaging or video conferencing activities are to be in support of a student's education. Students are obligated to following these guidelines and meet all online meeting expectations designated by teachers. Good video messaging practices include:

- Start video messaging/conference calls with video off and your microphone muted.
- When possible blur your background or set a background effect.
- Ensure you are in a quiet area that is free from disrupting background noises and activities.
- Do not allow other people to be seen in the background (District staff may request a parent to verify that they are present and authorize video use).

### **Off-Campus Internet Access**

Students may connect to other secure wireless networks through their device settings when not at school. When district devices are used at home or at any other location and are connected to the internet, the District's Internet Filter will restrict access to content to the same levels as those in West Ada schools.

## **DEVICE CHECK-OUT AND CHECK-IN**

### **Device Check-Out**

In grades K-2, iPads (with case, device charger and cable) will be initially assigned to classrooms and made available for check-out by students for at home use as necessary.

In grades 3-12, student laptops (with case, device charger, and optional stylus) will be individually distributed at the beginning of the school year and to new students as they enroll.

### **Device Check-In**

School devices, device chargers, and any optional accessories such as charging cables and carrying cases must be returned during designated check-in/renewal times. Devices will be examined periodically during the school year to ensure they are functioning properly and being maintained by the students.

Students who transfer to another school, withdraw, are suspended or expelled, or terminate enrollment in the West Ada School District for any other reason during the school year, must return their school device and accessories on or before the date of withdrawal. Students are responsible for any missing or damaged items.

### **Device Return Policy**

School devices, device chargers, and any optional accessories must be returned to the designated school location. Students who withdraw, complete graduation coursework early, or terminate enrollment at West Ada School District for any other reason must return their student laptop and accessories on the date of termination.

Students who fail to return a device including accessories at the specified check-in time or upon termination of enrollment, may be subject to fines (replacement cost of the laptop and/or accessories), criminal prosecution and/or civil liability. Failure to return the district laptop may result in a theft report being filed with the local police department.

## TAKING CARE OF YOUR DISTRICT DEVICE

### Food and Drinks

At no time should there be any type of beverage or food within two feet of the device.

### Carrying Your Device

One-to-One devices should be stored in the district issued case when not in use. The case protects the laptop and provides protection when carrying and storing. The laptop should be carried by the case handles, case shoulder strap or by placing the district issued case in the student backpack.

### Device Personalization

Students may personalize/customize their **LAPTOP CASE** by placing stickers, patches, writing or attach luggage tags.

Students **MAY NOT** personalize the **One-to-One DEVICES** in any way. Students should not:

- Place stickers, write on, inscribe, or scratch the device.
- Remove or cover district or manufacturer labels and stickers.
- Place inappropriate images depicting the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on their device case.

### Screen Care

Clean the screen only with a soft dry cloth or anti-static cloth. Laptop screens can be damaged if subjected to rough treatment. The touch screens are particularly sensitive to damage from excessive pressure. Students should not do any of the following:

- lean on top of the laptop when it is opened or closed.
- place objects on the keyboard.
- place anything in the case that could apply pressure to the screen.
- bump or drop the laptop against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

### Storing Your Device

Students are responsible for their district device both in and out of school, including during extracurricular activities. Costs associated with a lost, stolen, or damaged device also apply to extracurricular activities. When students are not using their device, it should be stored in the district provided case and kept with the student, or in their locker (if available). Nothing should be stacked on the device when stored at home, in a locker or bag/backpack. Devices that are left in school lockers or PE lockers overnight remain the responsibility of the student. Devices should not be stored in a vehicle parked at school or at home. Students should be prepared to store their device in a location where it can be ideally be plugged into a surge protector to charge and be ready for use every day.

### Traveling with Your Device

Students should logout or lock the device before traveling anywhere, including between home and school. The device should never be left unattended in a vehicle. If unavoidable, it is recommended to lock the device in the trunk before reaching your destination.

If a student is ever in a situation where someone threatens them for their device, the student should give the device to them and tell a district staff member and/or guardian as soon as possible.

## DAMAGE, LOSS, THEFT OF DISTRICT ISSUED DEVICES AND ACCESSORIES

Whenever a student encounters an issue with their district issued technology, they are required to report the issue to a teacher or school staff member. Students will be held responsible for ALL damage or loss to their device, device charger, and protective case resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, or device inoperability. In the event of damage not covered by the warranty or optional device insurance, the student and parent will be billed for the cost of repairs. Repairs must be made by the West Ada School District Technology Department or the districts authorized service provider. The student may check out a loaner device until repairs are made.

Building administrators will consider the situation that led to the damage or loss. This may result in limiting device use to in-school only, for a period to be determined by the administrator. Students are still required to complete all school assignments, and teachers will make reasonable accommodations as needed. Building level administration may request a parent/guardian meeting with the student to develop a plan to minimize potential future loss or damage.

### **District Device Warranty Coverage**

All district technology is purchased with a warranty to cover manufacture related issues. These repairs typically are the failure of internal and external parts due to normal usage. The repair costs associated with warranty repairs and the replacement of device batteries is at no charge to the student and/or parent/guardian.

### **Optional Device Insurance**

The West Ada School District offers an optional insurance plan to families that covers accidental breakage or damage that might occur during the school year. The optional insurance plan can be purchased for \$25.00 per device per year and will cover one claim per school year for the full cost of repair or replacement. After the first claim, families will be responsible for a \$20.00 fee for subsequent claims. The Insurance enrollment period is open for the duration of the school year. Eligible families may qualify for financial assistance to help cover the cost of device insurance by contacting your building administrator.

### **Events Covered by Optional Insurance Coverage**

- normal wear and tear
- Accident damage from drops, spills, liquid submersion
- natural disasters i.e. fire, flood, power surge by lightning
- vandalism (contact school administrator)
- a single lost device (contact school administrator)
- theft (contact school administrator and file a police report)
- incidental damage to someone else's device
- accidental damage to a district provided Internet access point (hotspot)

Claim events are subject to evaluation by the building administrator and/or the West Ada School District's Technology Department on a case-by-case basis when the nature of a claim event is in question.

### **Events and Items NOT Covered by Optional Device Insurance**

All devices and accessories (case, charger, and stylus) that are issued to students are the responsibility of the student to maintain and return at the end of the school year. The Optional Insurance program will not cover the cost of:

- Any technology accessory that is lost, stolen or damaged
- Any damage or lost devices gross negligence

The actual device and accessory repair and replacement costs are maintained on the West Ada One-To-One web site (<http://www.westada.org/onetoone>).

### **Responsibility for Device Repairs**

Any repairs that are not covered by warranty or the purchase of optional insurance fall into one of five categories.

- **Accidental** - Is an unfortunate happening that occurs unintentionally and results in damage or loss
- **Negligence** – A state of being careless, the lack of ordinary care of property
- **Gross Negligence** - To consciously or voluntary disregard the need to use reasonable care
- **Lost** - To lose a device due to negligence or gross negligence without filing a police report
- **Stolen** - When a device is stolen not due to negligence and a police report has not been filed

For each of these five categories, a fine may be assessed for the repairs based upon the circumstances of the incident. Fines are based upon the district's One-To-One Repair Guidelines and are assessed at the building administrator's discretion. In no circumstances will the fine exceed the cost of the repair or replacement of the device.

**Loaner Devices**

When a student's district issued device has been turned in for repair, the school will issue the student a loaner device. The loaner device is provided so that learning is not disrupted. Students are responsible for the care of the loaner device under the same One-to-One Device guidelines, which means students can still be fined for damages to loaner devices.