



Ladue Schools

STUDENT

TECHNOLOGY GUIDEBOOK

Policies, Procedures, and Expectations

2023-24





**Innovate.
Educate.
Elevate.**

**Embracing
Technology for
Limitless Learning!**



**Ladue
Schools**

TECHNOLOGY SERVICES



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Innovate, Educate, Elevate: Embracing Technology for Limitless Learning!

2023-24 Technology Guidebook

Ladue School District Technology Belief Statement

The Ladue School District believes technology is essential for enhancing curriculum and improving student learning. Devices are provided to all students in grades K-12, empowering teachers to transform learning through technology. Students can learn anytime, anywhere, and at any pace, while developing future-ready skills. Technology is leveraged to make learning more engaging and relevant, creating interactive learning experiences that promote active participation, critical thinking, and collaboration among students. We believe technology plays a critical role in providing equitable access to resources and tools, enabling all students to reach their full potential.

Our commitment to the educational value of technology is grounded in our belief that students need to be prepared for the demands of the future. By providing students with a robust technology education, we are empowering them to succeed in an increasingly digital world where skills such as communication, collaboration, creativity, and critical thinking are essential.

As a district, we are committed to providing ongoing professional development opportunities for our educators to ensure they are equipped with the knowledge and skills necessary to effectively integrate technology into their teaching practices. Technology resources and tools are regularly evaluated to ensure they are meeting the evolving needs of our students and educators.

We believe Ladue School District's commitment to technology represents a critical component of our mission to deliver innovative, individualized, and inquiry-based programming designed to address the academic and social-emotional needs of our students inside and outside the classroom. We



are proud to be a district that prioritizes the educational value of technology and are committed to continuously improving our technology offerings to better support our students and educators.

Technology and Curriculum and Instruction Partnership

A partnership between curriculum and technology creates a culture of innovation and a more seamless rollout of instructional learning, software, and new curriculum.

When curriculum and technology work together, it creates a more efficient, organized, and accessible learning environment. This is because technology can be used to:

- Personalize learning for each student by providing them with the resources and activities most relevant to their needs.
- Make learning more engaging by using interactive and multimedia tools.
- Provide students with opportunities to collaborate and share their work with others.
- Help teachers track student progress and provide feedback.
- As a result, students are more likely to be engaged in their learning, achieve their goals, and succeed in school.

Alignment with the Ladue School District Strategic Plan

Delivering innovative, individualized, and inquiry-based programming designed to address the academic and social-emotional needs of our students inside and outside of the classroom.

Objective #1

- Provide students with innovative instructional practices to make them future-ready.
- Evaluate the integration and expansion of future-ready skills (communication, collaboration, creativity, critical thinking) and data and information literacy into curricula.



- Investigate measurable ways to determine if said integration is being implemented.

How does technology support student learning?

- enhances student engagement
- personalized learning for students
- enhances the 4Cs (collaboration, creativity, critical thinking, and communication)
- makes resources accessible to all (Digital Equity)
- preparation for future careers

Devices–Policies, Procedures, and Expectations

Devices

High School: 1 Macbook Air and charger

Middle School: 1 iPad & keyboard case , 1 charger

Fifth Grade Center: 1 iPad & keyboard case , 1 charger

Elementary School: 1 iPad & keyboard case , 1 charger

Use Timeline

Students will use their assigned device each year. Students in grades 9–12 will keep their devices over breaks including winter, spring, and summer breaks. Middle school students will keep their devices during the school year breaks, but will turn in their devices for the summer and will receive their device at the beginning of the next school year. Students in K–5 will not take their devices home. Upon leaving the district, or after finishing middle or high school, each student's device must be returned to the Ladue School District.

Personal Devices

Students will not display or use cell phones, personal laptops or any other personal electronic devices during the instructional day, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.



Ownership of Your Device

The device issued to the student, along with the charger and any accessories (keyboard/case/stylus), is the property of the Ladue School District.

Returning Your Device and Accessories

All issued equipment must be returned to the Ladue School District

Technology staff:

- upon completion of 8th grade
- upon completion of high school
- when ending enrollment in the district
- when the district needs to replace the devices

Device repair & Help Desk Support

Visit the Ladue Horton Watkins High School Technology Support Help Desk

7 a.m.-4 p.m. M-F

Email helpdesk@ladueschools.net

Call the Help Desk at (314) 983-5555

Complete a Help Desk ticket online by visiting the technology support website.

Locations for Device Repair

- High School - Technology Support Help Desk (located in the library)
- Middle School - Technology Support Help Desk Office
- Elementary Schools - Students should notify their teacher or Digital Learning Coach

Device Care

Students are responsible for the general care of all equipment issued by the school district. A lost, stolen, or damaged iPad, Chromebook, Macbook Air, or accessory must be reported immediately. Devices or accessories that are broken or fail to work properly must be taken to the Ladue School District Technology staff.

Care Tips

- Avoid food or drink near your laptop or iPad.
- Your iPad, stylus, iPad, charger, case, and keyboard should remain free of any markings that cannot be removed.
- The device asset tag must be left undamaged.
- iPad and laptop cases must be left on at all times
- Supervise the device at all times.
- Store the device in a safe place; high or low temperatures in a vehicle may damage the device.
- Transport your device with care with a carrying case.
- Avoid storing anything on top of the device.
- Only clean the device with a soft, dry microfiber cloth — do not use cleaning solutions or wipes.
- Avoid applying pressure on the screen.
- Make sure there are no objects on the keyboard when closing the device.
- Only carry the laptop and/or iPad when it is closed. Close the lid and transport carefully, using two hands or in a laptop sleeve of a backpack.

Device Storage and Charging

- When the device is not being used at school, keep it in your school bag.
- Charge your device daily.
- Students in grades 6–12 are responsible for bringing their device to school each day, 100% charged, and ready to use.

Intentional Device Damage

The device protection plan does not cover intentional damage. Students will be held responsible for the full cost of any intentional damage to their device. This includes breaking any part of the device, charger, or case. Intentional damage includes writing or marks on the device or case.



Acceptable Use

Use of this device must comply at all times with Ladue School District Technology use policy and procedures. The policy and procedures include detailed expectations for the use of technology by all Ladue School District students.

- Protect all of your passwords.
- Use of technology is a privilege, not a right, as a Ladue School District student.
- Students must abide by federal and state law, including but not limited to the following: confidential information copyrighted material, threatening or obscene material, and electronic viruses.
- Any attempt to alter data, the configuration of an iPad, or laptop, or the files of another user will be considered an act of vandalism and subject to disciplinary action in accordance with the Ladue Schools policies.

Privacy

There is no expectation of privacy while using the Ladue Schools' technology equipment, network, and accounts. All activities using the Ladue technology and accounts are subject to review, monitoring, and investigation. Assume everything electronically written or digitally recorded is permanent.

Safety

Content filtering is provided for all students receiving an iPad or laptop, as required by law. Ladue School District currently uses Securly software for content filtering. Grades 5-12 families may monitor their students' online browsing history at home via the Securly Home app.

Contact with inappropriate content:

- If a student encounters inappropriate material, they should report it to an adult.
- If a teacher, staff person, or other adult finds that a student is intentionally accessing inappropriate material, this information should be reported to the school administrator.



- If the technology department believes a student has accessed inappropriate material accidentally, or intentionally, this will be reported to a school administrator.
- Do not share any personal information about yourself or anyone else online.

Lost/Stolen Device

Report a lost or stolen device immediately to the Ladue School District Technology department, the student's teacher, or a building administrator. A replacement device will be provided. For a stolen device, Ladue School District requires a copy of the police report. Students enrolled in the device damage and loss protection program will owe a deductible for a lost or stolen device. An incident prior to enrollment is not covered by the protection plan. The protection plan only covers loss or theft that occurs after enrollment is completed. If the loss or theft is not reported by the device return date the student will be charged for the full cost of the device.

Student Technology Promise

Grades K-1

Student Technology Promise

I understand that technology is a powerful learning tool, and I will use it responsibly.

I will ask permission before using any technology.

I will use only my district assigned device, and not a personal device during the school day.

I will only use the technology for school-related activities.

I will take care of the technology and report any damage or problems to my teacher.

I will only access websites or apps that my teacher has approved.

I will keep my personal information private.

I will always be kind and respectful when using technology.

I will follow all school rules and policies when using technology.

I agree to follow this student technology agreement.



Grades 2-4

Student Technology Promise

I understand that technology is a powerful learning tool, and I will use it responsibly.

I will abide by all copyright laws concerning music, photos, videos, and data.

I will only use district approved software and programs.

I will use appropriate and respectful language/content when communicating electronically.

I will use the Internet for school related work projects.

I will access only the files and accounts that belong to me.

I will use technology for educational purposes only.

I will use only my district assigned device, and not a personal device during the school day.

I will be responsible and mindful in my use of technology.

I will uphold the values of my community by not accessing inappropriate content.

I will be a role model for others by using technology appropriately.

I will respect the privacy of others.

I will take care of school technology equipment.

I will follow all school rules and regulations regarding the use of technology.

5th Grade

Student Technology Promise

I understand that technology is a powerful learning tool, and I will use it responsibly.

I will abide by all copyright laws concerning music, photos, videos, and data!

I will only use district approved software and programs.

I will use appropriate and respectful language/content when communicating electronically.

I will use the Internet for school related work projects.

I will access only the files and accounts that belong to me.

I will use technology for educational purposes only.

I will use only my district assigned device, and not a personal device during the school day.

I will be responsible and mindful in my use of technology.

I will uphold the values of my community by not accessing inappropriate content.

I will be a role model for others by using technology appropriately.

I will respect the privacy of others.

I will take care of school technology equipment.



I will follow all school rules and regulations regarding the use of technology.

Annual Technology Fee & Insurance Program
(Grades 6-12 Families Only)

Paying your annual technology fee enrolls you in a self-funded insurance pool that will cover the cost of accidental damage or theft of a district-provided device. Enrollment in Ladue School District's Annual Technology Fee & Insurance program protects you from the cost to repair or replace your Ladue Schools issued device and limits your responsibility to a per-occurrence deductible outlined below. The coverage extends to accident or loss, only; the student will be charged for the actual cost of repair or replacement of the device due to willful, deliberate damage, or damage caused through negligence.

Annual Registration Fee - All fees are due by August 31, 2023

<p>Middle School (Grades 6-8) Fee iPad, case, and charger (Ladue District will only provide one charger per device, replacement chargers will be the responsibility of the family)</p>	<p>\$20 per student \$10 for students receiving free & reduced lunch (not to exceed \$40 total for families with 3 or more students enrolled in the district)</p>
<p>High School (Grades 9-12) Fee Macbook Air, case, and charger (Ladue District will only provide one charger per device, replacement chargers will be the responsibility of the family)</p>	<p>\$40 per student \$20 for students receiving free & reduced lunch (not to exceed \$80 total for families with 3 or more students enrolled in the district)</p>

If you find it difficult to cover this amount, please reach out to your child's grade-level administrator to discuss alternative arrangements.

Accidental Damage Coverage	Effective Dates & Exclusions
<ul style="list-style-type: none"> ● Cracked screens ● Fire ● Lightning ● Liquid damage ● Electrical Surge ● Device peripherals with accidental damage <p>Loss/Theft of device: This claim requires a police report to be filed.</p>	<p>Coverage begins on the date of purchase Coverage continues up through the first Friday of the next school year (8/19/2024) If a student withdraws from the district, coverage ends on the student's last day of school.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> ● Any dishonest, fraudulent, malicious or criminal acts ● Willful, deliberate damage or damage caused through negligence ● Permanent markings or defacement of the device or



	<p>keyboard case.</p> <ul style="list-style-type: none"> • Bent devices, and damage beyond repair • Any use not in accordance with the district Technology Use Policy and Procedure • Additional loss to software, data, documents, music, videos, recordings, or other personal information the student placed on the device. • Removal of iPad or laptop case voids subsequent accidental damage coverage.
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Self-funded Insurance Structure

Middle School Incident with Paid Technology Fee & Insurance Program	Deductible-iPad	Incident Without Technology Fee Paid
1st occurrence	\$0	\$50
2nd occurrence	\$0	\$100 ^{**}
3rd and subsequent occurrence	\$160	Full replacement cost of the device
High School Incident with Paid Technology Fee & Insurance Program	Deductible-Macbook Air	Incident Without Technology Fee Paid
1st occurrence	\$0	\$150
2nd occurrence	\$0	\$314
3rd and subsequent occurrence	\$315	Full replacement cost of the device

___ I agree to enroll in the Ladue Schools Annual Technology Fee & Insurance program, which will cover the cost of accidental damage to the device. (Grades 6-12)

___ I do not agree to participate in the Ladue Schools Annual Technology Fee & Insurance program. In the event of damage or loss, I understand I am responsible for the full cost of repair or replacement of the laptop, charger, power cord/or case. (Grades 6-12)

Parent Signature _____

Student Signature _____



Limitless Learning Parent & Student Technology Agreement

Parent(s) and students acknowledge that the district has purchased student devices, either a 13" MacBook Air laptop (Grades 9-12) or an iPad (Grades K-6), as a tool for learning. The use of the district-issued device while on and off campus is subject to all restrictions and guidelines contained in district policies: Technology Usage (Policy [EHB](#)), Hazing and Bullying (Policy [JFCF](#)), and Student Discipline (Policy [JG](#)), and student behavior guidelines. Parents must complete and sign this agreement. In addition, students and parents/guardians must sign the Limitless Learning Parent & Student Technology Agreement before a device can be taken home. The district reserves the right to withdraw or limit use or possession of the assigned student device at its discretion.

Parents and students are responsible for the safekeeping of the district-issued device. The Ladue School District's Annual Technology Fee & Insurance program covers accidental damage or loss, but not intentional damage.

- Accidental Damage - Liquid Spills - Drops/Cracked Screens
- Theft
- Fire - Flood - Natural disasters
- Power surge due to lightning

(*Intentional damage is not covered under this waiver and will result in the full cost of repair or replacement.)

Parents and students further understand and acknowledge that use of the device is a privilege, not a right, and all district policies apply to student's use of the Laptop whether at home or at school. This includes but is not limited to: Technology Usage (Policy [EHB](#)), Hazing and Bullying (Policy [JFCF](#)), and Student Discipline (Policy [JG](#)). Parents and students acknowledge they have reviewed all district policies and agree to abide by them. Students and parents agree to follow district policies and procedures, and to abide by all local, state, and federal laws when using the device. Any violation of these rules may result in the suspension or termination of device privileges, or criminal charges. The district does not guarantee or warrant in any way the performance or quality of the device, and is not liable for any damages caused



by its use. Students have no expectation of privacy when using the device. Additionally, the district reserves the right to conduct an individualized search of activities or personal files and use history on the device at any time. By using the district's device, the student is consenting to have his/her electronic communications on, and all other use of, the device monitored, reviewed, and/or inspected by the district.

The district will not be liable for any direct or indirect, incidental, or consequential damages (including lost or irrecoverable data or information) sustained or incurred in connection with the use, operation, or inability to use the device.

By signing this agreement, you are committing to utilizing technology in a manner that is ethical and respectful to yourself and others.

1. **Respect yourself.** I will show respect for myself through my actions. I will show respect online by choosing appropriate names, posting respectful information and images, and avoiding obscene language. I will be mindful of my words and actions, and treat others the way I would want to be treated. I will not participate in online bullying or harassment.
2. **Protect Yourself.** I will stay safe online by being mindful of the information I share. I will not post personal details, contact information, or a schedule of my activities. I will share my passcodes only with my parents and teachers. I will report any attacks or inappropriate behavior directed at me. I will also help create a safe and respectful online community by being respectful of others online and reporting any inappropriate content or behavior that I see.
3. **Respect Others.** I will show respect to others online by not bullying, harassing, or degrading them. I will not visit websites that are inappropriate or offensive to others. I will not take or share pictures of others without their permission. I will not access other people's private spaces or areas.
4. **Protect Others.** I will protect others online by reporting abuse, not forwarding inappropriate materials or communications, and not visiting websites that are inappropriate or offensive to others. I will also protect others' learning space by muting my device in the classroom unless directed to do otherwise by a teacher.



5. **Respect Property.** I understand that I am responsible for the device that has been assigned to me. I will take good care of it and return it in the same condition that I received it, including the charger. If I damage the device, I will be responsible for the cost of repair or replacement.
6. **Protect Property.** I will not modify my device in any way that could damage it or make it unusable. I will keep the district asset tags in place on the device so that it can be identified if it is lost or stolen. I will not delete any security configurations from my device, as this could make it vulnerable to attack. I will not loan my device to others or borrow a device from another student, as this could lead to the loss or damage of the device.
7. **Respect ideas.** I will give credit where credit is due. I will cite my sources and ask permission to use the work of others. I will verify the accuracy of the information I find online. I will not distribute purchased media in a way that violates its license. I will act with integrity.

Student Name _____

Signature & Date _____

Parent/Guardian Name _____

Signature & Date _____