# District 87 1:1 Guidebook

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**D87 VISION**

**District 87 (D87) 1:1 Vision:** The 1:1 initiative within District 87 is designed to enhance the learning experience by providing devices to students within the classroom environment. To this effort, District 87 administrators, teachers, and staff have worked collaboratively and creatively to provide opportunities for students that allow them hands-on experiences with technology equipment that are meaningful and that will allow them to solve problems, work in teams, and to think critically about the tasks at hand. These are all skills that are not only necessary to grade-level learning processes, but also to workforce and career development. Some students in the older grades may also have the opportunity to take their devices home with them.

D87 prides itself with its growth and sustainability plan throughout the years, and views the use of electronic resources as central to the delivery of its educational program. D87 expects that students, as able, will use electronic resources as an essential part of their learning experiences. It is the policy of D87 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources comes a responsibility and partnership for the parent and for the student and the educators of D87.

District 87 educators, students, and families will follow all guidelines set forth by the district and represented in this guidebook and the District 87 Acceptable Use Policy (AUP- see Appendix 1). Guidelines are in effect before, during, and after school hours, for all D87 computers whether on or off the school campus. D87 reserves the right to confiscate D87 equipment at any time for failure to comply with guidelines.

D87 educators, students and families will understand that:

1. The term “equipment” or “technology” refers to laptops or other devices, batteries, power cord and chargers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
2. Equipment is on loan to students and remains the property of D87.
3. Equipment may not be loaned to others for ANY reasons.
4. Equipment comes with a standardized image already loaded containing applications designated by D87 administration. Students shall not install or uninstall programs.
5. Equipment will not be repaired or disassembled by the students or parents or any other third party. D87 technical support is the only entity allowed to work on D87 equipment.
6. Equipment costs for repair or replacement include the device and its components.

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**Did you know?**

- Technology in the classroom enhances project-based learning.
- Technology in the classroom helps students connect with the real world.
7. Equipment and the network will support education and the vision and mission of D87.

D87 educators, students and families will also understand that the D87 technical support team provides a balanced approach to security. Three primary forms of security exist: account privileges, anti-virus, and internet filtering. D87 strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the District 87 network.

1. **Account privileges**: Security is in place on the laptop to prevent certain activities: downloading or installing software on the laptops, removing software, changing system settings, etc.
2. **Anti-virus**: D87 installs and maintains software to detect and remove most viruses.
3. **Internet Filtering at School**: D87 maintains an on-site filtering software package that automatically filters all student access to the internet.

All files stored on D87 equipment or the networks are property of the district and will be subject to review and monitoring. There is no expectation of privacy. Inappropriate use of the D87 network or violation of security protocol may result in disciplinary action. D87 may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity or illegal distribution of material. Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software including shareware and freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network.
7. Revealing the home address or phone number of one’s self or another person.
8. Invading the privacy of other individuals.
9. Using another user’s account or password, or allowing another user to access an account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Posting anonymous messages or unlawful information on the network.
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
13. Falsifying permission, authorization or identification documents.
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
15. Knowingly placing a computer virus on a computer or network.
16. Attempting to access or accessing sites blocked by the D87 filtering system.
17. Downloading music, games, images, videos, or other media without the permission of a teacher.
18. Sending or forwarding social on non-school related email.

This information packet is divided into three sections: Part I: Parent / Guardian Responsibilities; Part II: Teacher Responsibilities; and, Part III: Rules and Responsibilities for Equipment.

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**Did you know?**

- Parents can monitor student progress and assignment completion by accessing Skyward Parent access.
- Students can submit homework through Moodle that accounts for less lost, and late submission of work.
- Parents can use email as a way to communicate with their student’s teachers, counselors, and other school personnel.
- Students can use applications that read aloud the text to help increase their literacy skills.
PART I: PARENT/GUARDIAN RESPONSIBILITIES

District 87 makes every effort to provide parents/guardians with the necessary tools and information to ensure safe use of the equipment in the home. There are several responsibilities assumed by the parent/guardian. In order for students to be allowed to take their laptops home, a student and parent/guardian must:

1. **Participate in orientation (at the school or online) including:**
   - District 87 Technology Policy and AUP
   - District 87 1:1 Guidebook
   - Internet safety
   - Parent/guardian and student responsibilities
   - Review of, signing, and returning the Student Technology Agreement (STA-Appendix 2).

2. **Accept Liability**

   The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:
   - Not returned at the end of the school year or upon leaving D87.
   - Intentionally damaged.
   - Lost because of negligence.
   - Stolen, but not reported to school and/or police in a timely manner.

3. **Monitor Student Use**

   The parent/guardian must agree to monitor student use at home, and away from school. There are several ways to monitor student use:
   - Develop a set of rules and expectations for equipment use at home.
   - Investigate and apply parental controls available through the internet service provider and/or wireless router.
   - Allow laptop use in supervised areas of the home.
   - Demonstrate a genuine interest in what students are doing on the laptop. Ask questions and request that students show work.
   - Be aware of the Acceptable Use Policy and classroom guidelines.
   - Be aware of the programs students are using.
   - Use Skyward, Moodle, etc. as a partner in teaching and learning.
4. Support Student Safety

- Review general safety tips
- Keep the equipment safe and dry in a case or backpack.
- In a threatening situation, if someone demands the laptop, give it to the person. *Remember that personal safety is the first priority.*
- Report any threat, theft or altercation to school and police personnel.

**Did you know?**

- Some students have access to handouts and instructional activities using Moodle when they are absent.
- Some students are accessing teacher videos for “homework” in preparation for next day activities in blended projects.
- Students can practice math skills at home and school using sites like Moby Math or Fast Math.
- Technology helps to differentiate instructional practices because it can support so many different media, and ways of learning.
- Technology helps to increase motivation for good classroom behavior among students.
PART II: EDUCATOR RESPONSIBILITIES

D87 administrators, teachers and staff work in partnership with the students and their families. Teachers assume the responsibility to engage students and promote progressive learning environments. In so doing D87 teachers:

- **Ensure** that students have access to equipment for assignments.
- **Explore, preview and test** sites and apps, and share TCRC-approved educational opportunities with students (Appendix 4).
- **Review** Acceptable Use Policy (AUP) with students (Appendix 1).
- **Learn** equipment monitoring software and use it to manage classroom activities.
- **Prepare** an alternate plan for students in case the equipment has issues.
- **Collaborate and share** with colleagues to support engaged learning using technology.
- **Enlist** student helpers to troubleshoot minor equipment issues.
- **Differentiate** instruction to include a variety of technology and non-technology activities.
- **Engage** in ongoing professional development and training.

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**Did you know?**

- “Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is most important.” – Bill Gates

- “Teaching in the Internet age means we must teach tomorrow’s skills today.” – Jennifer Fleming

- “Since we live in an age of innovation, education must prepare an individual for work that does not yet exist and cannot yet be clearly defined.” – Peter Drucker

- “It is important to remember that educational software, like textbooks, is only one tool in the learning process. Neither can be a substitute for well-trained teachers, leadership, and parental involvement.” – Keith Krueger
PART III: RULES & RESPONSIBILITIES FOR USE OF
D87 EQUIPMENT

Students and parents/guardians accept responsibility for the use of D87 equipment. Violations of these rules and guidelines may result in disciplinary action. Remember that D87 reserves the right to confiscate the equipment at any time.

General Guidelines

- Follow Student Technology Agreement (STA) and Acceptable Use Policy (AUP).
- Do not share logins and passwords except with parent or guardian
- Do not develop programs to harass others, hack, bring in viruses, or change other’s files
- Request Teacher Permission in order to:
  - Instant-message
  - Use headphones in class
  - Download programs, music, games and videos
  - Play games

Student Guidelines

1. Students are allowed access to technology curriculum resources unless the school is notified in writing by the parent/guardian.
2. Students are accountable to all school rules, district, local, state and federal laws.
3. Students must comply at all times with the District 87 Acceptable Use Policy (See Appendix 1).
4. Students are expected to keep the equipment in good condition. Failure to do so may result in bills for repair or replacement by the parent/guardian.
5. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
6. Students are expected to notify a teacher or administrator immediately if they observe information, images, or messages that are inappropriate, dangerous, illegal, threatening, or make them feel uncomfortable.
7. Students are to follow existing copyright and anti-piracy laws and educational fair use policy.
8. Students may only log in under their assigned username. Students may not share their passwords.
9. Students may not loan equipment components to others for any reason. Students who do so are responsible for any damage or loss of equipment.
Students are responsible for making sure that critical files are regularly backed up on the network drive. Students have access to the network drive (the H:drive) on which to store data at school.

**Content Guidelines**

All D87 rules and guidelines apply to any personal data storage device, laptop or cloud storage including communication over social networks. All files must be school appropriate.

Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language, images or videos
- Bullying or harassment
- Discriminatory or prejudicial content

**Care and Maintenance Guidelines**

- Follow all directions given by the teacher.
- Equipment must be secured in locker when not in use. Never leave the locker set to open without entering the combination. Never pile things on top of equipment.
- Keep equipment in a case or backpack when outside the classroom. Never leave the equipment unattended for any reason.
- Log-off or lock the computer before changing classes.
- Bring equipment fully-charged to school.
- Keep the power cord and charger with the equipment.
- Use the equipment in a common room of the home.
- Store the equipment on a desk or table—never on the floor
- Protect the equipment from:
  - Extreme heat or cold
  - Food and drinks
  - Small children
  - Pets
- Keep the equipment away from water
- Do not leave the equipment in a vehicle.
- In a threatening situation, if someone demands the laptop, give it to the person. Remember that personal safety is the first priority.
- Report any threat, theft or altercation to school and police personnel.
- Students are prohibited from defacing D87 equipment in any way. This includes but is not limited to marks, stickers, scratches, or engraving.
Troubleshooting, repair and replacement Guidelines

D87 has a standardized protocol for troubleshooting equipment.

1. Student troubleshoots the problem.
   - Student follows classroom procedures.
   - Students should then save any work to the H: drive (at school).
   - Restart the equipment as the first step in troubleshooting.
   - If appropriate, student may ask a classmate for help.
   - Report issues to the teacher.

2. Elementary teachers submit a helpdesk ticket. Secondary teachers send student to tech support designated area from the classroom.

3. Equipment will be repaired or replaced by tech support.

Damaged Equipment

The Tech Support Team will determine if the issue is a fix/repair issue versus replacement. Each building will have a designated location for tech support.

- **Repairs**: Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Tech Support Team will assist students.

- **Replacement equipment**: Replacements are available at each school so that learning is not disrupted by the repair process. The same rules and regulations apply to replacements. Students are reminded to make frequent backups to the H: drive in case they need to be issued a replacement.

- **Negligence or Intentional Damage**: School administration will have the final determination if the laptop is deemed to be intentionally or negligently damaged. The student may be subject to discipline and/or the cost of repair or replacement.

Lost or Stolen Equipment Guidelines

- Student or parent must report lost/stolen equipment to the classroom teacher or school administrator as soon as possible.

- Reports of lost or stolen equipment will be investigated individually by school personnel.

- Evidence of theft must be accompanied by a police report.

- Parents may be responsible for replacement cost of lost or stolen equipment.

Communication and Digital Media Guidelines

Communication tools and digital media are provided for educational purposes such as collaborating on projects. It is not appropriate to install software. Users are expected to abide by District 87 and legal regulations regarding downloading or streaming media.
1. **Email for Students**

*Purpose:* All D87 middle/high school students are issued a Microsoft Outlook email account.

*Guidelines and Reminders:*
- Email should be used for educational purposes only.
- There is no expectation of privacy when using District technology and electronic systems. District administrators and technology staff are authorized to monitor and read all e-mail, data files, and any other material or communications in such systems.
- All email content remains the property of District 87.
- Email and passwords should not be shared by the student.
- Students will immediately report receiving an email that is inappropriate or threatening.
- Students will report receiving any emails that pose a threat to the security of the network (phishing, SPAM, virus, ghosting, etc...).
- Mailbox size is restricted.

*Examples of Unacceptable Use:*
- Harassment, profanity, obscenity, racist terms.
- Non-education related forwards (e.g. jokes, chain letters, images).
- Cyber-bullying, hate mail, discriminatory remarks or hacking.
- Email for individual profit or gain, advertisement, or political purposes.

2. **Webcams**

Equipment may include a webcam to be used for educational purposes only.

*Examples include:*
- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Submitting student data to licensed assessment software.

3. **Music**

- **At School:**
  - Listening to music on equipment is only allowed during school hours with permission from the teacher.
- **At Home:**
  - Listening to music on equipment is allowed at home with permission from parents/guardians.

4. **Video**
• At School:
  o Watching video on equipment is only allowed during school hours with permission from the teacher. Permission will be given only for media used to complete a school assignment.

• At Home:
  o Watching video on equipment is allowed at home with permission from parents/guardians.

5. Gaming

• At School: Online gaming is only allowed during school hours with permission from the teacher.

• At Home: Online gaming is only allowed at home with permission from parents/guardians. Loading personal software onto computers is not allowed.

6. Printing

• Printing at School: If a document needs to be printed at school, permission from the teacher is required. Teachers will direct students to the appropriate print location.

7. Desktop Screensavers & Backgrounds

Any images set as the desktop background must be in line with the Acceptable Use Policy guidelines. Keep in mind that:

• Inappropriate media may not be used as a desktop background.

• Presence of guns, weapons, obscene materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of equipment privileges.

8. Copyright and Plagiarism

Students should understand copyright and are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
PART IV: CONTACTS

Have further questions about the D87 1:1 Initiative?
Please contact:

- **Dr. Diane Wolf**  
  *Assistant Superintendent, Curriculum and Instruction*  
  wolfd@district87.org  
  309.827.6031 x1017

- **Jim Peterson**  
  *Director of Technology*  
  petersonj@district87.org  
  309.828.7115

- Additional contacts: please feel free to contact your building principal.
APPENDICES

Appendix 1: Acceptable Use Policy

Appendix 2: Student Technology Agreement

Appendix 3: Resources

- Instructions for Skyward Parent Access
- Student Instructions to Access Student Email
Appendix 1: Acceptable Use Policy

Bloomington Public Schools, District 87
Acceptable Use Policy (AUP) – Students and Parents

Each student and parent/guardian must sign this AUP to gain access to and use of District technology and electronic systems, including but not limited to, networks, internet, and all related hardware (computers, equipment and other devices), software programs, and data/information stored in such systems.

This AUP must be signed at the time of initial registration, at grades 3, 5, 6, and 9, and when participating in special projects.

Use of District technology and electronic systems is a privilege, not a right. All use shall be for the purpose of education, communication, and research consistent with Board policy #6.235.

This AUP outlines major terms, conditions, and expectations for user but does not attempt to state all required or prescribed behaviors. Students are responsible for their behavior and activities when using District technology and electronic systems. Students are expected to abide by the following rules of etiquette: be polite, use appropriate language (not swear, use vulgarities, or abusive language), maintain confidentiality (not reveal private information such as addresses or telephone numbers), and do not disrupt other users.

Unacceptable behavior and use include, among others:

- Any illegal activity;
- Downloading or using copyrighted material without permission;
- Downloading or installing unauthorized material or software;
- Commercial purposes;
- Invading privacy;
- Using another user’s account or password without permission;
- Posting material without the authors consent;
- Posting material anonymously;
- Accessing, submitting, posting, publishing or displaying inappropriate material such as defamatory, abusive, obscene, profane, inappropriate sexual nature, threatening, racially offensive, harassing, or bullying, materials.
- Tampering with or attempting to gain access to data for which the user has no authorization.
- Vandalism or other intentional or negligent damage, or attempt to damage, District technology or electronic systems including creating or uploading viruses or use of any technology, online anonymous proxy, or vpn/filter avoidance method to circumvent District bandwidth shaping or filtering technologies.

District technology and electronic systems can be accessed at any time and from any location. Therefore, this AUP applies to any use that has an impact on the educational environment regardless of the location or time it occurs.

Use of District technology and electronic systems is at a user’s own risk. The District makes no warranties, whether expressed or implied, regarding the level of service it provides and shall not be held responsible for any damages, including those caused by loss of data, service interruptions, use or inability to use, or the accuracy, quality or appropriateness of information.
obtained through use. The District has taken precautions to filter inappropriate material; however, it is impossible for the District to prevent user access to all controversial and inappropriate materials.

Users shall be responsible for any unauthorized costs, including for download, line, telephone, or equipment charges or fees. A user who intentionally or negligently damages or destroys District technology and electronic systems shall be responsible for all costs associated with their repair and replacement.

The Director of Instructional Technology and the Building Principal will make all decisions regarding user compliance with this AUP and access and use of District technology and electronic systems.

Failure to follow this AUP will result in loss of privileges, disciplinary action, and appropriate legal action pursuant to the student handbook, the Illinois School Code, and any other state or federal law or regulation. Users should familiarize themselves with the Discipline section of the student handbooks sets forth in more detail specific behaviors related to technology which will lead to discipline.

There is no expectation of privacy when using District technology and electronic systems. District administrators and technology staff are authorized to monitor and read all e-mail, data files, and any other material or communications in such systems. The District will conduct investigations into misuse and illegal activity and will report to and cooperate with all appropriate law enforcement and other authorities.
Your signature below is legally binding and acknowledges that you have read, understand and agree to abide by the terms, conditions and expectations of the AUP.

I hereby request that I/my child be allowed access and use of District technology and electronic systems. I hereby release the District and its Board members, employees, and agents from any claims and damages for any harm arising from my/my child’s use or inability to use District technology and electronic systems. I accept full responsibility for supervising my child’s use when not at school. I have discussed the terms, conditions and expectations of this AUP with my child.

**Student:**
Name:__________________________ Date:____________

Signature:__________________________ Grade:__________

**Parent(s)/Legal Guardian(s):**
Name:____________________________ Date:____________

Signature:__________________________

I hereby request that I/my child not be allowed access and use of District technology and electronic systems.

**Student:**
Name:__________________________ Date:____________

Signature:__________________________ Grade:__________

**Parent(s)/Legal Guardian(s):**
Name:____________________________ Date:____________

Signature:__________________________
Appendix 2: Student Technology Agreement

DISTRICT 87 STUDENT TECHNOLOGY AGREEMENT

As a District 87 Student I agree to use all technology in a responsible and respectful way according to the District 87 1:1 Guidebook.

I understand that D87 computers can be used for the following:
- School projects, papers, and research
- School-sanctioned extra-curricular activities
- Exchanging school-appropriate emails
- Internet research relating to school projects and use of approved applications
- Teacher assigned technology related assignments

I understand that it is my responsibility to:
- Keep track of all of my assignments
- Follow all copyright and anti-piracy laws and educational fair use policy
- Choose key search words carefully when searching the Internet
- Never give out personal information such as my login or password
- Only print items that require a hard copy
- Report concerns to my teacher or administrator

I understand that the following are unacceptable uses of D87 computers and computer labs:
- Attempting to bypass or alter computer or network security
- Attempting, assisting, or gaining unauthorized access to computers or D87 network (intentional or unintentional)
- Modifying the wallpaper or computer background without teacher’s discretion deeming it school appropriate
- Downloading software onto the D87 computer
- Vandalizing school machines including removing mice, drawing on keyboards, keyboard trays, computers etc.
- Accessing inappropriate websites
- Accessing another student’s files without permission from the teacher
- Inappropriate use of any e-mail or social media programs
- Eating or drinking while using equipment

If I bring my cell phone to D87, I understand that:
- Use of this cell phone must be authorized by and under supervision of a teacher or administrator
- D87 is not responsible for loss, theft or damage incurred at school.

I understand that inappropriate use of D87 technology equipment may subject a student to discipline, and/or cost of repairs or replacement.

I have read the above technology agreement and agree to follow it while I am a student at D87.

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<thead>
<tr>
<th>Student Name</th>
<th>Student Signature</th>
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<table>
<thead>
<tr>
<th>Parent Name</th>
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Appendix 3: Resources

Application for Skyward Parent Access

Bloomington Public Schools
District #87
Parent Access Application Form
One application per Family one time only

*If you have completed this form in the past, a new form is not needed for the new school year.*

Complete this form to obtain a username and password to access your student’s records through District 87’s parent access website (http://parent.district87.org). The username and password will be valid as long as any student in the family is actively enrolled.

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN APPLICANT #1 (all information is required)</th>
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<tbody>
<tr>
<td>Parent/Guardian Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Day-Time Phone #:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Parent/Guardian Signature:</td>
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<tr>
<td>Date:</td>
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</tbody>
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- [ ] This username/password will be shared with Parent/Guardian #2
- [ ] This username/password will be used by this Parent/Guardian ONLY

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<thead>
<tr>
<th>PARENT/GUARDIAN APPLICANT #2 (all information is required)</th>
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<tr>
<td>Parent/Guardian Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
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<tr>
<td>State:</td>
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<tr>
<td>Zip:</td>
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<tr>
<td>Day-Time Phone #:</td>
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<tr>
<td>E-Mail Address:</td>
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<tr>
<td>Parent/Guardian Signature:</td>
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<td>Date:</td>
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</table>

- [ ] This username/password will be used by this Parent/Guardian ONLY

<table>
<thead>
<tr>
<th>STUDENT NAMES – Please Include All Students Currently Enrolled At Any District 87 School</th>
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<tbody>
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<td>Student #1:</td>
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<tr>
<td>School:</td>
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<td>Student #5:</td>
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<td>School:</td>
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Please send completed application to your student’s school or mail to:
Parent Access Coordinator, Technology Department
1202 E. Locust Street
Bloomington, IL 61701
**Instructions for Skyward Parent Access**

Once your application has been received and processed, you will receive a letter with further instructions similar to the one below:

We have received and processed your Parent Access Application Form. Documentation on how to use the Parent Access Software is available on the website [http://parent.district87.org](http://parent.district87.org) – please note that there is not a “www” at the beginning of the website address. Your LOGIN and PASSWORD are below.

**Your LOGIN is** «Access_Login»  

**Your PASSWORD is** «Web_Pswd» (passwords are not case sensitive)

Once you are logged into the system, you can change your login and password at any time, using the Account Information button at the top of the screen.

The information available is only for the current school year. The following information is available to you for currently enrolled students:

- Demographic Information
- Attendance
- Grades
  - Grade Book -- Some teachers at BJ and BHS are using a grade book that integrates with Parent Access. For those teachers, you will have additional grading information, including missing assignments.
- Schedule
  - At the elementary level, this is just informational, not in the order which the student has the classes

All correspondence hereafter will only be via e-mail. If you have any questions please send an e-mail to parent@district87.org. Please include your student’s name and a daytime phone number where you can be contacted, if necessary.

Access will be allowed to student information as long as at least one student in the family is currently enrolled in District 87. When the last student of a family officially leaves District 87, the account will be disabled.

Parents wanting to disable their account must do so with written notice to the Parent Access Coordinator at the address listed below. The account can only be re-activated by completing the application process.

**Bloomington Public Schools**  
**Parent Access Coordinator**  
**1202 East Locust Street**  
**Bloomington, Il 61701**

Thank You,

**Parent Access Coordinator - Bloomington Public Schools**
# Appendix 3: Resources (continued)

## Student Instructions to Access Student Email

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Open a browser and type the following address: mail.district87.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Click the Student eMail Information on the right side of the page.</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Fill in the Office Outlook Web Access Page</td>
</tr>
<tr>
<td></td>
<td><strong>Security:</strong> Select if it is a public computer or a private computer</td>
</tr>
</tbody>
</table>
|        | **Enter:** User Name: 12345 (example enter your personal 5 digit id)  
PW: HotDog22 (example) |
|        | Click Log On |