Acknowledgements

Recent Digital Learning efforts in District 181 have been the compilation of the work of many individuals over several years, including community members, Board members, staff, and students. The information included in this handbook is built upon previous efforts of the @d181 Committee and Digital Learning Initiative Committee.

The Digital Learning Environment Plan was adopted by the Board of Education on February 27, 2017.
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Other Files Related to the D181 Digital Learning Environment Include:
• Acceptable Use Agreement
• iPad Basics
• Chromebook Basics
• Skyward Quick Start
1.0 : The Plan and Purpose

1.1 District 181 Strategic Plan

Academic Success Goal 1: “Provide a high quality curriculum that enables all students to achieve their full academic potential and develop 21st century skills.”

Strategy 1a-7: “Integrate the Digital Learning Environment beliefs, needs, resource deployment and replacement cycle, as well as digital learning environment professional development needs into curriculum and instruction related strategies outlined in 1a-5 and 1a-6.”

1.2 Commitments

The following benefits have been identified through having a Board-approved Digital Learning Environment Plan:

- We have a strategic and comprehensive vision for digital learning that can be clearly stated to parents and the community.
- All students in Grades 3-8 have access to a personally deployed device at the same time starting in 2017-18. No group of students is waiting for a phased-in deployment plan.
- No matter the building, students have the same digital learning opportunities.
- All devices are part of a District-maintained replacement cycle.
- We have a multi-year plan for device purchasing to aid in budget decisions, curriculum renewal, and resource adoptions.
- We can better plan for and more consistently provide staff professional development.
- The D181 Foundation and the PTOs will no longer be asked to purchase instructional devices.

1.3 Digital Learning Initiative Belief Statements

Adopted by the Board of Education in March 2016

We believe:

- A variety of digital tools are necessary to support and facilitate student learning opportunities, to effectively assess student understanding, and to adhere to District and state standards which require technology use. We further recognize digital tools can strengthen students’ development in the areas of communication, collaboration, creativity, and critical thinking.
- A variety of digital tools are essential to support and facilitate differentiated instruction and can inspire students to become lifelong learners.
- It is necessary to teach students a common set of digital skills, including the ability to find, evaluate, utilize, share, and create content using digital devices, information technologies, and the Internet.
- We must provide equitable access to appropriate digital tools across our District 181 schools by grade level. Each teacher and student should be equipped with digital tools to use throughout the school day and at home as appropriate for learning and the learner.
- Ongoing staff professional development and support for all staff are necessary for successful technology integration throughout the curriculum. It is critical that professional development include opportunities both in and out of the classroom to support high quality instruction.
- Long-term systemic strategic planning and financial investment are critical to realizing and sustaining a robust District-wide digital learning environment, with accountability for addressing these components:
  - Curriculum and digital content renewal
  - Professional development
  - Infrastructure and adequate staffing
  - Platform replacement cycle
  - Parent education
  - Digital safety and security
  - Periodic evaluation of plan implementation
2.0 : Digital Citizenship

School-issued devices should be used for educational purposes. Students must comply with the Authorization for Electronic Network Access and the Acceptable Use Agreement.

We will be incorporating lessons in Digital Citizenship with our Technology Skills Map. Our Digital Learning Team is expected to present its recommendation to the Board later in the 2017-2018 school year.

3.0 : Devices

iPads (K-5) and Chromebooks (6-8)

The DLE Plan includes iPads and Chromebooks* provided to students and web-based software applications to support the delivery of our instructional program (Canvas) and Student Information System (Skyward).

- Students in Grades K-2 will have a shared device environment. The device in Grades K-2 will be an iPad.

- Students in Grades 3-5 will be in a 1:1 environment, which means each student will have a specific device assigned to them. During the course of the school year, students will be permitted to take their device home to complete homework and to continue their learning and engagement. The device in Grades 3-5 will be an iPad with a wired keyboard. In 2017-18, the device will be new or less than two years old. In subsequent years, the device will be purchased new at 3rd grade and move with the student for the next two school years. After a student completes 5th grade, it is anticipated that the device will either be moved to the K-2 shared environment or sold at the conclusion of the District's lease. Students will get a new device as they enter 6th grade.

- Students in Grades 6-7 will be in a 1:1 environment, which means each student will have a specific device assigned to them. During the course of the school year, students will be permitted to take their device home to complete homework and to continue their learning and engagement. The device in Grades 6-7 will be a Chromebook. In the first year of implementation, the device will be new or less than two years old. In subsequent years, the device will be purchased new at 6th grade and move with the student for the next two school years.

- Students in Grade 8 will be in a 1:1 environment. For just the 2017-18 school year, 8th graders will use three year-old MacBook Air laptops. Beginning with the 2018-19 school year, all middle school students will use Chromebooks.

3.1 Device Distribution and Collection

Grades 3-5
Students in Grades 3-5 will set up their devices with their classroom teacher. The teacher will determine when students are ready to bring home the device. Students will be allowed to take their devices home each night. Parents and students must agree to the Student Authorization for Electronic Network Access and sign the Acceptable Use Agreement (AUA) included in this handbook by September 1st each year. If the AUA is not signed by September 1, the principal may restrict the student’s use to during the school day only. Students who transfer into District 181 will receive their 1:1 device within their first week of attendance and after they the Acceptable Use Agreement has been signed.

Grades 6-8
Devices will be distributed during a Student Tech Institute Day provided at each middle school. The teacher will determine when students are ready to bring home the device. Students will be allowed to take their devices home each night. Parents and students must agree to the Student Authorization for Electronic Network Access and sign the Acceptable Use Agreement included in this handbook by September 1st each year. If the AUA is not signed by September 1, the principal may restrict the student’s use to during the school day. Students who transfer into District 181 will receive their 1:1 device within their first week of attendance and after the Acceptable Use Agreement has been signed.

1:1 Devices in Grades 3-8
Each device is set up and assigned to a specific student. The device is intended for use only by the student for school-
related/educational purposes. Use of the device must comply with all District policies and procedures. The student may not lend the device or related resources to anyone, including members of the student’s family.

Devices will be identified in the following ways:

- Serial number
- District asset tag
- Student’s First Name/Last Name, as labeled by school staff

Devices may be tracked or monitored for their location.

Each device will come with a carrying bag and a power cord for charging. Headphones are on the annual list of supplies to be provided by parents.

Students are responsible for bringing their District-issued devices to school every day. The device must be fully charged, in the provided case, and ready to use upon arrival at school.

The District retains ownership of the device. The device/equipment must be turned over to District staff upon request for content inspection, maintenance, or other administrative or support actions. All students must provide access and passcodes to the device upon request by a building administrator. District staff retain the right to collect and/or inspect the device and alter, add, or delete installed software or hardware at any time.

3.2 Returning the Digital Device

Students who complete 3rd, 4th, 6th, or 7th grade and continue in D181 for the following school year may be allowed to keep the device over the summer. Students who complete 5th or 8th grade will not be permitted to keep the device over the summer.

Any student who leaves District 181 during the school year must turn in the device, school-issued case, and charger to the classroom teacher on the last day of attendance. The family will be charged the full replacement cost if the device is not returned.

The District may require the student to return the device and/or related resources at any time, including if the student is no longer enrolled in the District or at the end of the school year. The student must return the device and any District-provided accessories (case, charger, and charging cable) in the same condition as when it was issued. No permanent marks may be made on the device or related resources. A student who fails to produce the device and/or any related resources within 24 hours after such a request may be subject to discipline or other consequences. The District may impose fines for the replacement of lost items.

3.3 Digital Devices Left at Home

If the student forgets the device at home, the parent may bring the device to the school office and the student will be allowed to pick it up between classes. The teacher or building administrator will decide if students are allowed to call home. The student will be allowed to look on with another student or to use a loaner device, if one is available. The student is responsible for all instructional activities and assignments with or without his/her device.

If a student repeatedly leaves the digital device at home, he/she will lose at-home privileges of the digital device for a time period determined by the teacher or building administrator. Consequences are up to the discretion of the teacher or building administrator. A limited number of loaner devices may be available in the Media Resource Center.

3.4 Digital Devices Undergoing Repair

Loaner devices may be issued to students if their 1:1 device is being repaired. There may be a delay in checking out a loaner digital device.
3.5 Lost Device or Parts

In the device is lost, it is the responsibility of the family to pay for a replacement device. Payment for the lost device will need to be made to District 181 before a replacement device will be issued. The cost of the replacement will be based on current market value (i.e. the cost to buy the latest current model).

If a cord or charger is lost, a replacement may be purchased through the school.

3.6 Stolen Property Report

Students who do not return District-owned devices upon request or upon withdrawal from District 181 may result in the District filing a stolen property report with local law enforcement. Unauthorized persons in possession of District property are subject to prosecution under Illinois law.

Students/parents must notify school administrators if a device is missing and, for safety reasons, should not attempt to recover devices on their own. School and/or District administration will contact local law enforcement to recover stolen devices.

3.7 Fees & Charges

For the 2017-18 school year, there will be no new technology fee associated with using a District digital device. If a student fails to return the digital device at the end of the school year or upon leaving District 181, the student's family will be asked to pay for the replacement cost of the digital device. Furthermore, the student will be responsible for any intentional damage to the digital device.

4.0 : Device Safety and Supervision

4.1 Internet Safety and Protection

In compliance with the Children’s Internet Protection Act, the District installs and operates filtering software designed to restrict, block, and filter internet access to items that may include obscene, child pornographic, and other material deemed inappropriate for students. The District will filter or block any material on the device that the District in its sole discretion deems to be inappropriate including certain internet sites. The District may grant requests to adjust filters or unblock sites/service for bona fide educational purposes. The student may make a request to his/her teacher for such adjustment, and the teacher may request to have such filters or blocks adjusted. However, the District does not and cannot guarantee the efficacy of its filtering software. The District’s use of filtering software does not relieve students and their parents/guardians of their responsibilities with respect to the use and care of the device. Whether the device is used at school, at home, or at other locations outside of school and home, students and their parents/guardians are responsible for abiding by State and Federal laws and regulations, complying with the District’s internet guidelines, complying with District policy and procedure, and complying with the terms of the Acceptable Use Agreement. The presence of filters or blocks does not relieve the parent(s)/guardian(s) of a student of their responsibility for supervising the student’s use of the device outside of school.

The District provides web filtering for the devices that works at school, home and at other locations.

4.2 Student Use

The student’s use of the District-issued device is subject to all District policies and procedures at all times, including but not limited to the following policies and their related procedures:
4.3 Safety Training

The District provides training in internet safety and digital citizenship as part of the curriculum.

4.4 Supervision Outside of School

The District’s issuance of a device to the student does not create any duty on the part of the District to provide supervision of the use of the device or protection of the student regarding use of the device outside of school or outside of school hours. It is the sole responsibility of the parent(s)/guardian(s) to supervise the student use of the device when outside of school or outside of school hours.

Using Public Wi-Fi

The District provides internet filtering on all devices which is expected to limit access to inappropriate content at school and at home. The District uses passwords to protect our network. Public Wi-Fi HotSpots have the potential to be less secure. Students are permitted to connect to non-District wireless networks, but the security of these networks cannot be guaranteed by the District. Caution must always be used when entering passwords and other secure information while connected to any network.

How to Tell if a Website is Secure

Look for the “s” on web address: “https”. Depending upon the browser, a green closed padlock or the word “secure” may appear next to the web address.

4.5 Home Internet and Printer Access

Students are allowed to set up wireless networks and printers on their devices.

4.6 No Expectation of Privacy

District Right to Monitor

Because the student is using a District-owned device, students have no expectation of privacy or confidentiality with respect to the use of District-owned devices regardless of whether the use of such device is for District, school, classroom, or personal related purposes. The device may contain tracking and/or monitoring software that allows the District to obtain and record information concerning use of the device. The District does not actively track or monitor the use of the devices outside the District’s internal network and does not guarantee that device can be located if lost or stolen. Students/Parents must notify school administration if a device is missing and, for safety reasons, should not attempt to recover devices on their own. School administration will work with local law enforcement to recover devices.

Passwords

To the extent permitted by law, students must provide requesting building administrators with all usernames, passwords, and/or passcodes to a device and its contained software or applications upon request. Failure to provide administrators with access to the device may result in the student being subject to discipline or other consequences.

District Retention of Records Created by the Device

To the extent permitted by law, the District may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from the device that it determines must be retained by law, including public records under the Illinois Local Records Act, school student records under the Illinois
School Student Records Act, and educational records under the federal Family Educational Rights to Privacy Act.

**Storage Management**
School content takes priority over personal content such as photos, videos, music or apps.

### 4.7 Revocation of Use

The use of the device and the District’s network is a privilege, not a right. The District may revoke the student’s privilege to use the device and related services any time it deems appropriate, including when the student violates the Acceptable Use Agreement, District policy, or District procedures. Additional details are provided within District policies, including, but not limited to:

- 6:235 Access to Electronic Networks
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

### 4.8 Student Discipline

The discipline procedures in school handbooks and/or Board policy address serious and major offenses such as stealing and destruction of school or personal property, which also apply to digital devices. Depending on the seriousness of the offense, students may lose digital device and/or technology resource/network privileges, as well as other disciplinary action as outlined in school handbooks and/or Board policy.

### 4.9 Indemnification

The student and parent(s)/guardian(s) release, hold harmless, defend, and indemnify the District from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the District and related to the student’s use of the device or the student's or parents'/guardians' breach of the Acceptable Use Agreement.

### 5.0 : Digital Device Care

The digital device is District property and all users will follow this handbook and the District’s policy for Student Authorization for Electronic Network Access. Students are responsible for the general care of the digital device they have been issued by the District. Devices that are broken or fail to work properly must be taken as soon as possible to the teacher. The teacher will direct the student where to take the device in school for an evaluation of the equipment.

It is the responsibility of the student and his/her parent(s)/guardian(s) to exercise reasonable care over the device at all times. This includes, but is not limited to, keeping the device within the provided case or bag, securing the device in a safe location, and otherwise taking reasonable steps to protect the device from damage and theft. Students and parents/guardians may not remove, tamper with, or alter serial numbers and other identification tags.

#### 5.1 General Precautions

- Students are responsible for keeping their digital device charged for school each day.
- Insert cords and cables into the digital device carefully to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of District 181.
- Do not drop, throw, or step on the digital device.
- Do not leave devices in an unlocked locker, unlocked car, or unsupervised area.
- Do not use devices near food and beverages.
- Do not leave devices outdoors or in direct sunlight.
5.2 Carrying Devices

The protective cases provided with the devices have sufficient padding to protect the digital device from normal treatment and provide a suitable means for carrying the device. These guidelines should be followed:

- Devices should always remain in the protective case when not in use.
- When moving around the classroom or at home with a Chromebook, close the device and carry it with both hands.
- Carry the device to avoid placing too much weight or pressure on the screen.
- Do not carry other items (such as folders and textbooks) in the same compartment of a backpack as the digital device.
- Devices should never be transported or stored in the same compartments as water bottles or other liquids.

5.3 Storing Digital Devices

Store digital devices in a secure location when they are not in use. Store devices in locked lockers, if available. There may be classroom charging stations available for storing and charging devices. Nothing should be placed on top of the digital device when stored in a bag, desk, or other location.

5.4 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas (school grounds, lunchroom, computer lab, library, unlocked classrooms, unlocked lockers, locker rooms, hallways, etc.). If an digital device is found in an unsupervised area, it will be taken to the school’s office. A student will meet with a school administrator or member of the tech team in order to retrieve his/her digital device.

5.5 Screen Care

Digital device screens are made of glass and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use liquid cleaners of any kind, including Windex or Lysol, for example.
- Do not lean on the top of the digital device or on the screen.
- Do not place anything near the digital device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not bump the digital device against lockers, walls, car doors, floors, etc.

5.6 Charging Devices

Students in Grades 3–8 need to bring a fully charged digital device to school every day. It is recommended that students charge their digital device at home every night. If a digital device runs out of battery power during a school day, students will be responsible for completing class assignments as if they had a working digital device.

5.7 Appropriate Use

Backgrounds and Themes
Inappropriate media may not be used as a background for any device. The presence of such media may result in disciplinary action per policy and procedures (Board Policy 6:235).

Sound
Sound is expected to be on mute at all times unless permission is given from a teacher. All students must have headphones with them at school at all times, to be used at the discretion of the teacher.
5.8 Saving Digital Device Work

Storage space is available on the digital device, but it is limited. It is the student’s responsibility to ensure that work is not lost due to device failure or accidental deletion. Documents saved in Google Docs on the Chromebooks can be restored or a copy given to the student by District technology personnel. Documents on an iPad will be backed up with the student’s Apple ID in iCloud and may be restored by District technology personnel.

6.0 : Technical Support

6.1 On-Site Technical Support

Each school has a technician who is trained to support digital devices. The District has an online Help Desk. Each school will have a limited supply of devices that may be loaned to students when a device must be sent out for repair.

6.2 Repairs

- Students or anyone outside of school should never try to repair a device on their own, this may void the warranty. Students must take a damaged device to the teacher first. The teacher will make the referral to the building Help-Desk Technician for repair work
- If the device requires a repair, a loaner device may be issued to the student if one is available.
- If the student is issued a loaner device, the loaner device may be taken home.
- When a device has been repaired, the student will be contacted to pick up their repaired device and return their loaner.

7.0 : Software Tools

7.1 Skyward - Student Information System

Skyward is a web-based software application used in part for the District to store data and organize information about students, teachers, and courses.

Parents will use Skyward to:
- Register for school
- Pay student fees
- Deposit funds for food service accounts
- Monitor their child’s attendance and grades
- Update contact information

Teachers will use Skyward to:
- Access student records
- Take attendance
- Record grades
- Access curriculum standards
- Access common assessments
- Enter report card information

Administrators will use Skyward to:
- Maintain student records
- Create teacher and student schedules and/or class placement
7.2 Canvas - Learning Management System

Over the next several years, the District will fully implement a web-based software application (Canvas) for the management, organization, and delivery of instruction, learning processes, and resources, as well as assessing and monitoring student progress. Students, teachers, and groups can use this tool to collaborate on or off-site. It features automated tasks, varied collaboration and communication tools (including student email), collaborative workspaces, assessment and progress monitoring tools, instructional design management, and tools for aligning instruction to Common Core State Standards. When Canvas is fully implemented, among other services, the following services will be provided:

Students will be able to:
- Work in collaborative groups
- Communicate with peers and instructors
- Post completed assignments
- Receive feedback
- Work from multiple locations and more!

Parents will be able to:
- Observe their student’s assignments
- Observe their student’s online discussion threads

Teachers will be able to:
- Develop and deliver instructional courses
- Manage curriculum resources
- Develop individual learning plans
- Analyze student performance
- Communicate with students

For the first year of implementation in 2017-18, the District will be working closely with teachers to develop home pages and calendars. The District will be developing a multi-year implementation plan for Canvas to fully realize the vision of the District’s Digital Learning Environment.

7.3 Google Apps

Students will use Google Apps (Docs, Sheets, Forms, etc.) for classroom work.

7.4 Digital Device Apps

Originally Installed Apps
The District uses a careful vetting process before placing apps on iPads or Chromebooks. The apps distributed by District 181 must remain on the digital device in usable condition and be accessible at all times. The District may add apps or other services for use in a particular class. Devices may be periodically checked to ensure that students have not removed required apps or added apps that are not authorized by the District. Apps and software applications may be updated wirelessly. The District reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative security steps, as deemed necessary in the District’s sole discretion.

Additional Apps
Students are not permitted to add or download applications that have not been approved by the District. The District is not responsible for the operator’s activities performed while using any applications. The District is not responsible for the disposition of personal applications when the device is returned. Charges from Apple, Google, or other third-party providers that are generated from within any application or content/media (i.e. “In-App Purchases”) are the responsibility of the user.

The District is not responsible for any software loaded on home devices or the effect or interaction that the District-provided device or its software may have on other programs or systems of the home device.
**No Modifications Allowed**

Students may not attempt to remove or change the physical structure of the device. Students may not attempt to install or run any operating system on the device other than the operating system supported by the District. Any attempt to modify (i.e., “Jailbreak”) the device/equipment, including but not limited to changing internet access settings, will be considered a violation of District policy.

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**7.5 Student Email**

As the District progresses with implementing the Digital Learning Environment, students will have an email address created by District 181. The D181 Digital Learning Environment program includes systems that allow staff members to communicate electronically with students. These systems allow teachers, coaches, and co-curricular sponsors to communicate with students outside of normal school hours about matters pertaining to school-related academics, athletics, and/or extracurricular activities. When necessary, electronic communication uses the D181 email system or other District-managed electronic communications systems. Mobile phone calls and/or text messages may also be used (standard messaging rates may apply.) Electronic communications between staff and students are not social in nature. Please contact the building principal with questions or concerns about electronic messaging.

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**8.0 : Digital Skills Map**

The Digital Learning Environment Plan calls for the development of a Digital Skills Map by grade level to be created during the 2017-18 school year. A Digital Skills Map is intended to guide the integration of technology skills within the core instructional program. Digital Skills will include Digital Citizenship. The Digital Skills Map will be included in this handbook upon final approval by the Board of Education.

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**9.0 : Helping Your Child with Technology at Home**

Throughout the school year, parents may receive links and resources about how to support digital learning at home. There are many ways that parents can prepare their child to use technology in a safe and appropriate way.

**The Family Online Safety Institute**

The Family Online Safety Institute offers the suggestions below, with more detail in the Good Digital Parenting blog dated June 19, 2014 by Mitch Champagne (www.fosi.org/good-digital-parenting/helping-child-succeed-technology)

- Expose your child to multiple platforms.
- Limit and maximize screen time.
- Model responsible use of technology.
- Talk about the “Digital Footprint.”

**Other Files Related to the D181 Digital Learning Environment Include:**

- Acceptable Use Agreement
- iPad Basics
- Chromebook Basics
- Skyward Quick Start