

## **Instruction**

### **One-to-One Device Program**

The focus of the 1:1 device program in the Bristol School District is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. In District schools, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 device setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

### **One-to-One Tablet Program**

The Board of Education believes learning is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 device initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policy, procedures, and information within this document apply to all District-owned device/Tablets used in District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

- (cf. 5131.81 – Use of Electronic Devices)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 6141.321 – Acceptable Computer Use Policy)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student work/Photographs)
- (cf. 6141.325 – Blogging/Podcasting)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6141.327 – Electronic Resources)
- (cf. 6141.328 – Bring Your Own Device)
- (cf. 6141.329 – Electronic Reading (e-reader) Devices)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

18 U.S.C. §§2510-2522, Electronic Communication Privacy Act

P.L. No 110-385, Protecting Children in the 21<sup>st</sup> Century Act

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#### **Agreement for Use of Bristol Issued 1:1 Device (I-pad, Tablet, Laptop, Chromebook, etc.)**

- The device you will be issued is the property of Bristol Public Schools and is made available to you as a tool for learning.
- This Agreement sets out the standards for using the device.
- Like textbooks and other school property, the device is assigned to the student and **MUST** be returned to the District upon request, withdrawal, or transfer.
- The use of the device is a privilege that can be revoked. Inappropriate use or neglect of the device can result in limits to or loss of use of the device. Consequences for inappropriate use will vary according to infraction, but may include any or all of the following:
  - School discipline code consequences for minor infractions
  - Loss of privileges or increased daytime controls
  - Loss of device for a designated period of time

Violations are subject to applicable district policies pertaining to discipline.

- All use standards for the school network under Policy and Procedures #6141.321, "Computer Acceptable Use" applies to use of the device/Tablet.
- Students will bring the device to school each day unless otherwise instructed with a full battery charge.
- Students are not permitted to sync the device with a personal computer or to change or otherwise "jailbreak" the device to alter the configuration or functionality that has been established by the District.
- Students must not leave the device unattended at any time while at school. If a student needs to store their device during the school day, he/she must follow all school procedures for securing unattended devices when necessary (athletic events, etc.). The cost of a loss/theft of the device due to negligence of the student will be charged to the parent/student and recovered as authorized under Policy and Procedures 3520 (Student Fees, Fines, Charges).

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### **One-to-One Device Program**

#### **Agreement for Use of Bristol Issued Device (continued)**

- All the software that students will need for classes will be made available by the District. Students are not allowed to uninstall or modify any application or the operating system in any way. Installation of apps by students is permitted with the expectation that these devices are primarily for educational purposes rather than entertainment and/or amusement. The District reserves the right to remove or disable any student-installed apps which they determine to be inappropriate or that interfere with the learning process. All downloading of applications or other on-line costs incurred by the student for authorized or unauthorized personal use of the device is the sole responsibility of the parents/students.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the device must be legally owned by the student user.

#### ***General Handling and Required Care of the Device***

- Student and parent/guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage due to negligence. A police report is required for any stolen device. The following are not considered to be accidental damage and repair costs will be assessed.
  - Excessive scratches/wear to exterior caused by failure to regularly use a protective case.
  - Intentional marking, defacing, and/or abusing the device for amusement, anger, frustration, etc.
  - Damage caused by tampering with hardware components or operating systems (i.e. jailbreaking) to alter district configuration.
- Any loss or theft of the device must be reported to the technology support office immediately, so that recovery efforts can be initiated. Failure to immediately report a lost device can result in the student being assessed the full replacement cost.
- Do not mark the device in any way with markers, stickers, scratches, engraving, etc. Each device is labeled with a district identification barcode. Do not remove this sticker. Students may personalize the folio case for easier identification.
- When not in use, the device must remain in a case at all times. Any damage resulting from failure to use a case will result in fees being assessed for the full cost of repairs. If you wish to purchase your own case, the case must provide adequate protection for the edges, corners and surface of the device.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the device.

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#### **Agreement for Use of Bristol Issued 1:1 Device (continued)**

- Do not eat or drink near the device. There should never be any food or drink around the device.
- Protect your device from other sources of moisture such as rain when outdoors and bathrooms or kitchens near toilets or sinks.
- Make sure hands are clean before using the device. Where applicable, the glass screen should be regularly wiped clean with a dry clean soft cloth - a microfiber cloth is recommended, but any soft cotton fabric will work. Do NOT use commercial liquid or spray cleaners on the screen. Do NOT use paper towels to clean the screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling. Use only the school-approved charger assigned with the device.
- If you have problems with your device, stop using it and ask your Tech Support Office for help.

#### ***Internet Rules and Expectations***

- Bristol Public Schools Acceptable Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the device privilege. The use of unapproved proxy servers is strictly forbidden and is a violation of the District's network policy.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so District officials can remove access to the site.
- All activity conducted on the District/School Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

#### ***Parent Information***

- The device is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.

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#### **Agreement for Use of Bristol Issued 1:1 Device (continued)**

- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the District network do not transfer to home use. More restrictive settings can be installed upon parent request to limit access to the Internet or other nonacademic uses of the device. The District will be providing specific information on how to request this service.
- Parents should monitor the use of the device at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- All families will have the option to participate in a device self-insurance program to provide limited protection in the event of negligent loss or damage to the device. This is a District self-insured program managed by the District. Arrangements can be made through the building Administrators for families that require financial assistance if the parent/student desires the insurance.
- Parents/students have the option of participating in the District's self-insurance program, which provides limited protection in the event of negligent loss or damage to the device, OR denying the insurance and assuming full responsibility for damage, theft or loss.
- The optional insurance program details available by request or by visiting <https://www.bristol.k12.ct.us/>.

**Acceptable Use Agreement**

I have read the Bristol Public Schools Device Usage Standards, and Computer Acceptable Use Guidelines.

1. I have read and agree to comply with the Agreement for Use of Bristol issued 1:1 device.
2. I agree to comply with the Bristol Public Schools Acceptable Use Policy.
3. I understand that I may lose my device privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Bristol issued 1:I device.
4. I will return the device, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

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Student - Print your name here

Signature and date here

I have read the Bristol Public Schools Device Usage Standards, and Computer Acceptable Use Guidelines.

1. I understand the procedures and requirements to which my student must comply, including the Acceptable Use Policy.
2. I accept responsibility for any damage or neglect that may result from my student while the device is in his/her possession or control, which may result in monetary charges.
3. I understand that my student may lose his/her device privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District device.
4. I understand my student must return the device, power adapter and cable when requested to do so. I understand that I will be charged for any missing equipment or cables.

***Insurance Option Selection (check one):***

*Insert options here*

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Parent/Guardian - Print your name here

Signature and date here

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_