

## **Instruction**

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

The Board of Education (Board) recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology in a digital world.

Therefore, the Derby Public School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

To achieve this philosophy, the Board believes the implementation and focus of a 1:1 Device Program is to provide the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Technology shall be integrated throughout the educational program in a seamless and timeless fashion. The 1:1 Device Program will empower students and teachers to use technology like adults do, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning in District schools must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Device Program enables anywhere, anytime learning that is not limited by the physical confines of a classroom or school building. The Board believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

## **Instruction**

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

#### **Agreement for Use of Derby Public School District Student Devices**

- The device you will be renting for \$50.00 a year is the property of the Derby Public School District and is made available to you as a tool for learning. After three consecutive annual payments the student, parent, or guardian may keep the device at no additional cost to the family.
- This Agreement defines device usage standards for using the device.
- Like textbooks and other school property, a device is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal/ transfer.
- This agreement, signed by both student and parent/guardian, is required before a device will be issued to a student.
- The use of a device is a privilege that can be revoked. Inappropriate use or neglect of a 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 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, "Acceptable Use Policy" applies to use of the device.
- Students will bring the device to school each day unless otherwise instructed with a full battery charge.
- Students are not permitted to synchronize the device with a personal computer or to change or otherwise "hack" 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 his/her device during the school day, he/she must follow all school procedures for securing unattended device when necessary (athletic events, etc.). The cost of a loss/theft of a 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).

## **Instruction**

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

#### **Agreement for Use of Derby Public School District Student Devices (continued)**

- All the device 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 applications 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 applications that are determined to be inappropriate or that interfere with the learning process. All downloading of applications or online 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.
- Student and parent/guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage to a device 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 device exterior.
  - Intentional marking, defacing, and/or abusing the device for student amusement, anger, frustration, etc.
  - Damage caused by tampering with hardware components or operating systems (i.e. jailbreaking) to alter district configuration.

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

- Any loss or theft of a 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 value of the device.
- 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. Unauthorized personalization of the device will be subject to the cost of the repair of part that was defaced. Parent/Guardian may purchase cases or device protection. A preferred case will be on the district website.

## Instruction

### One-to-One Tablet Program (continued)

The focus of the 1:1 Device Program in the Derby Public 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.

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/leased Device 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 21st Century Act

Policy adopted:               July 20, 2017

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

## **Instruction**

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

#### **Agreement for Use of Derby Public School District Student Devices (continued)**

- Do not insert foreign objects (paper clips, pens, etc.) into the ports (openings) of the device.
- 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 – 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 device 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 the device and ask your Tech Support Office for help or the student may email [support@derbyps.org](mailto:support@derbyps.org). If the student is not able to send an email a district staff member may email support.

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

- Derby Public School District's 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.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement transfer to home only if the student uses our Mobile Hotspot. More restrictive settings can be installed upon parent request to limit access to the Internet or other non-academic uses of the device. The District will be providing specific information on how to request this service.

## Instruction

### One-to-One Tablet Program

#### Agreement for Use of Derby Public School District Student Devices (continued)

- Parents should monitor the use of the device at home to ensure that its primary function is academic and that students are completing assigned schoolwork rather than excessive gaming, chatting, etc.
- Use of Internet resources, including online curriculum content purchased by the District, will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.
- 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 (self-insured, managed by the District) has the following features:
  - Covered losses — We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges. There is a \$100 deductible for unavoidable theft or loss (see below).
  - Coverage includes burglary/robbery/theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$100 deductible assessed).
  - Leaving the device unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost being assessed.
  - Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the device. The following are not considered to be accidental damage and are not covered:
    - excessive scratches/wear to device exterior caused by failure to regularly use a protective case (use of case is required per the One to One Device Agreement)
    - Intentionally marking, defacing, and/or abusing the device (amusement, anger, frustration, etc.)
    - Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations

## **Instruction**

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

#### **Agreement for Use of Derby Public School District Student Devices (continued)**

- **Repair Options are as follows:**
  - Opt-out - Once a Parent/Guardian opts out of coverage repairs will be billed to Parent/Guardian at cost. Parent/Guardian cannot opt-in to insurance until open enrollment at the beginning of the school year.
  - Parent/Guardian has three different insurance options at the initial time of rental
    - \$10 - Single incident coverage for the year.
    - \$25 - Two (2) incident coverage for the year.
    - \$45 - Three (3) incident coverage for the year.
- Parents will be notified of incident prior to repairs being made and insurance is used.
- Pricing for repairs will remain the same throughout the year. Pricing will be set no later than the second Friday of August. It is the intent that all repairs will be done on premise by Derby Public School technical staff. Prices are published on the Derby Public Schools website.

#### **Your Duties in the event of loss or damage:**

- Report the loss or damage to your building technology office as soon as possible by emailing [support@derbyps.org](mailto:support@derbyps.org) from the student's email address or a staff members.
- Notify the local police immediately if the loss is due to theft or fire.
- Multiple damage/theft claims, especially if lack of due diligence is evident, could result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges.
- Loaner Device cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.

## Instruction

### One-to-One Tablet Program

#### Device Acceptable Use Agreement

I have read the Derby Public School District Device Usage Standards, and Computer Acceptable Use Guidelines.

1. I have read and agree to comply with the Agreement for Use of Derby Public School District Student devices.
2. I agree to comply with the Derby Public School District's 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 Derby Public School District 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 or damaged equipment and cables.

**Student - Print your name here:**

**Signature and date here:**

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I have read the Derby Public School District 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 at the end of the school year. I understand that I will be charged for any missing or damaged equipment and cables.

- I give Derby Public Schools permissions to use my Free and Reduced Lunch Program status to participate in the One to One Program.

**Parent/Guardian - Print your name here:**

**Signature and date here:**



# Derby Middle School Student Handbook

## Student Internet User Agreement

### Internet User Agreement and Parent Permission Form

Complete and return to your child's school.

After reading the Board's Internet policies and procedures, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and the parent/guardian are mandatory before access may be granted to the Board's Internet and any other electronic information retrieval systems and services. This document, which incorporates the Board's policies and procedure, reflects the entire agreement and understanding of all parties.

As user of the Board's computer systems and electronic retrieval services network, I have read and hereby agree to comply with the Board's policies and procedures.

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Student Signature

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Date

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Student's Name (Please Print)

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Grade

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Student's School

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Student's Date of Birth

As parent/legal guardian of the student signing above, I grant permission for my child to access the Board's computer network services, such as electronic mail and the Internet. I have read and agree to the Internet use policy and procedure. I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media. The school system will not be responsible for intentional or accidental exposure of students to objectionable materials.

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Parent/Guardian Signature

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Date

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Parent/Guardian Name (Please Print)

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Home Telephone

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Street Address

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Daytime Telephone

## Optional Device Insurance Program

### As stated in the Board of Education 1:1 Device Policy

Parents/students have the option of participating in the District's self-insurance program at a cost, 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 (self-insured, managed by the District) has the following features:**

- Covered loses — We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges. There is a \$100 deductible for unavoidable theft or loss (see below).
- Coverage includes burglary/robbery/theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$100 deductible assessed).
- Leaving the device unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost being assessed.
- Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the device. The following are not considered to be accidental damage and are not covered:
  - excessive scratches/wear to device exterior caused by mishandling and poor treatment of the device
  - Intentionally marking, defacing, and/or abusing the device (amusement, anger, frustration, etc.)
  - Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations

# Derby Middle School Student Handbook

## Optional Device Insurance Program

As stated in the Board of Education 1:1 Device Policy

**Option 1** - Single incident coverage for the year at a cost of \$10

**Option 2** - Two incident coverage for the year. At the end of the year, if only one incident was used, the student may carry one incident to the new year at a cost of \$25

**Option 3** - Three incident coverage for the year. At the end of the year, if only one incident was used, the student may carry two incidents over to the new year at a cost of \$45

**Option 4** - I do not wish to participate in the District's self-insurance policy, and understand that any physical damage caused will result in responsibility for full payment to repair damages or replace the device according to the District 1:1 Device Policy.

Below please choose an option and circle below:

Option 1

Option 2

Option 3

Option 4

I understand and agree to the information and terms of the optional 1:1 Device Insurance agreement, and agree to the option circled above:

Student - Print your name here

Signature and date here

Parent/Guardian - Print your name here

Signature and date here

# Derby Middle School Student Handbook

## Hotspot Information & Agreement

Derby Public Schools believes that a student's connectivity should not stop when a student goes home. In some cases a student may not have internet access at home. The district provides internet connectivity to students via a hotspot through a cellular carrier.

If a student utilizes wireless networks at home or in public places to do school work, they may choose not to lease a hotspot from the district. If students do not have wireless connectivity available at home to do their schoolwork, they may choose to lease a hotspot from the district to use during the school year.

The student will be responsible for the handling and care of this hotspot, just as they are with their device.

The same Acceptable Use and 1:1 Device Policy that applies to the device will also apply to the hotspot.

If the hotspot is damaged, lost, or stolen, the student **will be responsible for a replacement fee**. This must be paid to be issued a new one and until paid, it will be marked as an unmet student responsibility. The district's device insurance program **will not** apply to replacement of the hotspot.

Directions on how to use the hotspot will be provided upon receiving the hotspot.

### Hotspot Agreement:

1. I have read and agree to comply with the Agreement for Use of Derby Public School District Student Device.
2. I agree to comply with the Derby Public School District's Acceptable Use Policy.
3. I understand that I may lose my hotspot privileges as a result of my inappropriate behavior, repeated data use overage and will be financially responsible for damage or loss of the Hotspot.
4. I will return the hotspot when requested at the end of the school year. I understand that I will be charged for any missing equipment.

**I understand and agree to the information and terms of the Hotspot agreement:**

Student - Print your name here

Signature and date here

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Parent/Guardian - Print your name here

Signature and date here

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