

One-to-One Device Program**Acceptable Use**

The use of the Bethany Public School District's (District) technology device (device) and resources is a privilege. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside of the District and terminates when a student is no longer enrolled in the District.

These regulations are provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in policies and regulations, privileges may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied. The Board's Discipline Policies and Administrative Regulations will be applied to student infractions.

- A District device, charger, and school provided accessories issued to students are the sole property of the District and are made available to students as a tool for learning.
- A device will be issued and in school Internet access will be checked out at the beginning of each year or upon admission to incoming students. Prior to the issuance of a device and Internet access provided, the parent/guardian must sign the Acceptable Use Agreement.
- All devices, chargers, and school provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who withdraw, are suspended or expelled or terminate enrollment in the District for any other reason, must return their device on or before the date of termination.
- If a student fails to return their device, case, charger, and school provided accessories at the end of the school year or upon termination of enrollment in the District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or if applicable any insurance deductible.
- The use of a 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 the infraction, but may include any or all of the following:
 - School discipline consequences.
 - Loss of privileges or increased controls.
 - Loss of device for a period of time.

Violations are subject to applicable District policies and regulations pertaining to discipline.

- Students in grades K-2 will have a device available in school for their use daily. These devices will be available for the student to take home, if needed.
- Students in grades 3-6 will be expected to take their device home daily. Students will bring their device to school each day with a full battery charge.
- Students are not permitted to sync the District 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.

INSTRUCTION

Regulation 6141.3291(b)

- Students must not leave their 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 devices when necessary. The cost of a loss/theft of a device due to the negligence of the student will be charged to the parent/guardian.
- 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 of the operating system in any way. 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 or unauthorized personal use of the device is the sole responsibility of the parent/guardian.
- 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.

Required Care of the District Device

- A 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 will be filed for any stolen device. The following are not considered to be accidental damage and repair costs will be assessed:
 - Excessive scratches/wear to the device exterior caused by failure to regularly use a protective case.
 - 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.
- Any loss or theft of a device must be reported to the IT Director immediately so that recovery efforts can be initiated. Failure to immediately report a lost device can result in the student being assessed the full cost of the device.
- Do not mark the device in any way with markers, stickers, scratches, engraving, etc. Each device is labeled with a District asset tag. Do not remove this asset tag.
- The District recommends using 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. The District will provide parents/guardians an opportunity to purchase cases.
- Do not insert foreign objects (paperclips, 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.

INSTRUCTION

Regulation 6141.3291(c)

- 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 any problems with your device, stop using it, and submit a Tech Help Desk ticket available on the District website.

Parent/Guardian 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/Guardians are responsible for supervising student Internet use while at home; the filtering services we implement on the District network transfer to home use.
- Parents/Guardians 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.
- 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 annual program managed by the District.
- 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.
- Your duties in the event of loss or damage:
 - Report the loss or damage to the IT Director as soon as possible.
 - Notify the local police department immediately if the loss is due to theft or fire.
- Multiple damage/theft claims, especially if lack of due diligence is evident may result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges, if applicable.
- Loaner devices cannot be issued until the deductible has been paid or other arrangements have been made with school administration.

Legal Reference: Connecticut General Statutes § 10-221(c)
 18 U.S.C. §§ 2510-2522
 Public Law No. 110-385

Regulation approved: August 1, 2020

**Bethany Public School District
Acceptable Use Agreement**

I have read the Bethany Public School District One-to-One Device Program Acceptable Use Policy # 6141.3291 and Administrative Regulation #6141.3291 and reviewed them with my child.

1. My student and I understand the procedures and requirements to which my student must comply.
2. My student and I accept responsibility for any damage or neglect that may result from my student while the District device is in his/her possession or control, which may result in monetary charges.
3. My student and I understand that my student may lose his/her District device privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District device.
4. I understand that my student must return the District device, charger, and school-issued accessories when requested at the end of the school year or upon withdrawal from the District. I understand that I will be charged for any missing equipment.
5. I understand that I will have an opportunity to purchase voluntary device insurance each school year.

_____	_____	_____
Student Name (please print)	Grade	Date
_____	_____	_____
Parent/Guardian Name (please print)	Parent/Guardian Signature	Date

Regulation and Form approved: August 1, 2020