

# Bermudian Springs School District



**One To World**

## **Information & Agreements**

# Welcome

Dear Parents & Guardians:

As part of Bermudian Springs School District's One to World Initiative, all Bermudian Springs Middle and High School students receiving face to face instruction will receive a District-issued iPad with a protective case. Students will be issued an iPad to be used both in and out of the classroom.

*Students who are participating in the Eagles Academy program may receive a Chromebook or an iPad for their virtual work.*

The Bermudian Springs One to World Initiative:

- Provides unlimited opportunities for real-world learning.
- Fosters creativity, collaboration, communication, and critical thinking.
- Facilitates personalized learning through ownership, choice, and reflection.
- Allows for immediate and strategic feedback.

More information is available about the One to World Initiative on our District website.

Sincerely,

Bermudian Springs School District Administration

# Technology Basics

## Use & Care

- Only use a clean, soft cloth to clean the screen.
- Avoid touching the screen with anything other than your finger or a stylus (iPad only).
- Devices should not be left in places of extreme temperatures.
- iPads should always remain in the district-issued protective case.
- When not in your personal possession, the device should be in a secure, locked environment.
- Devices are tagged with an asset label. Do not remove or tamper with this label.
- No additional stickers may be placed on the iPad case or Chromebook.
- Devices should not be transported in the same location as water bottles or other liquids.
- Cords must be inserted carefully into the device to avoid damage.
- **Bring your fully charged iPad to school each day.**

## Acceptable Use

- Students are responsible for their actions while using the device.
- Students must act in accordance with district policy.
- Students will always practice digital citizenship when using the device.
- Students are responsible for the appropriateness of all files, data, and history on the device.

## iPad Troubleshooting Steps

- **Restart an app** by double clicking the home button and dragging the app up from the app switcher display.
- **Restart the iPad** by holding the sleep/wake button until the slider appears. Slide your finger across to turn off the iPad.
- **Force restart the iPad** by pressing the home button and the sleep/wake button until the apple logo appears.
- Notify your teacher if you need additional assistance or submit a ticket to [StudentTechHelp@bermudian.org](mailto:StudentTechHelp@bermudian.org)

# Responsibilities

As part of the One to World Initiative, Bermudian Springs School District partners with Bermudian Springs School District families to provide technology to BSSD students. The district retains ownership of the device. This document lists basic responsibilities and requirements to use and care for the device.

1. It is the responsibility of the student and parents/guardians to exercise reasonable care of the device at all times.
2. Students are expected to bring the device with them to school every day, ready to use, fully charged, and in the provided case.
3. If a family leaves the district, the student must return the device.
4. Students will be charged a protection plan fee of \$10 per year. This fee must be paid by September 30th of each school year and it will cover two accidental breaks per year. A student who accidentally damages their device will not be charged for the repair as it will be covered by the protection plan. **Students will be held responsible for the full cost of the repair if a break occurs and they have not paid the insurance fee.** Students will be held accountable for the cost to repair the device if there is a third (or more) accidental break (s) within a year. If a student intentionally damages their device they will be responsible for the entire cost of the repair. The District's Protection Plan does not cover malicious or intentional damage.
5. If the device is lost or stolen when it is not at school, the district requires a police report be filed and a copy of the report be submitted. For safety reasons, parents or students should never attempt to recover a stolen device on their own. Please alert the school immediately so we can put the device in lost mode.
6. Lost or stolen accessories are not covered under the protection plan and are the full responsibility of the student. Students can purchase these accessories from the school if they are lost or stolen.
7. The district is the only party authorized to repair/service the devices. Any additional money spent by parents/students to repair/service a device will not be reimbursed.
8. Students must provide access, including usernames, passwords, and passcodes, to the device upon request by any school administrator.

9. Confidentiality of information, data, images, and messages on a district-owned computer should not be assumed. Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account.
10. Bermudian Springs distributes district software at no additional cost to the student.
11. The device is intended for use only by the student for school-related/educational purposes while on the district network. Use of the device must comply with all Bermudian Springs policies and procedures.
12. Student use of the device must comply with all requirements of [District Policies](#), procedures, and the student discipline code, regardless of where or when the student uses the device.
13. Use of a device and the district network is a privilege, not a right. Bermudian Springs may revoke a student's privilege to use a device and related services at any time.
14. The district employs a content filter when the device is at school. The district is not responsible for supervision of the device or protection of the student when the device is used outside of the schools in the district. It is the responsibility of parents/guardians to supervise student use of the device when the device is used outside of the schools in the district.
15. Students must always treat the device with care so it can be used as a learning tool. While devices experience normal wear through daily use, students are ultimately responsible for handling the device responsibly, using the provided case, keeping it charged, and ensuring safe storage when not in use.

# Agreement

## Technology & Security Agreement

### BERMUDIAN SPRINGS SCHOOL DISTRICT TECHNOLOGY & SECURITY AGREEMENT—DISTRICT-ISSUED DEVICE

#### Description of Technology devices to be issued by the district:

*iPad with Power Adapter or  
Chromebook and Power Adapter*

Bermudian Springs School District is providing a district-owned technology device and related resources. In order to receive the device and resources, one parent/guardian must indicate their understanding and agreement to the terms of this form by electronic acceptance and submission **or** signed hard copy. Return signed hard copy agreements to:

Bermudian Springs School District  
7335 Carlisle Pike  
York Springs, PA 17372

Students will be required to review and accept a *K-12 Responsible Use Agreement* at the start of the school year.

#### The following terms govern the use of the technology District-owned device issued by the Bermudian Springs School District and identified on this form:

##### Ownership and Care for Technology Device

1. **Ownership.** 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 any district staff member.
2. **Home Use.** The student is required to take the device home at the end of the school day. In addition, students may be required to turn in their assigned device prior to the last day of school and be re-issued a device upon the start of the following school year.
3. **Reasonable Care.** It is the responsibility of the student and his/her parent(s)/guardian(s) to exercise reasonable care over the technology device at all times. This includes, but is not limited to, keeping the device within the assigned/provided cover at all times, securing the device in a safe location, and otherwise taking reasonable steps to protect the technology device from damage and theft.

4. **Student Expectations.** Students are expected to bring their devices with them to school every day. The devices must be fully charged, in their provided cases, and ready to be used when they arrive at school.
5. **Protection plan.** The District protection plan coverage (\$10 fee per student per school year) on the District-owned device covers accidental damage and loss/theft of a device. In all cases of loss or theft the district requires that a police report be filed and a copy of the report be submitted.

The District is the only party authorized to repair/service the device. Any additional money spent by parents/students to repair a device will not be reimbursed. Users remain liable for any damages identified during or after the time the student is in possession of the device.

The District's protection plan **does not cover** malicious or intentional damage. Accessories and replaceable parts such as charging cables and charging adapters, will not be replaced/covered by this protection plan. Cosmetic damage which does not affect functionality will not be repaired/replaced. Any device with removed or altered serial numbers will not be covered. If the protection plan does not cover the damage, the parent(s)/guardian(s) will be required to pay for the replacement of the device.

6. **Return of Device.** 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 technology device in the same condition as when the district issued it. **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 will impose fines for the cost of repair or the replacement of lost or damaged items.
7. **Stolen Property Report.** Students who do not return district-owned devices when requested or upon withdrawal from Bermudian Springs School District will 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 Pennsylvania law. The district-owned device is the property of Bermudian Springs School District, a state agency; the theft of the provided device may result in felony charges.

## Technology Device Safety

1. **Filter.** The district may 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 their instructor who may request to have such filters or blocks adjusted. The presence of filters or blocks do not relieve the student and/or his/her parent(s)/guardian(s) of their responsibility to comply with requirements of this Agreement or Board Policy 815 - Acceptable Use of Technology and the Internet and does not relieve the parent(s)/guardian(s) of their responsibility for supervising the student's use outside of school. The district does not filter or block technology devices off school grounds.
2. **Safety Training.** The district provides training in Internet safety and digital citizenship as part of the curriculum.
3. **Supervision Outside of the School Building.** The district's issuance of the 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 off school grounds 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.

## No Expectation of Privacy

1. **District Right to Monitor.** Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account (such as a personal email or social media account). This is because the student is using a district-owned device. The device may contain tracking and/or monitoring software that allows the district to obtain and record information concerning the location and use of the device, however the district does not guarantee that misplaced devices can be located. Students must notify school administrators 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.
2. **Passwords.** The student must provide staff members with usernames, passwords, and/or passcodes to the device and its contained software or applications upon request. Failure to provide staff with access to the device may result in lost content. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.



3. **District Retention of Records Created by the Device.** 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 District Policy 800 - Records Retention.

### **Appropriate Use**

1. **School-Related Uses.** The device is intended for use only by the student for school-related/educational purposes while on the District network. Use of the device must comply with all District policies and procedures.
2. **Lending of Device Prohibited.** The student may not lend the device or related resources to anyone, including members of the student's family, for any reason. Loss or damage of the device by others is not covered by the protection plan.
3. **District Policies.** The student's use of the device must comply with requirements of [district policies](#) and procedures, including, but not limited to, the Board Policy 815 - Acceptable Use of Technology and Internet, other technology policies and procedures, and the student discipline code, regardless of where or when the student uses the device. This means that any use by a student of a device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs outside of school and/or on the student's free time. The district reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary in the district's sole discretion. Any attempt to modify the device/equipment, including but not limited to changing Internet access settings, will be considered a violation of district policy.
4. **Apple ID.** Each individual student will be issued an Apple ID that is managed by the school district. Students will only be able to put on iPad apps that are school approved. Students will not have access to the App Store and should not attempt to put their own personal Apple ID on the iPad.
5. **Storage Management.** School content takes priority over personal content (i.e., photos, videos, music, apps).

6. **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 technology device and related services at any time it deems appropriate, including where the student violates this agreement, district policy, or district procedures. Additional details are provided within Bermudian Springs School District [Board Policies](#), including, but not limited to:

*815 - Acceptable Use of Technology and Internet*

*248 - Unlawful Harassment*

*249 - Bullying / Cyberbullying*

7. **Indemnification.** The student and parents/guardians 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 students’ or parents’/guardians’ breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

### **School Board Policies**

[School Board Policies](#) that apply directly to the One to World initiative include, but are not limited to, the following:

- *218 Student Discipline*
- *219 Student Complaint Process*
- *220 Student Expression / Distribution and Posting of Materials*
- *248 Unlawful Harassment*
- *249 Bullying/Cyberbullying*
- *800 Records Management*
- *815 Acceptable Use of Technology and Internet*

### **Electronic Messaging**

The Bermudian Springs School District One to World program includes systems that allow Bermudian Springs School District 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 Bermudian Springs School District email system or other district-managed electronic communications systems. Mobile phone calls and/or text messages may also be used.

Pursuant to district policy, electronic communications between staff and students are not social in nature. Please contact the building principal with questions or concerns about electronic messaging.



## K-12 Responsible Use Agreement

Listed below are guidelines that describe responsible use for school owned equipment used both on and off school property. This also applies to personal devices used on school property. Students are responsible for appropriate behavior online just as they are in the classroom or any other area of the school. This agreement is a shortened version of our *School Board Policy 815 - Acceptable Use of Internet*.

### BE SAFE:

- Keep your personal information private. Do not type your full name, address, or information on the Internet without an adult's permission
- Immediately exit out of an app or website if you see something inappropriate on the screen and tell an adult.
- Show and tell an adult if you receive a hurtful message through technology.
- Only visit appropriate sites and install apps that are allowed by your teacher. If you want to go to a new site or app, ask a teacher for approval.
- Do not click on advertisements or "free" offers.

### BE RESPECTFUL:

- Only use your assigned login and password. Do not pretend to be someone else online or use someone else's login.
- Communicate only in ways that are kind and respectful. Do not use technology to bully someone else or treat someone else with disrespect.
- Ask for adult permission before taking or sharing photos or videos of yourself or anyone else.
- Treat other students' files with care. Do not move, change, or delete someone else's work.
- Cite your sources. Do not copy photos and text that you find on the Internet and pretend they are your own.

### BE RESPONSIBLE:

- Only use devices, accounts (including email), and Internet searches for school-appropriate purposes.
- Be responsible with the school's equipment and treat it with care. iPads should be in an approved case at all times. Do not change computer or iPad settings or damage equipment on purpose. Tell an adult if you notice broken equipment.
- Create or type appropriate things that you would want your parents and teachers to see
- Tell an adult if you notice someone who is not being a safe, respectful or responsible user
- Keep your passwords and accounts safe. Do not share them with anyone except your teacher and parents.

### I UNDERSTAND

- The devices and network belong to the District. Using them is a privilege, not a right.
- My teachers or district personnel may review my device, work and activities at any time.
- My use of the school's devices

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I have received, read, and understand the K-12 Responsible Use of Devices policy and will follow these guidelines. I understand that if I do not follow this policy I am subject to disciplinary action and/or legal consequences.

06-09-21

## Signatures

<b>Student</b>	
<i>Following parent acceptance and submission of the Technology &amp; Security agreement, the student will review and accept the agreement during device distribution.</i>	
Student Name (printed):	
Student Signature:	
Student Grade	
Date:	
<b>Parent/Guardian</b>	
I understand and agree to comply with <b>all of the terms</b> set forth above.	
Parent/Guardian Name (printed):	
Parent/Guardian Signature:	
Date:	