Bristol Warren Regional School Department

Technology Device Care and Use Policy Guide

A Resource for Students and Parents/Guardians

Version 2.0

1. Receiving Your Devices

a. Distribution of Devices
Students will receive devices per the following distribution schedule:

- Wednesday, August 24, 2016 from 5-7
- Thursday, August 25, 2016 from 5-7

Note: In addition to these dates, families may also contact their child's school to schedule a date and time to pick up student devices.

Students and parent/guardian must sign the Statement of Compliance within the Information Technology Student Equipment Policy prior to receiving a device.

2. Returning Your Device
a. End of Year

At the end of the school year, students will return their devices to the school for safekeeping, unless otherwise authorized. Failure to turn in a device, if requested, will result in the student being charged the full replacement cost of the device or any missing peripheral equipment, such as the case or power supply. Legal action may result.

b. Transferring/Withdrawing Students
Students transferring out of or withdrawing from the BWRSD must turn in their devices, cases, power supplies, and any other equipment issued with the devices to the school on their last day of attendance. Failure to turn in the devices will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. Legal action may result.

3. Taking Care of Your Devices
Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the school office as soon as possible so that they can be taken care of properly. The BWRSD-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended except locked in their locker.
a. General Precautions
- No food or drink should be next to devices.

- Cords, cables, and removable storage devices must be inserted carefully into devices.
- Devices should not be used or stored near pets.
- Devices should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter/summer.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, or non-removable stickers..
- Heavy objects should never be placed on top of devices.

b. Cases
- Each student will be issued a protective case for his/her device that should be used whenever the device is being transported or not in use.
- Although the cases are reinforced to help protect the devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Devices
- Always transport devices with care and in the BWRSD-issued protective cases.
- Never lift devices by the screen.
- Never carry devices with the screen open.

d. Screen Care
The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags
- All devices will be labeled with a BWRSD asset tag. The asset tag indicates the device is the property of the BWRSD and provides information that allows us to determine the name of the student to which the specific devices has been assigned.
- Asset tags shall not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with an asset tag or turning in a device without an asset tag.

4. Using Your Devices at School

Students are expected to bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher. Students may also purchase an additional charger to carry with them in their backpack.

a. If a student does not bring his/her device to school

- A student may stop in the school library and check out a loaner for the day, if one is available.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The school will document the number of times a loaner is issued to each student for not having his/her device at school and will send reports to the Assistant Principal for those students who have more than one occurrence during the school year.
- Multiple occurrences of coming to school without one's devices may result in disciplinary action and/or the student being required to return the device to the District for a length of time to be determined by the District.
- The students that obtain a loaner will be responsible for returning the borrowed device to the library before the end of the school day.
- If a loaner is not turned in by the end of the school day, it will be reported to the Assistant Principal.

b. **Devices being repaired**
- Loaner devices may be issued to students in the event their device is being repaired.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Devices on loan to students having their devices repaired may be taken home.

c. **Charging Devices**
- Devices must be brought to school each day with a full charge.
- Students should charge their devices at home every evening.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

d. **Backgrounds and Themes**
- Inappropriate media (as determined by the District) may not be used as device backgrounds or themes. The presence of such media may result in disciplinary action.

e. **Sound**
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be no printing available in school.
- Students may set up their home printers with the Google Cloud Print solution to print from their devices at home. Information about Google Cloud Print can be found at http://www.google.com/cloudprint/learn/.

g. Logging into Devices

- Students will log into their devices using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

h. Managing and Saving Your Digital Work With a Device

- The majority of student work will be stored in Internet/Cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the device's hard drive.
- Students should always remember to save frequently when working on digital media.
- The BWRSD shall not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Devices Outside of School

Students are encouraged to use their devices at home and in other locations outside of school. A WiFi Internet connection will be required for the majority of device uses, however, some applications can be used while not connected to the Internet. Students are bound by the BWRSD Technology Resources Responsible Use Policy, and all other pertinent policies, at all times, wherever they use their devices.

6. Operating System and Security

Students may not use or install any operating system on their devices other than the current version that is supported and managed by the BWRSD.

a. Updates

- The device operating system, updates itself automatically. Students do not need

to manually update their devices.

b. **Virus Protection**
- There is no need for additional virus protection.

7. Content Filter

The BWRSD utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have Internet activity protected and monitored by the BWRSD while in school. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

8. Software

a. **Google Apps for Education**
- Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. **Chrome Web Apps and Extensions**
- Students are allowed to install appropriate web apps and extensions with prior District approval.
- Students are responsible for the web apps and extensions they install on their devices. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the device is not connected to the Internet.

9. Devices Identification

a. **Records**
- The BWRSD will maintain a log of all devices that includes the device serial number, asset tag code, and name and ID number of the student assigned to the device.

b. **Users**
- Each student will be assigned the same device for multiple years during his/her time in the BWRSD. *Take good care of it!*

10. Repairing/Replacing Your Device

a. Vendor Warranty

- Devices include a three year hardware warranty from the vendor.
- The vendor warrants the device from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the device or, if required, a device replacement.
- The vendor warranty <u>does not </u>warrant against physical damage caused by misuse, abuse, or accidents.
- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Families interested in optional insurance can access www.gocare.com/bristolwarren for additional information.

b. Estimated Costs (subject to change)

The following are approximate costs of devices, parts and replacements:

- Replacement – $233.35, plus $24.25 for Chrome Management
- Screen - $132.85
- Keyboard/touchpad - $37.99
- Power cord - $41.99
- Battery - $49.79

11. Privacy Expectations

School-issued devices have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Device Use

1. As mentioned in Section 7 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. Off Campus Device Use

1. Devices are not filtered to prevent students from accessing harmful when they are off school grounds. Students must adhere to the BWRSD Technology Resources Responsible Use Policy when using the device at all times.

At no time will any member of the BWRSD staff have the ability to manipulate the device

webcam in any way.

12. Appropriate Uses and Digital Citizenship

School-issued Devices should be used for educational purposes and students are to adhere to the BWRSD Technology Resources Responsible Use Policy and all of its corresponding administrative procedures at all times.

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CROSS REF: Information Technology Student Equipment Policy (JFBC)
                    Technology Resources Responsible Use Policy (JFB)