1-to-1 Technology Procedures and Guidelines

Bradley County Schools strongly believes that technology is a tremendous source that provides countless opportunities for students and staff in educational settings. We have developed a 1-to-1 device program to provide each student with the opportunity to use technology in a way that will enrich and support a high quality learning experience.

Distribution and Collection of Student Devices

Each year, the 1-to-1 Technology Guidelines and Contractual Agreement and the annual technology charge must be submitted as part of the required beginning of the year paperwork. An annual technology charge of **$30 ($15 for students enrolling in the second semester)** has been established and is payable at the beginning of the school year. This charge serves as an insurance policy and covers the cost of all regular maintenance of software and hardware for the device for one year and covers the **first** incident of accidental damage. This charge does not cover the loss of the device, cosmetic damage, or damages caused by intentional misuse or abuse. The charging cord that comes with the device is not covered by this charge and the replacement cost is the parents/students responsibility. The contractual agreement must be submitted, and the charge paid, prior to students being permitted to take a device home.

At the conclusion of each school year or upon unenrollment, students must return their device and its accessories (charger, cords, cases, etc…) in the same condition as distributed. If a student withdraws from the school, the student must submit their device and its accessories on the last day of attendance. Failure to return these items at the end of the school year or when withdrawing from the school will result in a charge of $300 for Chromebooks and $350 for iPads to cover the replacement cost of the device and case. In addition, the school may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the school.

Asset Tags (barcodes)

All devices are labeled with a school asset tag which contains a barcode. Asset tags may not be removed or modified in any way. Students may be charged up to the full replacement cost of a device for tampering with a school asset tag or returning a device without the school asset tag in its original place.

Protective Carrying Cases

It is very important that students do not carry their devices in their backpacks. When a case is provided by the school, it must be used at all times. In the case of Chromebooks, school-issued cases come with a warranty against manufacturing defects. Normal wear and tear to the case is not covered by this warranty. Cases and covers that are damaged beyond usability due to normal wear and tear will be replaced at no additional cost to the student by the school. Damage to the case that is willful or malicious and results in the case no longer being usable will be replaced at the cost of the student. Each case costs $40. *It remains the student's responsibility to care for and protect his/her device even when a case is provided.*

Logging into a Chromebook

Students in grades 2-12 will be issued Chromebooks and will login using their school issued G-Suite for Education account. Login to assigned Chromebooks will be limited to the account of the student that has been assigned the device and the school's Technology Team. Use of another student's device is not allowed.

Logging into an iPad

Students in grades K-1 will be issued iPads and will not need a specific login to access the device. Some apps on iPads will require the use of student logins that are unique to that software. Your child's classroom teacher can provide login information.

Taking Care of Your Device

Each student is responsible for the general care of the device that he/she was issued by the school. Devices that are broken or fail to work properly must be submitted to the school no later than 48 hours from the incident. School-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 unless locked in a secure location.

<u>General Precautions</u>

- Devices should not be used near food or drink; used or stored near pets; and must remain free of any writing, drawing, stickers, and labels.
- Devices should be used with caution when plugged in as the cord may be a tripping hazard.
- Devices should not have heavy objects placed on them and should never be forced into a storage space.
- Devices should be transported with care.
- Devices should not be transported in backpacks and should not be removed from the school-provided case during transport. (iPads should remain in cases even when in use.)
- Device screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth and should not be cleaned with cleaning wipes.
- Chromebooks should be closed after making sure there is nothing on the keyboard. They should be carried in a closed position and never be lifted or carried by the screen.

Preparation and Use for the School Day

Each student is expected to bring a fully charged device and charger to school every day. School-issued chargers should remain with the device at all times. The student's device must be taken to each class throughout the day. Browser history may not be deleted at any time. If no browser history exists or if evidence indicates that a portion of the browser history has been removed, then disciplinary action will occur. Random checks of browser history should be expected. Inappropriate media may not be used or accessed at any time. The presence of such media will result in disciplinary action. Sound must be muted at all times unless directed otherwise by a teacher. Students should have their own, personal set of earbuds or headphones for sanitary reasons. Do not store earbuds or headphones inside the device section of the case. In the event that a student forgets to bring their device to school, completion of assignments may be hindered. Repeat offenses may result in forfeiture of usage privileges.

Using Your Chromebook Outside of School

Students are encouraged to use their devices for school work at home and other locations outside of school. A WiFi internet connection will be required for the majority of device use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy and other technology policies as posted on the Bradley County Schools website as well as all procedures outlined in this document regardless of whether a device is used on or off school grounds.

Operating System and Security

A student may not use or install any operating system on his/her device other than the current operating system that is supported and managed by the school. The device operating system will be updated automatically under the control of the Bradley County Schools network. Students do not need to manually update devices.

Virus Protection

Devices use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware including firewalls, data encryption, and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is compliant with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, owned by the school, will have all internet activity monitored by the school no matter where it is located. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. iPads will have internet safeguards while connected to the school WiFi; however, internet access at home or in other public places may not meet CIPA requirements and will need close monitoring by parents. <u>Ultimately, the responsible use of the device falls on the student and his/her parents</u>.

Repair or Replacement

All devices in need of repair must be brought to the school no later than 48 hours from the incident. Staff will examine the device and take the appropriate solution path to get the device repaired. The first repair for accidental damage is covered by the annual technology charge, but subsequent repairs may require additional charges. If the student did not pay the annual technology charge, then he/she is financially responsible for the full expenses incurred by repairs for both accidental and intentional damage. Repairs for damage caused through willful or malicious intent are the financial responsibility of the student/parents. Repeated incidents of repair, whether caused by willful or accidental damage, may result in the loss of device usage.

Lost or Stolen Chromebooks

If a device is lost or stolen during the school day, then the student should notify the school immediately. Proper direction and protocol will be provided at that time. If a student's device is lost or stolen outside of the school day, then the student and parents must contact local law enforcement and the school to report a theft within 48hrs of the incident. If a device is reported as stolen, a copy of the police report must be provided to the school as soon as possible.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a technology device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of district-owned devices at any time for any reason related to the operation of the school. Monitoring software will be managed and engaged at all times regardless of the location of the device. By using a school device, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with Bradley County Schools' personnel and/or law enforcement.

Appropriate Uses and Digital Citizenship

School-issued devices are to be used for educational purposes, and students are to adhere to the technology guidelines within the Acceptable Use Policy as signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures outlined in this document will be subject to disciplinary actions. Students who do not adhere to these policies could have their devices confiscated and network privileges at school eliminated. Additional consequences may include, but are not limited to, suspension, loss of privileges, and inconvenience in completing teacher-assigned work.

1-to-1 Technology Contractual Agreement

In order to receive a school-issued device, the student and parent/guardian must agree to the following:

- I have read, understand, and agree to follow the *1-to-1 Technology Procedures and Guidelines* document and the *Bradley County Schools Acceptable Use Policy*.
- I understand that the annual technology charge of **$30** has been established to offset ongoing costs associated with the device.
- I understand that the device and its accessories are the property of Bradley County Schools, and I am not permitted to loan the device to anyone else.
- I understand that violating this contract will result in disciplinary action which will be determined by school administration.
- I understand that I am fully responsible for the device issued to me. This includes financial responsibility for repairs up to and including the full cost of replacement of the device and it's accessories.
- I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). **Removal of the serial number, asset tag, or barcode sticker from the device may result in a voided warranty resulting in my financial responsibility for the device.
- I understand the device should not be placed or stored in extreme temperatures, in wet or humid areas, or in locations where damage may be caused due to environmental reasons.
- I agree to report damage, theft, or loss of the device no later than 48 hours so that the incident is documented, reviewed and addressed appropriately.
- I agree to return the device in the same condition in which it was checked out.
- I understand I am responsible for bringing my device to school charged and ready to use each school day.

I have discussed this contract with my child and will support the school in guiding my child in using the device at home as an educational tool.

By authorizing this agreement, I acknowledge that I understand the expectations and terms of using technology devices provided by Bradley County Schools.

Student Name: _____School: _____ Grade: _____

Parent/Guardian Name: _____ Phone Number: _____

_____ _____ _____

Student Signature Parent Signature Date