BPS Technology Usage Guidelines for School Year 2025 - 2026
Revised 09/2025

The Bridgeport Public Schools **Personalized Learning Device** (**PLD**) On-Loan program for school year 2024 - 2025 **will be only *opt-out only***. The provisions of this are such that a student will automatically be assigned a school issued device for the purposes of using while in-District and will have the opportunity to bring the device home if they are in appropriate standing.

This will be the final year of receiving a District provided device (one-to-one) device in the *elementary level* (PK-8) without MANDATORY insurance going forward to bring the device home.

Prerequisites for a student to participate in Student PLD On-Loan Program

- **School or District Administration *has not* placed restrictions on the student.**
- **Information Technology Services *has not* placed restrictions on the student's access.**
- **A student's IEP and/or 504 accommodations specifies a different modality or no usage of a PLD device, ACC and/or AT device.**
- **There is no outstanding financial liability to the District/School for damaged equipment.**

Receiving a School Issued Device

- Students who graduate early, withdraw, are expelled, or terminate enrollment in a district school for any other reason must return their individual school provided device along with issued accessories on the date of termination.

- If the school issued device is not fully functioning, then students must pay a repair or replacement fee. If a student fails to return the school issued device upon termination of enrollment in the district, the student must also pay the replacement cost of the school issued device.

- **You may opt-out of a district provided device https://www.bridgeportedu.net/optout**

Protective Case Usage

Most school issued devices will be distributed with a protective case to protect them from normal use within the school. Students must keep the school issued PLD in the school-issued case. If the case is defective or needs replacement, please speak with your teacher to see if one is available.

District Network Usage

For purposes of security and network manageability, the school issued devices are equipped with Wi-Fi networking capabilities only and will access the district's network via a managed Wi-Fi connection.

Students will be allowed to connect to wireless networks on their school issued devices. This will allow them to use the device outside of the school. However, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.

Responsible Use of Technology

- The use of Bridgeport Public Schools technology resources is a privilege; as such, it is expected that all students will be always respectful of the technology per **Bridgeport Board of Education Policy #6401.**

- We expect all students to be good digital citizens using the technology resources throughout the school. All students/parent(s)/guardian(s) must sign the Responsible Use Policy, approved by the Bridgeport Board of Education, before receiving a school-issued device for use.

- If a person violates any of the User Terms and Conditions named in this policy, privileges may be revoked, access to the school district technology resources may be denied, and appropriate disciplinary action shall be taken. The respective school's Student Code of Conduct shall be applied to student infractions.

Notice of Optional Insurance (SY2025-2026)

Parents and/or guardians can enroll their student in a PLD device protection insurance by going to: **https://www.bridgeportedu.net/insurance**

Parent/Guardian Responsibilities

- Parents/guardians are expected to talk to their children about values and the standards that their children should follow on the use of the Internet just as you do on the use of all media information sources.

- While the district does provide baseline web content filtering on a PLD while offsite, monitoring of Internet access is a parental responsibility. Parents/guardians should contact their Internet Service Provider for details of home filtering options.

School/District Responsibilities

- Provide Internet and E-mail access to its students.
- Provide Internet filtering of inappropriate materials as able and as required by state and federal law.
- Provide instruction in digital citizenship according to District and school academic standards.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Fully and properly charge the device at night for usage at school the next day.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Handling technology resources with care not to damage school equipment.
- Keeping their devices in a safe and secure location at all times.
- Helping the school district protect our computer system/device by contacting an administrator within 24 hours of occurrence about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing school issued devices after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails and chats, is witnessed.
- Submitting their school issued devices for inspection upon request and providing school administrators or their designee with the necessary passcodes as needed.
- Students must keep their PLDs in the school issued case.
- Students will use devices for academic purposes.

Student Activities Strictly Prohibited

- Illegal installation, downloading, or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, threatening or materials otherwise intended to harass or demean recipients.
- Use of sites selling term papers, book reports and other forms of plagiarized student work.
- Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the District internet web filter through a web proxy or by establishing a mobile hot spot
- Use or possession of hacking software is strictly prohibited, and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law or District policy will result in criminal prosecution or disciplinary action by the district.

- Theft of another student's school issued device by a student will result in disciplinary action.

Student Discipline

- If a student violates any part of the above policy, he/she will be subject to disciplinary action.
- Much like school lockers, school issued devices are school property. As such, the district reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, school issued devices may be confiscated at any time to investigate inappropriate use of district technology resources.
- Any student caught stealing another student's school issued device will be: Required to replace the stolen school issued device
- Required to turn in his/her own school issued device and be restricted to using the check-in/check-out system with school administration.
- Other disciplinary and legal consequences, as appropriate, may also be assigned.

Cost of Repairs Due to Negligence / Intentional Damage

Students will be held responsible for the costs to repair all damage to their school issued devices if it is deemed non-accidental or intentional, including, but not limited to: broken screens, cracked plastic pieces, inoperability, styluses etc. If the device is lost or damaged beyond repair, the student is responsible for the full device replacement cost. Lost items such as school issued device covers and cables will be replaced by the student.

Resolving Financial Liability

- Families that are unable to make a full payment for damages to a District owned device may setup a payment plan for resolving the issue.
- Students who have an un-paid liability will be issued an "In-School Only" loaner device that cannot be taken out of the building.
- Any damage that is substantiated to be attributed to a student's action will, like any other school/District property, be billed to the parent/guardian. This includes damages to in-school loaners unless it is a manifestation of documented disability.

Summer Responsibility

School-issued devices will be collected before summer break for those students not attending a District sanctioned summer program. If the student attends a summer program and a device is required, a student may keep their device until the following school year. If the student does not attend the same school or a school in the District, it must be returned to the original school.

Student Pledge for School Issued (PLD) Device Use

- **I will take good care of my school-issued device**
- **I will never leave the school-issued device carelessly unattended.**
- **I will never loan out my school-issued device to other individuals.**
- **I will know where my school-issued device is.**
- **I will charge my school issued device's battery daily.**
- **I will not disassemble any part of my school issued device or attempt any repairs.**
- **I will protect my school-issued device by keeping it in an approved protective case.**
- **I will use my school issued device in ways that are appropriate, meet District expectations, and are educational.**
- **I will not deface the serial number on any school issued device.**
- **I understand that my school issued device is subject to inspection at any time without notice and remains the property of Bridgeport Public Schools.**
- **I will follow the rules and expectations outlined in this document while at school and outside the school day.**
- **I will be responsible for all damage or loss caused by neglect or abuse.**
- **I agree to return the District school issued device and power cords in good working condition.**

Document Notes

- This document does not supersede or replace Board of Education Policy #6401, or any other District issued procedural standards, procedures and policies.
- *This document has been derived from the State of Connecticut Department of Education, the Commission for Technology and other state of Connecticut Districts (#10 used with permission) in according with best practices for technology usage in a K-12 Public School District.*

Reference Links

- **https://portal.ct.gov/sde**
- **https://portal.ct.gov/das/ctedtech/commission-for-educational-technology**