

# 1:1 Device Handbook

The Central Bucks School District is committed to utilizing educational technology and digital tools **that expand access to the curriculum and promote personalized learning**. We will prepare students for their future by utilizing a variety of instructional practices and tools that support higher-order thinking.

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## Background Information

Our 1:1 program ensures that every student has equitable access to the digital tools and resources needed to learn, create, collaborate, and communicate. Technology enhances instruction by providing opportunities for personalized learning, creativity, critical thinking, and real-world problem solving.

The Central Bucks School District is committed to helping students develop the knowledge, skills, and habits necessary to thrive in a digital world. We believe technology should be used purposefully, responsibly, and in balance with other learning experiences. Through our commitment to digital wellness, online safety, and digital citizenship, we partner with families to support students in developing healthy and productive technology habits both in and out of school.

Teachers, administrators, and support staff work collaboratively to ensure that technology enhances learning while preparing students for success in college, careers, and life. Below is our Digital Wellness Framework.



## Benefits of a 1:1 Environment

A 1:1 environment provides technology to foster creative options for teachers and students, maintains equity of access among students, and enhances student learning. Below are some of the aspects that will be enhanced through a 1:1 environment:

Equal Access to Technology

Personalized Learning for Students

Collaboration

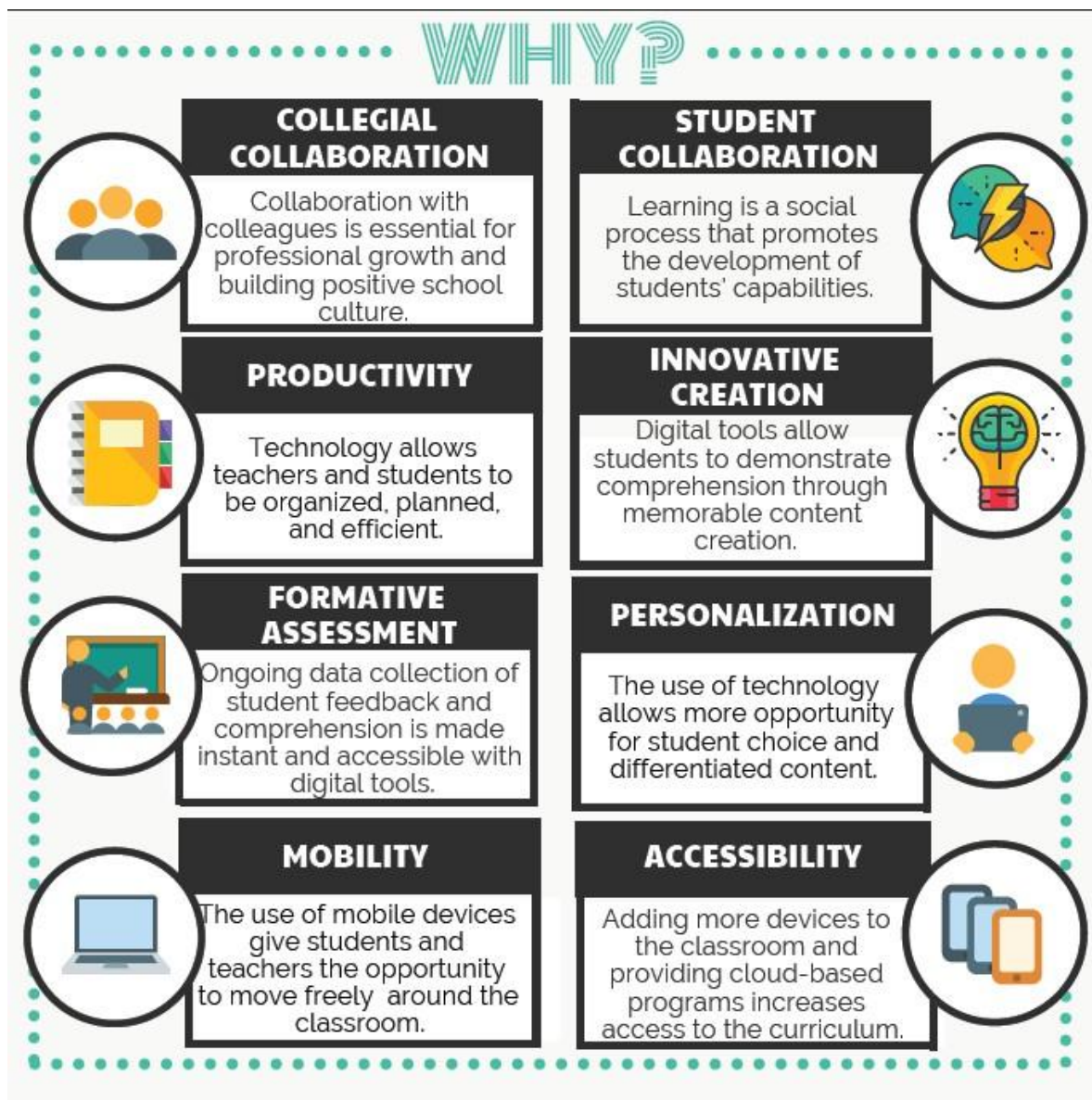
Student Portfolios

Online Research

Creation Tools

Digital Inking

## Infographic Derived from Technology Vision



# Device and Accessories

## Receiving the Device

A device and charger will be provided when the following steps are completed:

| Students                                                                                                                                                           | Parents                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Read the 1:1 Parent/Student Handbook</li></ul> <p>*All found on <a href="http://www.cbsd.org/1to1">www.cbsd.org/1to1</a></p> | <ul style="list-style-type: none"><li>Read the 1:1 Parent/Student Handbook</li><li>Pay for usage fee and sign the Agreement Form (completed simultaneously on My Payment Plus)</li></ul> <p>* All found on <a href="http://www.cbsd.org/1to1">www.cbsd.org/1to1</a></p> |

The Student is encouraged to use the device outside of school. In exchange for the District permitting the Student to take the Device home, the Parent/Guardian agrees to pay the Technology Usage Fee<sup>1</sup>.

- i. The Fee is reduced for families that are economically disadvantaged.
- ii. The Fee covers the following:
  1. The use of the device
  2. Filtering software for safe web surfing at home and school
  3. Accidental Damage Protection (ADP) coverage for the life of the device

### What is covered by the Accidental Damage Protection Plan?

ADP covers accidental damage, including most spills, drops, and breaks. If damage is deemed intentional, the district may require the family to cover repair costs. ADP only covers damage up until the cost of the device and anything beyond is the responsibility of the family.

| Covered by ADP                                                        | Not Covered by ADP             |
|-----------------------------------------------------------------------|--------------------------------|
| Broken Keyboard                                                       | Damaged Digital Pen            |
| Broken Screen (only 1 time)                                           | Damaged Charger                |
| Small Repairs: Missing key, touch pad, touch screen malfunction, etc. | Device Case                    |
|                                                                       | Pen Tips                       |
|                                                                       | Lost Device                    |
|                                                                       | Repeated or Intentional Damage |

***Incidents of abuse, intentional damage, lost devices, or repeated damages are not covered by the usage fee or ADP and may result in the full repair cost being billed to the Student and Parent/Guardian. Lost accessories such as power adapters and pens are not covered by the usage fee. Students will be able to purchase extra accessories through their school office via MyPayments Plus.***

## About the Student Laptops in Grades 3-12

Currently, we have two different models of laptops in circulation.



**Lenovo 13w**



**Lenovo 500w**

| Hardware                                                                                                                                                                                                           | Software                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>○ Touch Screen</li> <li>○ Digital Inking</li> <li>○ Gorilla Glass</li> <li>○ Core i5 Processor</li> <li>○ Folds 360 degrees into a tablet</li> <li>○ Dual Camera</li> </ul> | <ul style="list-style-type: none"> <li>○ Windows 10 Platform</li> <li>○ Office 365 Suite:</li> <li>○ Word, Excel, PowerPoint, OneNote, Teams, etc.</li> <li>○ Web Browser: Microsoft Edge</li> <li>○ OneDrive (No I: drive or network drives)</li> <li>○ WeVideo Editing Software</li> <li>○ Microsoft Whiteboard</li> </ul> |

## About the Student iPads in Grades K-2



**iPad Model:  
11<sup>th</sup> Gen & 11" iPad**



**Rugged Protection Case**

| Hardware                                                                                                              | Software                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Touch Screen</li> <li>• Dual Camera</li> <li>• Storage: 32-128 GB</li> </ul> | <ul style="list-style-type: none"> <li>• Office 365 Suite: App and Online</li> <li>• Web Browser: Safari</li> <li>• OneDrive App</li> <li>• Teams App</li> <li>• Self-Service App to Install CB approved Apps</li> </ul> |

### Caring for Your Device

- Use two hands when holding or moving the device.
- Use clean hands while using the laptop or iPad.
- Use only the provided digital pen or finger on the screen.
- Use only the power adapter that came with the device.
- Use a microfiber cloth to clean the screen.
- Keep device stored in the provided case. This includes traveling through the hallways, on buses, or anytime the device is not being utilized.

### Battery Conservation Tips

- Make sure the device is fully charged for the next school day.
- Quit open applications that are not in use.
- Restart the device once a week so that it can receive updates and perform routine maintenance.

### Best Practices

**Students are responsible for the use and care of the device at home and at school.**

#### Student Expectations

1. Bring the device to school every day.
2. Charge the device at home every night.
3. Be mindful of where and when you use your device.
4. Use the provided case for transporting the device.

#### Security

| Concept:                                  | Technology Example:                                                           | Non-Technology Example:                               |
|-------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------|
| Secure your Passwords.                    | Giving your device password to your friends.                                  | Giving out a key to your house.                       |
| Only log-in to your computer.             | Logging onto another's computer to edit/use/work on their device.             | Breaking into another student's locker.               |
| Avoid unauthorized web sites.             | Accessing websites that are 18+.                                              | Going to an R movie when you are eight.               |
| Avoid opening links in suspicious e-mail. | Clicking on links in emails that are from unknown senders or look suspicious. | Letting someone you do not know walk into your house. |

| Only install software via district provided methods. | Only using Company Portal or CBSD Windows store keeps your device safe. Software from unknown sources could contain viruses. | Purchasing counterfeit sneakers from an online retailer.    |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Behavior                                             |                                                                                                                              |                                                             |
| Concept:                                             | Technology Example:                                                                                                          | Non-Technology Example:                                     |
| Be Nice.                                             | Writing an unkind message about another student in a shared office 365 document.                                             | Making-fun of another student on the school bus.            |
| Re-read before hitting send.                         | Sending an email to a teacher using "text-language."                                                                         | Turning in a paper in English class before proofreading it. |
| See something, say something.                        | Ignoring inappropriate behavior you read in a discussion board.                                                              | Witnessing a fight and not reporting it.                    |
| Take care of the device.                             | Pulling off keys on the keyboard.                                                                                            | Hitting a sibling.                                          |
| Use the camera appropriately.                        | Taking an inappropriate picture with the webcam.                                                                             | Taking an inappropriate picture using a camera or phone.    |

### Repairing the Device

The Student and Parent/Guardian understand and agree that they will not attempt any repairs on the device and that damage must be reported to the school. The student will place a "Help Desk" ticket when deemed necessary, under the category of 1:1. The librarian will sign out a loaner device to the Student. It is important not to delay as one problem can lead to another if not solved right away. If your device is damaged, we will fix it or send it out for repair. Under no circumstances should you or anyone else take the device to a third party for repair.

### Replacing the Device

**Stolen Devices:** If the device is stolen while in the custody of the Student, the Student and Parent/Guardian must report the theft to the school principal or designee within 48 hours and provide a police report to the District within one week. If a police report is filed timely and provided to the District, the Student and Parent/Guardian will not be responsible for the replacement cost. Failure to follow these procedures will result in the full replacement cost being billed to the Student and Parent/Guardian.

**Lost Devices:** If the device is lost or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian must report the missing device to the school principal or designee within 48 hours. Lost devices are not covered by ADP or the usage fee and may result in the full replacement cost being billed to the Student and Parent/Guardian.



### **Returning the Device**

The Student understands and agrees that at the end of the school year, upon the student's withdrawal from the District, or upon request from the District, the device and all accessories should be returned to the District in the same condition they were originally provided, except for normal wear and tear, as determined by the District. Failure to return the device and accessories to the District in a timely manner or the unapproved use of the device without the District's consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the device or its value.