



SALEM SCHOOL DISTRICT

200 Hartford Road, Salem, CT 06420

Salem School One-to-One Device Program

At Salem School, we believe technology should be used purposefully to enhance learning, encourage creativity, and prepare students for an increasingly digital world. Our One-to-One Device Program provides every student with equitable access to a school-issued device that can be used to communicate, create, collaborate, research, problem-solve, and demonstrate learning.

The one-to-one program supports Salem School's commitment to high-quality teaching and learning while providing students with opportunities to develop the technology skills, independence, and digital citizenship needed for success in school and beyond. Technology will be integrated thoughtfully across content areas and will be used when it enhances the learning experience—not simply because it is available.

With this opportunity comes responsibility. Students are expected to care for their device, use it appropriately, protect their accounts and information, and follow all Salem School Board of Education policies and school expectations regarding technology use.

The device provided to each student is school property and a tool for learning. Students and families share responsibility for ensuring that devices are used appropriately, cared for properly, and returned to Salem School as required. Individual teachers may set additional requirements for use in their classroom.

Our goal is not simply to put a device in every student's hands. Our goal is to empower every student to use technology as a tool for learning, creativity, communication, and innovation while developing the responsibility and digital citizenship necessary to be successful in the world beyond Salem School.

We are excited about the opportunities this program will provide our students and look forward to partnering with families to make the one-to-one program a successful part of the Salem School learning experience.

References:

BOE Policy #5131.911 Connecticut School Climate Policy (Replaced Bullying)

BOE Policy #6141.321 – Use of Technology

Components of One-to-One Device Program

Agreement for Use of Salem School Student Devices

- The device you will be receiving is the property of the Salem School and is made available to you as a tool for learning. Devices are distributed annually however the device deployed to your child will be used for up to four years.
- This Agreement defines device usage standards for using the device.
- Like textbooks and other school property, a device is assigned to the student and MUST be returned to the District at the end of the school year.
- This agreement signed by parent/guardian is required before a device will be issued to a student.
- The use of a device is a privilege that can be revoked. Inappropriate use or neglect of a device can result in limits to or loss of use of the device. Consequences for inappropriate use will vary according to infraction.
- Students have no reasonable expectation of privacy in the use of district electronic devices or resources including school-owned computers and tablets, district networks, and school email and other electronic accounts.
- Students will bring the device to school each day unless otherwise instructed with a full battery charge.
- Students are not permitted to synchronize the device with a personal computer or to change or otherwise “hack” the device to alter the configuration or functionality that has been established by the District.
- Students must not leave the device unattended at any time while at school. If a student needs to store his/her device during the school day, he/she must follow all school procedures for securing unattended device when necessary (athletic events, etc.). The cost of a loss/theft of a device due to negligence of the student will be charged to the parent/guardian.
- All the device software that students will need for classes will be made available by the District. Students are not allowed to uninstall or modify any application or the operating system in any way. Students are not allowed to install or download any software/applications to the device.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the device must be legally owned by the student user.

Components of One-to-One Device Program (Continued)

- Student and parent/guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage to a device due to negligence. A police report is required for any stolen device. The following are not considered to be accidental damage and repair costs will be assessed.
 - Excessive scratches/wear to device exterior
 - Intentional marking, defacing, and/or abusing the device for student amusement, anger, frustration, etc.
 - Damage caused by tampering with hardware components or operating systems (i.e. jailbreaking) to alter district configuration.
- Any loss or theft of a device must be reported to the technology support office immediately, so that recovery efforts can be initiated. Failure to immediately report a lost device can result in the student being assessed the full replacement value of the device.

General Handling and Required Care of the Device

- Do not mark the device in any way with markers, stickers, scratches, engraving, etc. Each device has identification labels and is tracked in our district database. Do not remove any stickers. Unauthorized personalization of the device will be subject to the cost of the repair of part that was defaced. Parent/Guardian may purchase cases for laptops only if desired. There is to be no removal of district installed IPAD case.
- Do not insert foreign objects (paper clips, pens, etc.) into the ports (openings) of the device.
- Do not eat or drink near the device. There should never be any food or drink around the device.
- Protect your device from other sources of moisture such as rain when outdoors and bathrooms or kitchens near toilets or sink.
- Make sure hands are clean before using the device – the glass screen should be regularly wiped clean with a microfiber cloth. Do NOT use commercial liquid or spray cleaners on the device screen. Do NOT use paper towels to clean the screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling. Use only the charger assigned with the device.

Internet Rules and Expectations

- Salem School Responsible Use Agreement must always be followed.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so District officials can remove access to the site.
- All activity conducted on the District/School Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information

- **The device is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.**
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement do not transfer to home. Parents are responsible for updating parental controls in the home to ensure restrictive settings that limit access to the Internet or other nonacademic uses of the device.
- Parents should monitor the use of the device at home to ensure that its primary function is academic and that students are completing assigned schoolwork rather than excessive gaming, chatting, etc. Daily times for device usage are encouraged in the home since no time limitations will be set by the District.
- Use of Internet resources, including online curriculum content purchased by the District, will be an integral part of the learning activities in your child's classes. All families will have the option to participate in a device self-insurance program to provide limited protection in the event of negligent loss or damage to the device. This is a District Self-insured program managed by the District.

Device Insurance Program

Parents/students have the option of participating in the District's self-insurance program, which provides limited protection in the event of negligent loss or damage to the device OR denying the insurance and assuming full responsibility for damage, theft or loss. **Insurance can only be purchased within 31 days from the time the laptop was deployed and every year thereafter during the open enrollment period.**

The optional insurance program has the following features:

Covered Losses

- Accidental damage
- Unavoidable theft (police report must be submitted within 72 hours of the theft)
- Fire
- Flood/water
- Natural disasters
- Manufacturer defects
- Power surge due to lightning

Non-covered Losses:

- Lost Device
- Excessive scratches/wear to device exterior. (Case provided by the District for iPads only)
- Intentional marking, defacing, and/or abusing the device
- Damage caused by tampering with hardware components or operating system (ie jailbreaking) to alter district configurations
- Damage caused by disassembling the laptop or modifying any part of it.

Insurance Options are as follows:

- **OPTION 1: Opt-out** – If a Parent/Guardian opts out of coverage, repairs will be billed to Parent/Guardian at cost. A Parent/Guardian cannot opt-in to insurance until the next open enrollment period at the start of the next school year. Checks should be sent to the main office at the school and make the check payable to Salem School.
- **OPTION 2: Opt-In**-If a Parent/Guardian opts to purchase insurance, they will have to pay \$30 within 31 calendar days of receiving their child's district device. The \$30 will cover up to two incidents over the course of the school year.
- Pricing for repairs will remain the same throughout the year. Pricing will be set no later than the second Friday of August.
- Your Duties in the event of loss or damage:
 - Report the loss or damage to your child's teacher.
 - Notify the local police immediately if the loss is due to theft or fire.
- Multiple damage/theft claims, especially if lack of due diligence is evident, could result in the policy being voided and assessment of full repair cost, and/or restriction of take-home privileges.
- District Insurance is only available for District issued devices.

Salem School District

One-to-One Device Program Acceptable Use Agreement

Student Name: _____

School Year: SY2026-27

I have read the Salem School's One to One Device Program Guidelines and all referenced Board policies.

- I understand the procedures and requirements to which my child must comply, including the Responsible Use Policy.
- I accept responsibility for any damage or neglect that may result from my child while the device is in his/her possession or control, which may result in monetary charges.
- I understand that my child may lose his/her device privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any district device.
- I understand my child must return the device, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing or damaged equipment and cables.

Device Insurance Program

Parents/students have the option of participating in the District's self-insurance program at a cost, which provides limited protection in the event of negligent loss or damage to the device, OR denying the insurance and assuming full responsibility for damage, theft or loss. **Insurance can only be purchased within 31 days from the time the laptop was deployed.**



Option 1 - Up to two incident coverage for this school year - \$30

- Checks should be sent to the main office at the school
- Make checks payable to **Salem School**
- Check Memo Line: Device Insurance: Student Name



Option 2 - **I do not wish to participate in the District's self-insurance policy**, and understand that any physical damage caused will result in responsibility for full payment to repair damages or replace the device.

I understand and agree to the information and terms of the optional 1:1 Device Insurance agreement, and agree to the option selected above:

Parent/Guardian Signature

Date

Printed Name

Note: An electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.