

Instruction

One-to-One Device Program

1. Device Check-in and Check-out

1.1 Device Check-Out

Devices will be checked out each fall to incoming students. Parents and students must sign and return the Device Protection Plan (DPP), Acceptable Use Agreement, and Device Loan Agreement before the device can be issued to a student.

1.2 Device Check-in

All devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the District for any other reason, must return their individual school device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment in the District, that student will be charged the replacement cost of the device, and may be subject to criminal prosecution or civil liability.

Just like a textbook or a band uniform, the devices are the property of the District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a device is the responsibility of the student and will be handled in a manner consistent with the student's DPP. Students will be charged for repairs in accordance with the DPP, or the actual cost of any needed repairs should the DPP not be selected. Needed repairs will not exceed the replacement cost of the device.

2. Taking Care of Your Device

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 should be turned into the Library Media Specialist or building representative in the Library Media Center.

2.1 General Precautions

- The device is school property and all users will follow this policy and the District's acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the District.

- A device should always be locked or supervised directly by the student to whom it is assigned. For instance, devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying Devices

The protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case provided by the District.
- No other items should be stored or carried within the device case to avoid pressure and weight on the screen.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. Using your Device at School

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students in Grades 6-12 must be responsible to bring their charged device to all classes, unless specifically instructed not to do so by their teacher. PreK-5 devices will be stored in charging stations in each classroom. Those students may be required to take devices home should a remote learning day be necessary.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Students who repeatedly (as determined by any staff member) leave their device at home, will be required to leave their devices at school and check it out/in from a designated staff member at the beginning and end of each day.

3.2 Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair. There may be a delay in getting a device should the school not have enough to loan.

3.3 Charging your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening, as a limited number of cords will be available in classrooms. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged will be required to leave their devices at school and check it out/in from a designated staff member at the beginning and end of each day.

3.4 Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music (no videos) is allowed on the device and can be used at the discretion of the teacher.

3.6 Printing

Printing will be available with the device on a limited basis. Students should talk to their teachers about when and how to print.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home. Students are not required to have wireless access at home.

4. Managing your Files & Saving your Work

4.1 Saving to the Device

Students may save work on their devices when working off line. Limited storage space will be available on the device for off line files – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on Devices

5.1 Originally Installed Software

All software/Apps/games must be District provided and those originally installed by the District must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their devices. The district will synchronize the devices so that they contain the necessary apps for school work.

5.3 Inspection

Students may be selected at random to provide their device for inspection. Devices are the property of the District and may be confiscated at any time. Each device will be collected and inspected at the end of each school year.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-District installed apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

6. Acceptable Use

The use of the District's technology resources is a privilege, not a right, and are in alignment with Board Policy and Regulation 5131.83 *Student Use of District's Computer Systems and Internet Safety*. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the District.

These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy and its administrative regulations, privileges may be terminated, access to the school District technology resources may be denied, and disciplinary action may be sanctioned.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- All students will be issued a device and students will be expected to utilize the District device to complete all school work. Personal devices should not be brought to school.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on District networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers.
- The District reserves the right to review, monitor, and restrict information stored on or transmitted via District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to device use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the District’s designated Internet System is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Securing their device after they are done working to protect their work information and device.

- Notifying an adult immediately should they receive inappropriate digital content.
- Returning their device at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason, must return their individual school device computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation 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, or sexually explicit materials.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- 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.
- Students are not allowed to provide personal information over the Internet – with the exception of teacher-directed instances.
- Participation in any form 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the District's web filter through a web proxy.

6.5 Device Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual devices and keeping them in good working order. Students are responsible for any and all damage. A Device Protection Plan (DPP) is available through the District.

- Devices that malfunction or are damaged must be reported immediately. All device repairs must be handled through the District. Students are responsible for the actual cost of damages – not to exceed the cost of replacement.
- Device batteries must be charged and ready for school each day.
- Device cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Devices that are stolen must be reported immediately to a building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Questions may be posed to any school official.
- Plagiarism is a violation of the District's 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. Protecting and Storing your Device

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- District label

7.2 Storing your Device

When students are not using their devices, they should be stored in a secure environment, such as a locked locker. Nothing should be placed on top of the device at any time as pressure may cause the screen to crack. Students in Grades 6-12 should take their devices home each day, regardless of whether or not they are needed. Devices should not be stored in a vehicle at school or at home. Devices for students in Grades PreK-5 will store their devices in charging stations located in their classroom.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

8. Repairing or Replacing your Device

8.1 School District Protection

The District provides a Device Protection Plan (DPP) for students and parents to cover device replacement. The DPP coverage for the school year costs \$35 per device. No family will be charged more than \$105 (cost of coverage for three (3)

students). Those families requiring financial assistance may contact their child's school office. Policies purchased mid-year will not be prorated and will follow the same pricing structure. The plan includes the first repair of any part of the device, up to three separate repairs, as long as the damage is not due to the negligence of the user or malicious behavior. Devices in need of repair that were not kept in the protective case provided by the District will be charged a \$20 copay for each instance of repair.

8.2 Multiple Claims

Multiple damage/theft claims, especially if lack of due diligence is evident, could result in assessment of full repair cost, replacement cost, or restriction of take-home privileges.

8.3 Loaner Devices

Loaner devices cannot be issued until financial obligations have been arranged for or payment has been made to school officials.

9. Cost of Repairs

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged per the DPP, should the plan be chosen, or actual replacement cost.



Stafford Public Schools

Parent / Guardian, Student and Staff Device Loan Agreement

Responsibilities

By signing the *Stafford Public Schools Acceptable Use Agreement* and the *Application for Network Access*, at the beginning of the school year, parents / guardians, students and staff have agreed to follow the guidelines contained within it, and all local, state, and federal laws. Any violation of any of these policies may result in a loss of network privileges, loss of right to use the device, and / or discipline.

The use of district issued technology is a privilege and intended for school purposes only. By accepting a district issued device the following conditions shall apply:

- Suspicious links will be avoided, and the manufacturer's operating system will not be replaced with custom software (i.e. "jailbreaking" the device).
- All accounts and/or passwords will be kept secure and will not be shared with other individuals. This includes passwords for email and / or network access.
- Email and other computer communication media should only be used for appropriate, legitimate, and responsible communication.
- Stafford Public Schools is not responsible for loss of data. It is the user's responsibility to store and backup files.
- Only district staff are authorized to repair a district issued device.
- Stafford Public Schools personnel have remote access to the device and/or files, and are allowed to utilize this access at any time should an issue arise.

Proper Care

Proper care of the district issued device is required. Guidelines for proper care are listed below.

- The device should be kept in a secure location at all times.
- The device should never be dropped.
- The device should never be left in places of extreme hot or cold temperatures, humidity, or limited ventilation for an extended period of time.
- The device should only be cleaned with a soft cloth.
- Eating or drinking when using the device should be avoided.
- Defacing the device in any manner is prohibited (including the addition of stickers and labels).

Acknowledgement

Parents / Guardians / Students

Parents / guardians agree to review with their child the *Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology*, as were provided at the beginning of the school year (copy available at www.stafford.k12.ct.us, under "For Parents") and ensure that their child follows the principles of good digital citizenship.

By signing this Agreement below, parents / guardians acknowledge the following:

- ✓ I have read, understand, and agree to the terms and conditions outlined in this Agreement.
- ✓ I understand that the condition of this device will be documented upon distribution. I further understand that I am financially responsible for loss or damage due to neglect and will be required to reimburse the district, up to full replacement cost.
- ✓ I agree to return the district issued device and any accessories provided by the district, when requested to do so or at the time of withdrawal from the Stafford Public Schools, whichever comes first.

Signature of Parent / Guardian: _____ Date: _____

Printed Name: _____

Signature of Student: _____ Grade: _____

Printed Name: _____ Date: _____

Staff Members

Staff members agree to review the *Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology*, as were provided at the beginning of the school year (copy available at www.stafford.k12.ct.us, under "For Staff") and shall follow the principles of good digital citizenship.

By signing this Agreement below, staff members acknowledge the following:

- ✓ I have read, understand, and agree to the terms and conditions outlined in this Agreement.
- ✓ I understand that the condition of this device will be documented upon distribution. I further understand that I am financially responsible for loss or damage due to neglect and will be required to reimburse the district, up to full replacement cost.
- ✓ I agree to return the district issued device and any accessories provided by the district, when requested to do so or at the time of my resignation from the Stafford Public Schools, whichever comes first.

Signature of Staff Member: _____ Date: _____

Printed Name: _____ School / Location: _____

Parents / Guardians should return this form to your child's school.



Stafford Public Schools

Device Protection Plan (DPP)

2021 – 2022 School Year

Please Note:

The protection plan is purchased EACH school year. Previous school year payment does not cover current school year.

Revised July 27, 2021

INTRODUCTION

Care of all instructional materials, including Chromebooks and iPads, distributed by STAFFORD PUBLIC SCHOOLS is the responsibility of the student to which they are assigned and his/her parent or legal guardian. This includes costs associated with damages, loss or theft. The purpose of the Device Protection Plan (referred to as DPP) is to protect STAFFORD PUBLIC SCHOOLS families from accumulating debt due to accidental damage or theft (see definitions below) of school-issued devices. A separate form must be completed for each device covered; one form per student. If you do not elect this program, the device replacement and/or damage costs are fully paid by the family.

PLAN TERM

- Policies run per school year, starting the 1st of August 2021 to the end of July 2022.
- Students issued devices at the beginning of the regular school year may purchase the DPP until the last day of August 2021.
- New students starting after the first day of school may purchase the DPP at the time of registration. DPP information needs to be turned in within three (3) weeks of registration.
- Policies purchased will terminate the last day of July of that school year.

COST

DPP coverage for the 2021-2022 school year costs \$35 per device. Those families requiring financial assistance may contact Diane Peters, Business Manager. Families with more than three (3) children will be charged \$105 (cost of three (3) children) to cover the cost of all children. Policies purchased mid-year will not be prorated and will follow above plan.

REFUNDS

Refunds are not available. Student transfers are covered under Plan Portability below.

REPAIRS

STAFFORD PUBLIC SCHOOLS will pay for the repair cost of the covered device to include parts and labor. If the device cannot be repaired, an equivalent replacement of STAFFORD PUBLIC SCHOOLS' choosing will be provided. If a replacement device is provided, this coverage will transfer to the replacement device for the duration of the current school year. While a student's device is being repaired the student will be issued a loaner device of STAFFORD PUBLIC SCHOOLS' choosing. This policy will cover the loaner device until the student's original device is returned or a permanent replacement device is issued.

PLAN SPECIFICATIONS (PER PLAN YEAR)

The first repair of any part of the device, up to three (3) different repairs, will be covered under the DPP as long as damage is not due to negligence or malicious behavior. An example of three covered parts would be: one screen, one keyboard, and one charger. For example, if multiple repairs to the same part are necessary (i.e. two (2) screens), the first screen would be covered under the DPP and the second and subsequent screens will incur charges based on the repair costs below. However, if repairs are required to one screen and one keyboard, the repairs would be covered by the DPP at no additional charge.

Devices in need of repair and covered under the elected DPP, however NOT kept in the protective case provided will be charged a \$20 copay each instance of repair. Damage that occurs from lack of appropriate care of the device, or if the device is removed from the case, may not be deemed intentional and not accidental, therefore not being covered by DPP. This plan does not cover intentional damage by the covered student or household members. Assessment of any damage is determined by the Stafford Public Schools Instructional Technology Department.

	<u>Chromebook</u>	<u>iPad</u>
Sticker Removal *	\$10	\$10
Power Adapter	\$50	\$55
Screen replacement	\$75	\$100
Keyboard replacement without trackpad **	\$35	N/A
Keyboard replacement with trackpad (missing keys or integrated trackpad)	\$65	N/A
Trackpad only	\$40	N/A
Top Cover	\$40	N/A
Bottom Cover	\$40	N/A
Charge for devices sent to Apple in addition to repair cost.	N/A	\$49
Full device replacement	\$265	\$299
Case	\$40	\$40
<p>* Does not cover additional damage caused to device.</p> <p>** If part is available.</p> <p>*** Other charges may be required due to damage and will be assessed at fair market value at time of repair.</p>		

MISREPRESENTATION

Coverage may be revoked if the student willfully defrauds, conceals, and/or misrepresents any material information about the cause of damage or loss of the device.

PLAN INCLUDES:

- Accidental damage
- Theft or robbery (requires official police report)
- Vandalism (requires official police report or school administrator incident report)
- Fire, flood, natural disaster
- Power surge
- Device manufacturer defect

PLAN EXCLUSIONS:

- Avoidable damage due to negligence
- Corrosion and rust
- Cosmetic damage (i.e. gouges to external casing, cracked or dented casings)
- Dishonest and/or intentional acts
- Unexplained loss or mysterious disappearance
- Government seizure
- Loss or damage to accessories, software and data
- Tampering with or attempts to repair device.

PLAN PORTABILITY

If a student transfers to another STAFFORD PUBLIC SCHOOLS site during the plan term the coverage will transfer to the new site and remain in effect until the end of the term. If a student transfers to a site outside of STAFFORD PUBLIC SCHOOLS, the coverage does not transfer to the new district /school and the device must be returned to STAFFORD PUBLIC SCHOOLS, however, if the student returns to Stafford Public Schools at a later date in the same school year, the plan will still be in effect until the end of the original plan term. If a student leaves in the middle of a school year, coverage will not be refunded at a prorated amount.

PROCEDURE FOR LOST OR DAMAGED DEVICES

Report the loss or damage to the school administration and /or IT staff within 30 days. In the event that school is not in session, you must notify the Technology department by email.

SCHOOL	ADMINISTRATION	IT STAFF
SHS	MARCO PELLICIA: PELLICIM@STAFFORD.K12.CT.US TIM KINEL: KINELT@STAFFORD.K12.CT.US	EMAIL: HELP@STAFFORD.K12.CT.US FOR MORE URGENT MATTERS CALL: 860-684-2218
SMS	SUE MIKE: MIKES@STAFFORD.K12.CT.US JON CAMPBELL: CAMPBELLJ@STAFFORD.K12.CT.US	
SES	MARY CLAIRE MANNING: MANNINGM@STAFFORD.K12.CT.US SARA VARGA: VARGAS@STAFFORD.K12.CT.US	
WSS	ANNA GAGNON: GAGNONA@STAFFORD.K12.CT.US	

DEVICE PLAN PAYMENT

Payment can be made by cash or check. Checks should be made out to "Stafford Public Schools". Please complete the below form and send in with payment to:

Stafford Public Schools
ATTN: Emily Wallach
16 Levinthal Run
Stafford Springs, CT 06076



PROTECTION PLAN REQUEST FORM

YES	NO
I would like to participate in the DPP. I agree to the terms of participation including my responsibility for Damage or Loss not covered by the program. Payment (cash or check) is attached.	I decline to participate in the DPP. I understand that I am responsible for 100% of any Damage or Loss to the district issued device. Total replacement cost for the Chromebook is \$265 device only or \$300 including case. Total replacement cost for the iPad is \$299 device only or \$340 including case.
Date:	Date:
Parent Signature:	Parent Signature:
Print Name:	Print Name:
Student Name:	Student Name:
Grade:	Grade: