

Instruction

One-to-One Laptop/Tablet Program

The Windham Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology in a digital world.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Learning in Windham District schools must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 laptop/tablet initiative enables anywhere/anytime learning that is not limited by the physical confines of a classroom or school building. The Board believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

The focus of the 1:1 laptop/tablet program in the Windham School District is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. In District schools, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 laptop/tablet setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

The policy, procedures, and information within this document apply to all District-owned laptop/tablets used in District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

To offset District costs for insurance of 1:1 devices, each user will be assessed a nonrefundable annual fee to be set by the Superintendent or his/her designee. The Superintendent may choose to implement a sliding scale for this fee based on a family's ability to pay.

Policy adopted: November 18, 2015

REPEALED 12.20.23

WINDHAM PUBLIC SCHOOLS

Willimantic, Connecticut

Instruction

One-to-One Laptop/Tablet Program

Agreement for Use of Windham District Student Laptop/Tablet

- The laptop/tablet you will be issued is the property of the Windham School District and is made available to you as a tool for learning.
- This Agreement sets out the laptop/tablet usage standards for using the device.
- Like textbooks and other school property, a laptop/tablet that is assigned to the student **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer.
- This agreement, signed by both student and parent/guardian, is required before a laptop/tablet will be issued to a student.
- The use of a laptop/tablet is a privilege that can be revoked. Inappropriate use or neglect of a laptop/tablet can result in limits to or loss of use of the laptop/tablet. Consequences for inappropriate use will vary according to infraction, but may include any or all of the following:
 - School discipline code consequences for minor infractions
 - Loss of privileges or increased daytime controls
 - Loss of laptop/tablet for a period of time

Violations are subject to applicable district policies pertaining to discipline.

- All use standards for the school network under Policy and Procedures, "Computer Acceptable Use" shall apply to use of the laptop/tablet.
- Students will bring the laptop/tablet to school each day with a full battery charge unless otherwise instructed.
- Students are encouraged to back up their data and applications in the manner instructed by their teachers.
- Students are not permitted to change or otherwise "jailbreak" or "root" the device to alter the configuration or functionality that has been established by the District.
- Students must not leave the laptop/tablet unattended at any time while at school. If a student needs to store his/her laptop/tablet during the school day, he/she must follow all school procedures for securing the unattended laptop/tablet when necessary (athletic events, etc.). For loss or theft, please refer to the insurance policy. The cost of a loss/theft of a laptop/tablet due to negligence of the student will be charged to the parent/student and recovered as authorized.
- All the laptop/tablet 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. The District reserves the right to remove or disable any student-installed apps and data which it determines in its sole discretion to be inappropriate or that interferes with the learning process. All downloading of applications or other on-line costs incurred by the student

for authorized or unauthorized personal use of the laptop/tablet is the sole responsibility of the parents/students.

- 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 laptop/tablet must be legally owned by the student user.
- Student laptops/tablets are subject to random inspections at the discretion of the District and School Administration.

General Handling and Required Care of the Laptop/Tablet

- Student and parent/guardian will be charged for any damage resulting from intentional abuse, mishandling, or loss or damage to a laptop/tablet due to negligence per insurance policy. A fee of \$50 will be assessed to each user who has an incidence of a broken/cracked/damaged screen. A police report is required for any stolen laptop/tablet. The following are not considered to be accidental damage and repair costs will be assessed.
- Excessive scratches/wear to laptop/tablet exterior caused by failure to regularly use a protective case.
- Intentional marking, defacing, and/or abusing the laptop/tablet for student amusement, anger, frustration, etc.
- Damage caused by tampering with hardware components or operating systems (i.e. jailbreaking) to alter district configuration.
- Broken/cracked/damaged screen.
- Any loss or theft of a laptop/tablet must be reported to the technology support office immediately, so that recovery efforts can be initiated. Failure to immediately report a lost laptop/tablet can result in the student being assessed the full replacement cost.
- Do not mark the laptop/tablet in any way with markers, stickers, scratches, engraving, etc. Each laptop/tablet is labeled with a District identification sticker. Do not remove this sticker.
- The laptop/tablet must remain in a case at all times if one has been provided by the District. Any damage resulting from failure to use a case will result in fees being assessed for the full cost of repairs. If you wish to purchase your own case, the case must provide adequate protection for the edges, corners and surface of the laptop/tablet.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop/tablet.
- Do not eat or drink near the laptop/tablet. There should never be any food or drink around the laptop/tablet.
- Protect your laptop/tablet from other sources of moisture such as rain when outdoors and bathrooms or kitchens near toilets or sinks.
- Make sure hands are clean before using the laptop/tablet - the glass screen should be regularly wiped clean with a dry clean soft cloth - a microfiber cloth is recommended, but any soft cotton fabric will work. Do NOT use commercial liquid or spray cleaners on the laptop/tablet 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 school-approved charger assigned with the laptop/tablet.
- If you have problems with your laptop/tablet, stop using the device and ask your Tech Support Office for help.

Internet Rules and Expectations

- Windham School District's Acceptable Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the laptop/tablet privilege. The use of unapproved proxy servers is strictly forbidden and is a violation of the District's network policy.
- 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 laptop/tablet is meant for student use. It is not meant to be a family computer or to be used by siblings in any way. It is understood that parents will want to familiarize themselves with the operation of the laptop/tablet in order to support their child's use of the technology. It should also be understood that the student will be held accountable for all content that is accessed through the district-owned laptop/tablet and that discipline could result based on the guidelines in the Parent-Student Handbook.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the District network do not transfer to home use. More restrictive settings can be installed upon parent request to limit access to the Internet or other nonacademic uses of the laptop/tablet. The District will be providing specific information on how to request this service.
- Parents should monitor the use of the laptop/tablet at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- 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. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.
- All families must participate in a laptop/tablet self-insurance program to provide limited protection in the event of negligent loss or damage to the laptop/tablet, prior to receiving his/her laptop/tablet. This is a District self-insured program managed by the District. Arrangements can be made through the building administrators for families that require financial assistance for the insurance.
- The optional insurance program (self-insured, managed by the District) has the following features:

- Covered loses - We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year except for cracked/broken/damaged screens, which will cost the user/parent \$50 per incident. There is a \$50.00 deductible for unavoidable theft or loss (see below).
- Coverage includes burglary/robbery/theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$50 deductible assessed).
- Leaving the laptop/tablet unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost at fair market value (approx. \$400) to be assessed.
- Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the laptop/tablet. The following are not considered to be accidental damage and are not covered:
 - Excessive scratches/wear to laptop/tablet exterior caused by failure to regularly use a protective case (use of case is required per the laptop/tablet Agreement)
 - Intentionally marking, defacing, and/or abusing the laptop/tablet (amusement, anger, frustration, etc.)
 - Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations
 - Broken/cracked/damaged screen.
- Your Duties in the event of loss or damage:
 - Report the loss or damage to your building administrator and 1-to-i coordinator as soon as possible.
 - 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 an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges.

Regulation approved: November 18, 2015
REPEALED 12.20.23

WINDHAM PUBLIC SCHOOLS

Willimantic, Connecticut