

## **Instruction**

### **One-to-One Technology Program**

The Griswold 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.

Therefore, the Griswold Public School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in work places and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

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.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities, and to develop procedures to support this policy.

To achieve this philosophy, the Board believes the implementation and focus of a 1:1 Chromebook/Tablet program is to provide the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Technology shall be integrated throughout the educational program in a seamless and timely fashion. The 1:1 Chromebook/Tablet program will empower students and teachers to use technology responsibly, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning in district schools must be a continuous, dynamic interaction among students, parents/guardians, and the extended community. Implementation of a 1:1 Chromebook/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.

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### **One-to-One Technology Program** (continued)

The policy, procedures, and information within this document apply to all district-owned Chromebook/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.

- (cf. 5131.81 – Use of Electronic Devices)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 6141.321 – Acceptable Computer Use Policy)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student work/Photographs)
- (cf. 6141.325 – Blogging/Podcasting)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6141.327 – Electronic Resources)
- (cf. 6141.328 – Bring Your Own Device)

Legal Reference:      Connecticut General Statutes

10-221 Boards of education to prescribe rules

18 U.S.C. §§2510-2522, Electronic Communication Privacy Act

P.L. No 110-385, Protecting Children in the 21<sup>st</sup> Century Act

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### **One-to-One Technology Program**

#### **Agreement for Use of Griswold Public School District Student Chromebook/Tablet**

- The Chromebook/Tablet you will be issued is the property of the Griswold Public School District and is made available to you as a tool for learning.
- This Agreement sets out the Chromebook/Tablet usage standards for using the device.
- Like textbooks and other school property, a Chromebook/Tablet is assigned to the student and **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 Chromebook/Tablet will be issued to a student.
- The use of a Chromebook/Tablet is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook/Tablet can result in limits to or loss of use of the Chromebook/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 Chromebook/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 #6141.321, “Computer Acceptable Use” applies to use of the Chromebook/Tablet.
- Students will bring the Chromebook/Tablet to school each day unless otherwise instructed with a full battery charge.
- Students are not permitted to sync the Chromebook/Tablet with a personal computer or to change or otherwise “manipulate” the device to alter the configuration or functionality that has been established by the District.

## **R6141.3291(b)**

- Students must not leave the Chromebook/Tablet unattended at any time while at school. If a student needs to store his/her Chromebook/Tablet during the school day, he/she must follow all school procedures for securing unattended Chromebook/Tablets when necessary (athletic events, etc.). The cost of a loss/theft of an Chromebook/Tablet due to negligence of the student will be charged to the parent/student and recovered as authorized under Policy and Procedures 3520 (Student Fees, Fines, Charges).
- All the Chromebook/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. Installation of apps by students is permitted with the expectation that these devices are primarily for educational purposes rather than entertainment and/or amusement. The District reserves the right to remove or disable any student-installed apps which they determine to be inappropriate or that interfere 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 Chromebook/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 Chromebook/Tablet must be legally owned by the student user.

### **General Handling and Required Care of the Chromebook/Tablet**

- Student and parent/guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage to an Chromebook/Tablet due to negligence. A police report is required for any stolen Chromebook/Tablet. The following are not considered to be accidental damage and repair costs will be assessed.
  - Excessive scratches/wear to Chromebook/Tablet exterior caused by failure to regularly use a protective case.
  - Intentional marking, defacing, and/or abusing the Chromebook/Tablet 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 Chromebook/Tablet must be reported to the technology support office immediately, so that recovery efforts can be initiated. Failure to immediately report a lost Chromebook/Tablet can result in the student being assessed the full replacement cost of \$200.
- Do not mark the Chromebook/Tablet in any way with markers, stickers, scratches, engraving, etc. Each Apple Chromebook/Tablet is labeled with a district identification barcode. Do not remove this sticker. Students may personalize the maroon Chromebook/Tablet folio case for easier identification.

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### **One-to-One Technology Program**

#### **Agreement for Use of Griswold Public School District Student Chromebook/Tablet (continued)**

- The Chromebook/Tablet must remain in a case at all times. 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 Chromebook/Tablet.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook/Tablet.
- Do not eat or drink near the Chromebook/Tablet. There should never be any food or drink around the Chromebook/Tablet.
- Protect your Chromebook/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 Chromebook/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 Chromebook/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 Chromebook/Tablet.
- If you have problems with your Chromebook/Tablet, stop using the device and ask your Tech Support Office for help.

### **Internet Rules and Expectations**

- Griswold Public School District's Acceptable Use Agreement must be followed at all times.

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### **One-to-One Technology Program**

#### **Agreement for Use of Griswold Public School District Student Chromebook/Tablet (continued)**

- Any inappropriate web or email activity can result in loss of the Chromebook/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 Chromebook/Tablet 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 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 Chromebook/Tablet. The District will be providing specific information on how to request this service.
- Parents should monitor the use of the Chromebook/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.

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### **One-to-One Technology Program**

#### **Agreement for Use of Griswold Public School District Student Chromebook/Tablet (continued)**

- All families will have the option to participate in an Chromebook/Tablet self-insurance program to provide limited protection in the event of negligent loss or damage to the Chromebook/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 if the parent/student desires the insurance.
- 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 Chromebook/Tablet, OR denying the insurance and assuming full responsibility for damage, theft or loss.
- The optional insurance program (self-insured, managed by the District) has the following features:
  - Covered losses – 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. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges.
  - 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.
  - Leaving the Chromebook/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 (approx. \$200) being assessed.
  - Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the Chromebook/Tablet. The following are not considered to be accidental damage and are not covered:
    - excessive scratches/wear to Chromebook/Tablet exterior caused by failure to regularly use a protective case (use of case is required per the Chromebook Agreement)

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**One-to-One Technology Program**

**Agreement for Use of Griswold Public School District Student Chromebook/Tablet  
(continued)**

- Intentionally marking, defacing, and/or abusing the Chromebook/Tablet (amusement, anger, frustration, etc.)
  - Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations
- Your duties in the event of loss or damage:
  - Report the loss or damage to your building technology office 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.
- Loaner Chromebook/Tablet cannot be issued until the deductible/Insurance or other arrangements for payment have been made with school officials.



**Chromebook/Tablet Acceptable Use Agreement**  
**Griswold Public School District**

I have read the Griswold Public School District Chromebook/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

1. I have read and agree to comply with the Agreement for Use of Griswold Public Schools District Student Chromebook/Tablets.
2. I agree to comply with the Griswold Public School District’s Acceptable Use Policy.
3. I understand that I may lose my Chromebook/Tablet privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Griswold School District Chromebook/Tablet.
4. I will return the Chromebook/Tablet, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

\_\_\_\_\_  
Student - Print your name here

\_\_\_\_\_  
Signature and date here

I have read the Griswold Public School District Chromebook/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

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

**Insurance Option:**

Annual insurance policy (self-insured, managed by Griswold Public School District) -- \$20  
Students submit the \$20 insurance payments or Declining insurance and assuming full responsibility for damage, theft or loss of the Chromebook/Tablet/Tablet

\_\_\_\_\_  
Parent/Guardian - Print your name here

\_\_\_\_\_  
Signature and date here

Current Address: \_\_\_\_\_

Phone number: \_\_\_\_\_