

Instruction

One-to-One Device Program

The Canton 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 Canton Board of Education also believes that students need to be proficient users of information, media, and technology in a digital world.

Therefore, the Canton 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 regarding appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Canton Board of Education 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 Canton Board of Education believes the implementation and focus of a 1:1 Device 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. The 1:1 Device Program will empower students and teachers to use technology appropriately, accessing and using purposeful technology-based tools.

Learning in the Canton Public School District must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Device initiative enables learning anywhere anytime that is not limited by the physical confines of a classroom or school building. The Canton Board of Education 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 Device (continued)

The policy, procedures, and information within this document apply to all District-owned devices used in Canton 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)
- (cf. 6141.329 – Electronic Reading (e-reader) Devices)

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 21st Century Act

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1. Chromebook Check-in and Check-out

1.1 Chromebook Check-Out

Chromebooks will be checked out each fall to incoming students. Parents and students must sign and return the Chromebook Protection Plan and Student Pledge documents before the Chromebook can be issued to a student.

The Device Protection Plan outlines two options for families to protect the Canton Public School District's investment in student Chromebooks.

1.2 Device Check-in

All Chromebooks, 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, or terminate enrollment in the Canton Public School District for any other reason, must return their individual school Chromebook on the date of termination.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment in the Canton Public School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.

Failure to return the Chromebook will result in a theft report being filed with the Police Department. Just like a textbook or a band uniform, the Chromebooks are the property of the Canton Public School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a Chromebook is the responsibility of the student and will be handled in a manner consistent with the student's Chromebook Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the Chromebook.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the student's teacher or advisor.

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2. Taking Care of Your Chromebook (continued)

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Canton Public School 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 Chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Canton Public School District.
- Chromebooks should always be locked or supervised directly by the student to whom it is assigned. For instance, Chromebooks should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Chromebooks should not be exposed to extreme temperatures, (i.e., left in a car).
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students cannot remove the Canton Public School's asset tag/district label or serial number.

2.2 Carrying Chromebook

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

- Chromebook should always be within the protective case provided by the Canton Public School District.
- No other items, with the exception of Chromebook accessories, should be stored or carried within the Chromebook case to avoid pressure and weight on the screen.

2.3 Screen Care

The Chromebook 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 Chromebook when it is closed.
- Do not place anything near the Chromebook 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 Chromebook against lockers, walls, car doors, floors, busses, etc., as it will eventually break the screen.
- Open Chromebooks should be transported by carrying the base, not by the screen.

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One-to-One Device Program (continued)

3. Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Left at Home

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

3.2 Chromebook Undergoing Repair

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

3.3 Charging your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Students who repeatedly (as determined by any staff member) fail to bring their Chromebook to school charged will be required to leave their Chromebook at school and check it out/in from the school office 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, and gang-related symbols or pictures will result in disciplinary actions.
- Screensaver passwords are not to be used.

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3. Using your Chromebook at School (continued)

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 and videos are allowed on the Chromebook and can be used at the discretion of the teacher.
- All software/apps/games must be Canton Public School District staff approved.

3.6 Printing

Printing is not available with the Chromebook.

3.7 Home Internet Access

Students are allowed to join wireless networks on their Chromebook. This will assist them with Chromebook use while at home and/or public areas with Wi-Fi. Students are not required to have wireless access at home.

4. Managing your Files & Saving your Work

4.1 Saving to the Chromebook/Google Drive

Students may save work on their Chromebook. Limited storage space will be available on the Chromebook– 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. Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The Canton Public School 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 Canton Public School District will not be responsible for lost or missing data.

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One-to-One Device Program (continued)

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by the Canton Public School District must remain on the Chromebook 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 may require that the software be deleted from Chromebook at the completion of the course. Periodic checks of Chromebook will be made to ensure that students have not removed required apps.

5.2 Additional Accounts

Students will not synchronize Chromebook to their home or personal iTunes accounts or Google account.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebook are the property of the Canton Public School District and any administrator may confiscate any Chromebook at any time for any purpose.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-District installed apps are discovered, the Chromebook 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. Appropriate authorities may be contacted if offensive or illegal software is found and appropriate disciplinary action will be taken.

5.5 Software upgrades

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

6. Acceptable Use

The use of the Canton Public School District's technology resources and wireless network is a privilege, not a right. The privilege of using the technology resources provided by the Canton Public School District is not transferable or extendible by students to people or groups outside the Canton Public School District and terminates when a student is no longer enrolled in the Canton Public School District.

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6. Acceptable Use (continued)

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 Canton Public School District technology resources may be denied, and the appropriate disciplinary action shall be applied. The District's Student Code of Conduct shall be applied to student infractions.

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.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 District Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet filtering of inappropriate materials on District networks.
- Immediately report any inappropriate digital content to the building principal.
- Review, monitor, and restrict information stored on or transmitted via District owned accounts/equipment and to investigate inappropriate use of resources.
- Provide instruction 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 an appropriate manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook /computer use.

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6. Acceptable Use (continued)

6.3 Students are Responsible For: (continued)

- 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 that they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Chromebook after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their Chromebook at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason, must return their individual school Chromebook computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Canton Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-sending mass or inappropriate emails.
- Gaining access to other user’s accounts.

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6. Acceptable Use (continued)

6.4 Student Activities Strictly Prohibited: (continued)

- 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.
- Distribution of personal information over the internet – with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms 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.

6.5 Chromebook Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the Canton Public School District.

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

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6. Acceptable Use (continued)

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 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 Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in the following ways:

- Record of serial number
- District label/asset tag

7.2 Storing your Chromebook

When students are not using their Chromebook, they should be stored in their locked lockers. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle at school or at home.

7.3 Chromebook Left in Unsupervised Areas

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

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One-to-One Device Program (continued)

8. Repairing or Replacing your Chromebook

8.1 School District Protection

Canton Public School District Protection Plan is available for students and parents of both Canton High School and Canton Middle School students to cover Chromebook repair or replacement in the event of theft, loss, or accidental damage. The Protection Plan is \$75 per Chromebook at the High School level and \$40 per Chromebook at the Middle School level with a family cap of \$150. This plan will include one replacement; additional replacements will cost the student/parent the full value of a Chromebook (approx. \$209). Parents will need to request this Protection Plan through the school office before your student is allowed to check out a Chromebook.

8.2 Claims

All Canton Public School Protection Plan claims must be reported to the school office. Students or parents must file a police or fire report and bring a copy of the report to the Principal's office before a Chromebook can be repaired or replaced with School District Protection Plan.

9. Cost of Repairs

Students will be held responsible for ALL damage to their Chromebook 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 the actual replacement cost.

School District Chromebook Protection Plan

The District recognizes that with the implementation of the Chromebook initiative, there is a need to protect the investment of the District and the interest of the students and parents. The following outlines two methods of protection available to families.

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School District Chromebook Protection Plan (continued)

1. No Protection Plan

- I agree to pay for the replacement of the Chromebook at a cost not to exceed \$209 should the Chromebook be stolen, lost or damaged in any way.

2. School District Insurance

- Canton High School Students:** You choose to pay the Canton Public School District a Protection Plan payment for coverage of theft, loss or damaged in the amount of \$75.00. The \$75.00 payment is non-refundable. This coverage begins upon receipt of payment and ends with your tenure at Canton High School.
- Canton Middle School Students:** You choose to pay the Canton Public School District a Protection Plan payment for coverage of theft, loss or damaged in the amount of \$40.00. The \$40.00 payment is non-refundable. This coverage begins upon receipt of payment and ends with your tenure at Canton Middle School.

Parent Name (*Please Print*): _____

Parent Signature: _____ Date: _____

Additional Information: In cases of theft, vandalism and other criminal acts, a police/fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the Principal's office.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to Chromebook.

Warranty, Accidental Damage Protection, or Canton School District Chromebook Protection **DOES NOT** cover intentional damage of the Chromebook.

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Student Pledge for Chromebook

1. I will take good care of my Chromebook.
2. I will never loan out my Chromebook to other individuals.
3. I will charge my Chromebook's battery daily.
4. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
5. I will not disassemble any part of my Chromebook or attempt any repairs.
6. I will use my Chromebook in ways that are educational, appropriate and meet District expectations.
7. I will not place decorations (such as stickers) on the Chromebook or deface the serial number.
8. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Canton Public School District.
9. I will follow the policies for the Chromebook, Acceptable Use Policies, and District policies.
10. I will be responsible for all damage or loss caused by neglect or abuse.
11. I agree to return the District's Chromebook, case, and power cords in good working condition.
12. I will notify school officials in case of theft, vandalism, and/or other acts covered by the Protection Plan.
13. I understand that a police report will be filed by the school if necessary.

I agree to the stipulations set forth by the Canton Board of Education One-to-One Device Policy.

Student Name (*Please Print*): _____

Student Signature: _____ Date: _____

Parent Name (*Please Print*): _____

Parent Signature: _____ Date: _____

Individual school Chromebook computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school Chromebook computer on the date of termination.