

# Bondurant-Farrar Community Schools

*1:1 Learning Environment Handbook*



Bondurant-Farrar Middle School  
2021-2022

# 1:1 Learning Initiative Rationale

Bondurant-Farrar Middle School is committed to providing a quality education for all students aligned with the Iowa Core Curriculum to become college and career ready. Our 1:1 learning initiative will develop the core 21st century skills students need in this quickly advancing, technology steeped global society. Some of the outcomes of this initiative include:

- 21st Century learners prepared to overcome the challenges of our digital society
- Digital citizens leaving “clean digital footprints”
- Digital learning environments designed for individualized learning for each student
- Learners equipped for life-long learning opportunities
- Equal access to technology resources for all learners

While technology use and incorporation has always been encouraged at Bondurant-Farrar, the privilege to move to a 1:1 initiative (a device for each student) at the middle school level ensures equitable access for every student, regardless of background. By bridging the “digital divide”, all students have the opportunity to engage in rigorous, relevant learning activities in a variety of digital formats. Students will be expected to become producers of content rather than simply consumers of information.

## Agreements

Students and parent(s)/guardian(s) are required to complete the 1:1 Learning Environment Agreement forms as well as agree to the district’s acceptable use policies. Devices will not be issued to a student until all registration is completed and submitted to the school. The agreement between the student receiving the device, his/her parent(s)/guardian(s), and the Bondurant-Farrar Community School District (BFCSD) is in effect upon student receiving the computer.

# Equipment, Distribution, and Collection

## Equipment

E1. Ownership: The BFCSD will retain ownership of the device and any accessories accompanying the device (cords, cases, etc.). Students are granted permission to use the device and accessories in accordance with the guidelines outlined within this document as well as any other BFCSD policies pertaining to technology use, student conduct, and applicable laws. District administration and certified staff retain the right to collect and/or inspect the device at any point in time, including by remote access. Students shall have no expectation of privacy in the device or any data or other materials contained in the device. All devices and accessories will be returned at the end of the school year for routine maintenance. Devices will be reissued at the beginning of the next school year.

E2. Device and Accessories: Students will be issued an 11 inch Chromebook, charging cord, power adaptor, and protective carrying case. All items will be asset tagged and inventoried by the BFCSD technology staff.

E3. Loaner Devices: Should a device malfunction and become inoperable, the BFCSD technology department will have a limited amount of devices available for use until the original device can be repaired or replaced. All agreements and policies remain in effect while using a loaner.

***Students will not be issued a loaner device in the event they forget their device at home.***

## Distribution

Middle school students and students new to Bondurant-Farrar will complete a 1:1 user agreement module prior to being distributed a district Chromebook. All necessary items must be given to the district prior to a student receiving a device and accompanying accessories. The following is a list of the required paperwork:

- 1:1 Learning Environment Agreement Form (at the end of this handbook)
- Student Internet User Agreement (at the end of this handbook)
- Acceptable Use Agreement Form (provided during registration)

## Collection

All devices and accompanying accessories may be collected prior to the end of the school year for routine maintenance and preparations for the following school year. If a student will still be enrolled at BFCSD the following year, they will receive the same device they used previously. Should a student withdraw from school or no longer be enrolled at BFCSD for any reason, the device and all accessories must be returned by the final day of enrollment. Students may also have the option to keep the device over the summer, pending parent/guardian approval.

## Deposits and Fines

### Deposits

No deposits will be required.

### Fines

The students and parent(s)/guardian(s) will be responsible for any or all damages to or loss of the device and/or accompanying accessories. Every item must be returned to the BFCSD in quality condition. Fines for needed repairs, not exceeding the cost of replacement, or fines for replacement will be charged to the student and parent(s)/guardian(s).

If a student fails to return the device and/or accessories during the collection period, when enrollment ends, or upon BFCSD request, the student and parent(s)/guardian(s) will be fined the cost of replacing the device and/or accessories. Criminal prosecution or civil liability may apply in such circumstances.

Fines are charged based on the repairs needed or replacement of the device/accessories, less the deposit paid.

## Printing

In an effort to reduce our paper usage, students will not be able to print from their device. Students will be required to submit assignments electronically through Google Drive, email, or our Learning Management System (LMS).

## Learning Management System

To support an environment of digital learning, communication, and collaboration, Bondurant-Farrar Middle School will be implementing the use of Google Classroom. Classroom is an online learning management system where students can access assignments, grades, and complete work and projects. Students will be given instruction on how to use Classroom during the first days back to school.

## Wireless/Network Access

BFCSD will provide network access to the Internet for each District device in use. While BFCSD cannot guarantee 100% proper network function, District technology staff will work to maintain consistent access. BFCSD is not responsible for lost or missing data. Should connection stop, report issue to classroom teacher or technology staff.

Only BFCSD access is approved during the school day. Any non-District access points will be confiscated by staff. While off campus, students can connect to other public access points, such as the public library and other businesses. Students should not use privately owned access points without prior consent.

## Google Apps for Education / Gmail

Students will be given a school Google Apps for Education (GAFE) account for use with the Chromebooks. This includes access to Gmail, Google Drive, and the productivity suite of Docs, Sheets, Slides, Drawing, and Forms. Students are expected to use this account for educational purposes only.

## Discipline

Violation of the agreements in this handbook, other district policies, or applicable laws may be subject to disciplinary action by school administration.

## Damages or Loss of Equipment

The student shall use reasonable care to ensure that the device and accessories are not damaged or lost. In the event damage or loss takes place to the device/accessories, the student and parent(s)/guardian(s) will be fined for the cost of repairs or replacement if damage is determined to be of gross negligence.

Examples of gross negligence may include, but are not limited to: leaving the device unattended and unsecured, allowing others to use device beyond parent(s)/guardian(s), using the device in an unsafe manner or environment, and/or intentional damage.

## Securly

Administration will utilize Securly, which allows monitoring of everything a student does on his/her Chromebook including every site visited or search result. This monitor extends to the use of the Chromebook at home. Anytime a student is logged in, Securly is monitoring the use, and at anytime, district personnel can pull up the student's history of all Chromebook or Chrome related activity. The district will respond to notifications of misuse. Additionally, Securly allows administration to block specific topics or sites.

Parents will also have the ability to monitor student browsing history through Securly's Parent Portal and/or Home app. More information will be shared about how to use Parent Portal.

# Bondurant-Farrar Community Schools

## 1:1 Learning Environment Handbook Agreement Form

#	Please initial after reading and agreeing to the following:	Student Initials
1	I understand I am responsible for my device and its accompanying accessories, in regards to its whereabouts and its proper care as outlined in this document and all user guides.	
2	I will not leave my Chromebook unattended unless it is secured. I, or my parent(s)/guardian(s), may be held financially responsible for the replacement of this device if lost or stolen.	
3	I understand I, or my parent(s)/guardian(s), may be held financially responsible for the repair or replacement of this device or any damage I cause on another device.	
4	I will bring my Chromebook to school daily and ensure it is fully charged for daily use.	
5	I will use the device for educational purposes only, in accordance with district policies, guidelines, and applicable laws. I will use academically appropriate sounds, music, video, photos, games, and applications.	
6	I will not use any unapproved software, applications, internet sites, or content blocked by filters on this or any school device.	
7	I will read and follow all guidance from school personnel about the device.	
8	I will use the recording capabilities of the device for educational purposes, with the knowledge and consent of all participants and staff.	
9	I will report any issues with my device to the technology personnel within 24 hours. I will not have any store or other outside party attempt to repair the device.	
10	I fully acknowledge the BFCSD is the owner and provider of the Chromebook I will use this school year. The BFCSD has the right to collect/inspect the device at any point in time.	
11	I understand I have no expectation of privacy in regards to the content, materials, or anything accessed on this device.	
12	I understand all guidelines, policies, applicable laws, and items in this handbook apply to the device both on school property and off site and agree to act accordingly.	
13	I will return the Chromebook and accessories to the BFCSD on or before the specified date, prior to ending my enrollment at BFCSD, or as otherwise requested by the district	

We have read the BFMS 1:1 Learning Environment Handbook, district guidelines, and agreements, and BFCSD policies regarding acceptable use of school technology, all of which are incorporated herein by reference, and agree to the terms listed as well as any laws which may be applicable. Questions or accommodations regarding the device will be directed to the BFMS principals.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Bondurant-Farrar Middle School Student Internet Use Agreement Form

#	Please initial after reading and agreeing to the following:	Student Initials
1	I understand the use of the network is a privilege, not a right, and may be taken away for violation of Board policy or regulations.	
2	I will not use any unapproved software, applications, Internet sites, or content blocked by filters on this or any school device.	
3	I will use school devices for educational purposes only, in accordance with district policies, guidelines, and applicable laws.	
4	I will respect all copyright and license agreements.	
5	I will cite all quotes, references, and sources.	
6	I will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.	
7	I will use my Google Apps for Education (GAFE) account, including Gmail, for educational purposes only.	
8	I will communicate over the network in a responsible fashion while honoring all relevant laws, school rules, and regulations.	
9	I will use academically appropriate sounds, music, video, photos, games, and applications.	

I have read the BFCSD policies regarding acceptable use of school technology, all of which are incorporated herein by reference, and agree to the terms listed as well as any laws which may be applicable. Questions or accommodations regarding the device will be directed to the BFMS principals.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_