

Bondurant-Farrar Community Schools



1:1 Learning Environment Handbook

Bondurant-Farrar High School
2017-2018

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Mission Statement

The mission statement of the Bondurant-Farrar Community Schools is to “help all children develop their talents in order that they may become productive citizens”.

1:1 Learning Initiative Rationale

Bondurant-Farrar High 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 high 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. Technology staff may also collect devices to install or delete applications as well as alter any settings. Students shall have no expectation of privacy in the device or any data or other materials contained in the device. The device and materials therein can be checked at any time by BFCSD, with or without prior notice. 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: For consistency, educational purposes, and management, each device will be "imaged" with the same settings through our deployment server. Students will be issued an 11 in. MacBook Air, charging cord, power adaptor, protective carrying case, and any software

required for use throughout the school day. 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

All devices and accessories will be distributed the first week of each fall semester in the students' homeroom class. For 9th Grade students and students new to Bondurant, an orientation meeting will take place prior to the beginning of the school year. Attendance by a parent/ guardian and their student is required at the meeting before a device will be issued.

All paperwork 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:

- Student Internet User Agreement
- Acceptable Use Policy
- 1:1 Learning Initiative Agreement Form

Collection

All devices and accompanying accessories will be collected prior to the end of the school year for routine maintenance, re-imaging, 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. Students will want to save their work to a flash drive or other online storage before devices are collected for the summer. Should a student withdraw from school, graduate early, or no longer be enrolled at BFCSD for any reason, the device and all accessories must be returned on the final day of

enrollment. Devices and accessories may be collected from a student at any time by the district.

Deposits and Fines

Deposits

Students and their parents/guardians will be charged a \$100.00 deposit and this deposit must be paid in full before receiving any device (Families with more than one student at the high school will be charged a maximum of \$200). This deposit will be on file for the current school year of the student's enrollment. Parents may elect to keep their student's deposit on file for subsequent school years until graduation or termination of enrollment. If the device and accessories are returned in a satisfactory condition as determined by the BFCSD, then the deposit will be returned in full. The deposit amount may be reduced by the actual costs of damage to or loss of the device or accessories. Students and their parents/guardians may be required to replenish any amounts reduced from their deposit throughout the school year.

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.

Student Responsibilities

The use of a school-provided device for use during the school year is a privilege. This privilege may be revoked at any time. The device you are given should be used strictly for **educational purposes only**. To be given the opportunity to use the device in class, as well as at home, you must be willing to agree to the following responsibilities:

- ~ I will review all policies on using this device with my parent(s)/guardian(s).
- ~ I will follow all guidelines in this handbook, all BFCSD policies and guidelines, and applicable law each time the device is used, at home or at school.
- ~ I will bring the device to school everyday, fully charged.
- ~ I will keep the device in a secure location when not using it in class.
- ~ I will keep the device in its protective case at all times.
- ~ I will present the device for inspection and/or collection when requested by a BFCSD staff member.
- ~ I will communicate with appropriate language when using the device, as defined in the student handbook and board policies.
- ~ I will adhere to all copyright laws.
- ~ I will not use/attempt to use another student's information or device.
- ~ I will not give out personally identifying information online, including usernames and passwords.
- ~ I will not record others without their consent, neither audio or video.
- ~ I will not download files or programs from the Internet, unless permitted through the App Store.
- ~ I will not alter the configuration of the device or remove software/hardware.
- ~ I will not alter the appearance of the device in any way.
- ~ I will save my files to a flash drive, iCloud, or Google Drive weekly.

- ~ I will report all damages or problems to the Technology staff immediately.
- ~ I will report loss/theft of a device to parent(s)/guardian(s), BFCSD, and proper authorities (i.e. SRO, police) within 24 hours.

Parent/Guardian Responsibilities

Your student has been given the privilege of using a laptop to enhance his/her learning in each class this year. In order for the safety of your student and this to be a successful initiative, the BFCSD asks for your assistance in making sure the terms of this handbook, District policies and guidelines, and applicable laws are followed while the device is in use at home. In order for your student to have the opportunity to use the device, both in class and at home, you must be willing to agree to the following responsibilities:

- ~ I will review this handbook and all policies on using this device with my student.
- ~ I will supervise my student's use of the device at home.
- ~ I will discuss appropriate use of the Internet with my student and supervise their Internet use.
- ~ I will make sure my student brings the device to school everyday, fully charged.
- ~ I will have my student keep the device in a secure location when not using it at home.
- ~ I will not attempt to repair the device or have it repaired somewhere other than through the school.
- ~ I will report any problems or damage to the device to the District technology staff.
- ~ I will not alter the configuration of the device or add/remove software or hardware.
- ~ I will not remove programs or files from the device except my student's

personal documents.

- ~ I will report loss/theft to the school and proper authorities (i.e. police).
- ~ I agree to make sure the device and all accessories are returned to the school upon request and/or the end of my student's enrollment at BFCSD.

Printing

In an effort to reduce our paper usage, we will offer limited access to printers while at school. Unless specifically required by a teacher, students are asked to submit assignments electronically through Google Drive, email, or our Learning Management System.

Should a student need to print an assignment, a printer will be available for limited use in the Media Center. Students must be present in the library when using the printers.

Learning Management System

To support an environment of digital learning, communication, and collaboration, Bondurant-Farrar High School will be implementing the use of Canvas. Canvas 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 Canvas during the first days back to school. Our web address for Canvas access is:

<http://bondurant.instructure.com>

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.

Access to Applications/Software

Students, at this time, will not be allowed to install applications through the App Store. If unauthorized applications/software are found and determined to be inappropriate or not educational, District staff may remove the programs. The technology staff will update any software provided by BFCSD, either remotely or in person. Unless told otherwise, students will not need to assist in this process.

Discipline

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

Standards for Proper Computer Care

This portion of the 1:1 handbook is to be reviewed periodically throughout each quarter. Read carefully prior to signing the agreement forms. You are expected to follow all guidelines in this document. **Loss or damage of the device in your care from failing to follow these guidelines may warrant responsibility of replacement.**

Please read the manuals accompanying the laptop for other important information on proper care.

Your Responsibility

- ~ Treat this equipment with special care. It is yours to use, but not yours to keep.
- ~ Bring your device and power adaptor to school every school day. You won't be provided with a loaner if you forget!
- ~ Keep your device secured at all times (with you, in sight, or secured at home). Laptops left in bags, backpacks, or unattended in classrooms are considered "unattended" and may be taken by BFCSD staff as protection against theft. You will be held financially responsible for unattended and unlocked equipment, if stolen (even at school).
- ~ Always secure your device in a safe place. Leaving devices on buses, in the gym/cafeteria, locker room, or on playing fields is unacceptable, due to the potential loss or damage. **Avoid leaving your device inside your car in extreme temperatures.**
- ~ Do not let any else use your computer besides your parent(s)/guardian(s). Any damage occurring to your device will be your full responsibility.

- ~ All BFCSD guidelines and policies are in place when using this device, regardless of the location. If you are unsure about any guidelines or policies, please consult your principal or district technology staff.
- ~ Always save your data to your Google Drive or iCloud storage.
- ~ Read and follow any alerts from school personnel regarding devices.

General Care

- ~ Do not change or attempt to remove anything on the computer. This will void any warranty on the device and you will be responsible for 100% of the repair or replacement.
- ~ Keep all tags and identification markers on the device.
- ~ Do not force keys, USB connections, ethernet connections, or any other item on the device.
- ~ When a problem or concern comes up, please ask for help.

Carrying the Computer

- ~ Completely close the lid of the computer prior to moving it.
- ~ Always keep the computer in its case. Always store cords in the provided area, to avoid damaging the screen or outer covering.
- ~ Due to the size of the computer, please refrain from grabbing and squeezing the device to keep from damaging the screen.
 - ~ The screen can be easily damaged and is NOT covered by warranty. Never close a device with anything sitting on the keyboard. Keep from touching the screen unless necessary.

Battery Life and Charging

- ~ Always come to school with a fully charged device.
- ~ Recharge device nightly at home. Do not let the battery completely drain.
- ~ When charging the device, make sure to plug the power supply in where it will not be in the way of others walking.
- ~ Close the lid of the computer when it is not being used. This will save battery life and protect the screen.

Personal Health and Safety

- ~ Avoid using the computer for an extended amount of time, in general. Take a break every twenty minutes to stand and move around, while also reducing eye fatigue.
- ~ Avoid using the computer for an extended amount of time directly on your lap. The bottom of the laptop generates heat and can cause temporary or permanent damage with extended exposure. Always put something between you and your laptop (book, lap desk, etc.) when working with computer on your lap.
- ~ Read the safety precautions accompanying your laptop's user guide.

Damages or Loss of Equipment

You, the student, are to make sure the device is working at all times. It must be returned in the same condition as it was received. 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 (unless damage is covered by warranty).

Fines will be collected before scheduling repair or replacements. The BFCSD reserves the right to fine the student and parent(s)/guardian(s) the costs of repairs or replacement of loaned device at any time, should damage occur due to gross negligence (as determined by school personnel/administration). Examples of gross negligence may include, but are not limited to:

- ~ leaving the device unattended and unlocked
- ~ allowing others to use device beyond parent(s)/guardian(s)
- ~ using the device in an unsafe manner or environment
- ~ intentional damage

Bondurant-Farrar Community Schools

1:1 Learning Environment Handbook Agreement Form

<p>The following items showcase some of the most important aspects of the BFHS 1:1 Learning Environment Handbook.</p>
<p>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.</p>
<p>I will not leave my laptop 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.</p>
<p>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.</p>
<p>I will bring my laptop to school daily and ensure it is fully charged for daily use.</p>
<p>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.</p>
<p>I will not use any unapproved software, applications, internet sites, or content blocked by filters on this or any school device.</p>
<p>I will read and follow all guidance from school personnel about the device.</p>
<p>I will use the recording capabilities of the device for educational purposes, with the knowledge and consent of all participants and staff.</p>
<p>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.</p>
<p>I fully acknowledge the BFCSD is the owner and provider of the laptop I will use this school year. The BFCSD has the right to collect/inspect the device at any point in time.</p>
<p>I understand I have no expectation of privacy in regards to the content, materials, or anything accessed on this device.</p>
<p>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.</p>
<p>I will return the laptop 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</p>
<p>I understand that a \$100 deposit needs to be submitted and processed prior to the issuing of the device. I am selecting the following option for the deposit:</p> <p>OPTION 1: Deposit to be returned at the end of the current school year.</p> <p>OPTION 2: Deposit to be retained by the school for subsequent school years until graduation or termination of enrollment.</p> <p>I also understand that I may be required to replenish any amounts reduced from the deposit through out the school year.</p>

We have read the BFHS 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 BFHS principals.