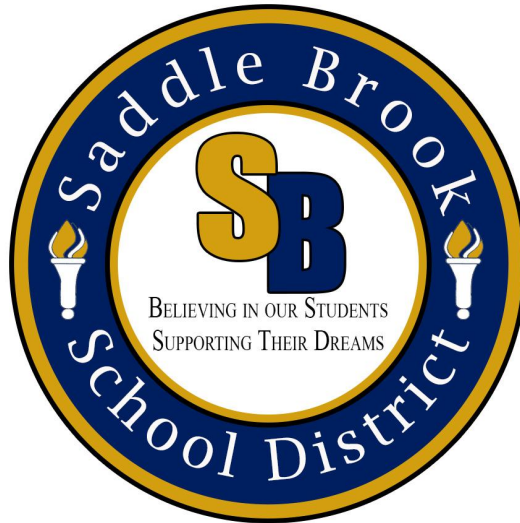


SADDLE BROOK SCHOOL DISTRICT



1-1 PROCEDURES AND GUIDELINES



Our District's Mission with 1-1

Our District's mission is to flourish with the newfound reliance of technology that the past year has brought forward. With a 1-to-1 initiative, we can further enhance our learning environments so that the teaching and learning process for all students at the Saddle Brook School District will be a more student-centered, teacher-facilitated experience that will lead to higher levels of engagement, empowerment and, ultimately, academic achievement. Students will be better prepared for their future in a world of digital information and widespread technology use and integration.

What is 1-1 and why is it important?

1-1 is the practice of providing all students within a **grade or band of grades** a school issued device. This practice will provide students with a more engaged learning experience where proper tools for curriculum related learning, such as district approved apps and extensions, can be readily available at a moment's notice.

Digital learning can, and has, enhanced student participation; it is now easier than ever to have students collaborate together on projects where there can be a digital space assigned to them. Enhanced by the fact that technology does not need to be shared, students can easily engage in assignments independently and in groups at a moment's notice.

District devices are set up to be secure where students can save all of their work in their designated Google Drive and not have to worry about ever losing assignments or progress. The Saddle Brook School District will also have tools in place to keep



these devices safe from being compromised from online threats such as viruses, malware, and unwanted websites accessing any personal information. This will essentially allow the Saddle Brook School District to offer an education that can be accessed anytime and from anywhere. Students will have every opportunity to engage in learning.

Can our infrastructure support 1-1 learning?

We have brand new network equipment & servers that will easily be able to balance the load that in-house devices will bring forward. Over the past 4 years, the technology department has rolled out multiple access points in each school in order to provide a mesh WiFi network. Essentially, this means that devices will be able to receive a stronger WiFi signal in any class in the district without any inhibitions. We have also ordered multiple Chromebooks over the course of our hybrid learning model which we can use to initiate our 1-1 plan.

1-1 District Insurance Plan

The Saddle Brook School District will require Chromebook insurance to be purchased prior to devices being provided to students. The insurance payment will be \$25 annually (starting in the 2021-2022 school year) **PER DEVICE**.

- The insurance policy offers protection in the unfortunate event of “accidental damage or mechanical breakdown.”
 - Accidental Damage - Damage from drops, such as cracks, dings, housing damage, or shattered screens. Liquid damage, from spills to full submersion.
 - Mechanical Breakdown - Mechanical and electrical failures. Defective buttons or connectivity ports. Dead or defective batteries



DO NOT TAKE DISTRICT OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS. ALL REPAIRS AND MANAGEMENT OF DEVICES WILL BE HANDLED BY THE DISTRICT TECHNOLOGY DEPARTMENT.

DO NOT DISASSEMBLE ANY PART OF THE CHROMEBOOK OR ATTEMPT ANY REPAIRS. ANY POTENTIAL DAMAGE DONE WHILE ATTEMPTING TO REPAIR A DEVICE WILL BE CHARGED TO THE STUDENTS ACCOUNT.

Payments will be issued through **MySchoolBucks**(this would be excellent to integrate)

1. Login to [MySchoolBucks.com](https://myschoolbucks.com) or create a new account by selecting SIGN UP Today!
2. Make sure your students are added to your account
3. Visit School Store and select Chromebook Insurance
4. Review and Agree to Terms
5. Checkout with your credit/debit card

Fees & Fines

The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district.

In the event it is believed the technology device has been stolen, the parent or student is required to immediately file a police report, and to provide a copy of the police report.

The parent or student is responsible for paying an annual Chromebook Insurance fee (see Section 2 and Section 4.1). In addition, fines will be imposed as the circumstances may warrant at the discretion of the District.

- Estimated costs are listed below and subject to change.
 - ☐ Annual Insurance Plan Fee - \$25.00 (for 2021-2022 school year)
 - ☐ Replacement Chromebook - \$300.00
 - ☐ Power Charger/Adapter - \$40.00
 - ☐ Chromebook Case - \$30.00



- ☐ Replacement Keyboard/touchpad/missing keys - \$60.00 - \$100.00
- ☐ Cracked screen/glass - \$100.00 - 150.00
- ☐ Saddle Brook Labels or Asset Tag missing - \$10.00

Chromebook Care and Best Practices

-Students are responsible for their Chromebook, charger, & case. Each piece of equipment should NEVER be unattended.

-Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Saddle Brook School District.

-Chromebooks are tagged with each student's first and last name. Asset tags are also attached to each Chromebook underneath in order to easily identify their assigned location.

-Asset tags and logos may not be modified or tampered with in any way.

-Students are responsible for the general cleaning and care of the district-owned equipment and materials (i.e, Chromebook, Charger, Case).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. DO NOT use window cleaner or any type of liquid or water on the Chromebook. District provided sanitary wipes are acceptable.

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do NOT lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Do NOT lean or place anything on top of the Chromebook.
- Do NOT place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do NOT place anything near the Chromebook that could put pressure on the



screen.

- Do NOT wedge the Chromebook into a book bag or place anything in the protective cover that will press against the cover as this will damage or shatter the screen.
- Do NOT grab at, put your hand on, or poke the screen.
- Do NOT remove the protective cover that is provided by the district.
- Carry your Chromebook with the District issued protective cover at all times.
- Never carry the Chromebook while the screen is open.
- Do NOT transport the Chromebook with the power cord inserted.
- The Chromebooks air vents should not be covered as this will cause overheating.
- The Chromebook battery must be fully charged before the start of each school day.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a bookbag as this may break the screen.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, bathrooms, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it must be immediately reported to the teacher or an administrator.
- Turn off the Chromebook at the end of the day, and when traveling to and from school.



Out of District Device Use

Students are allowed to use their own personal wireless networks (Home WiFi or hotspots) outside of School. **Restrictions will still apply to devices outside of school hours. As these are district devices, they must be used for district learning and interaction only.**

These restrictions will be enforced through a District Content filter that will prevent access to certain websites or types of content even in home networks. This is in compliance with the Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

Student Device Software

Devices will have District approved software installed remotely to any student device at any given time. All District software will be allowed to be installed from the Google Play store as well.

If students are installing software on their device or they are bypassing District restrictions via jailbreaking or factory resetting the Chromebook, the Saddle Brook School District has the right to confiscate the device and follow up with disciplinary action and possible loss of technology privileges.

Device Inspection



The School District has the right to randomly inspect student devices in order to determine whether they are in compliance with the District policies and are being used for District use only.

District Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able.
- Provide staff guidance to aid students to ensure best practices are followed.
- Provide technical support, troubleshooting and repairs for all District-owned devices. The District will be able to replace devices where needed to ensure students can stay connected and get work completed in a timely manner.
- Provide all District-approved applications for academic use.

Student Responsibilities

- Students are to use District devices in a responsible manner and in compliance with best practices.
- Follow general school rules concerning behavior and communication on their devices as they would in class.
- Use 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 student’s own negligence, errors or omissions. The Saddle Brook School District specifically denies any responsibility for



the accuracy or quality of information obtained through its services.

- Notify a teacher, administrator, or the school's main office of any problems that occur on the device. Any inappropriate or abusive language or behavior must be reported to the building principal.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to report this to an Assistant Principal.
- Students who withdraw, are suspended or expelled, are placed in Out of District programs, or terminate enrollment for any other reason must return their individual school device **PRIOR** to the date of termination.

Restricted Student Activities and Behavior

- Any illegal installation or transmission or illegal or copyrighted materials
- Sending, accessing, downloading, uploading, or distributing offensive, threatening, profane, or obscene materials. Transmissions or pornography and/or sexually explicit material by or to students will be referred to law enforcement authorities as applicable.
- Use of any non-District approved websites or services (Facebook, Instagram, Tik Tok, Snapchat, Twitter, gaming websites)
- Attempting to access another student's account or work. Any instances of unauthorized access will be investigated and followed up with building principals and law enforcement authorities when needed.
- Swapping devices with another student in the District. A student's device should only be swapped by a member of the Technology Department.
- Using school issued email accounts for any non District approved sites for registration purposes (Amazon, Ebay, Email services, Chat services)
- Passing or using any credit card information or participating in any type of forgery.



- Malicious acts of vandalism that seek to infiltrate any software, data, hardware will result in punishment that will be followed up with building principals.
- Bypassing the District Content filter in any way shape or form
- Students are prohibited from taking pictures/videos or recording audio of any other students unless authorized by the teacher.
- Before travelling out of the state or country, parents must notify their child's main office staff. Any devices seen accessing networks outside of the state of NJ will be disabled in order to guarantee safety and security.

LEGAL GUIDELINES

A. Comply with trademark and copyright laws and all license agreements.

Ignorance of the law is not immunity. If you are unsure, ask an administrator or an I.T. professional.

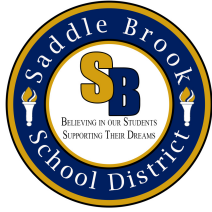
B. Plagiarism is a violation of the Saddle Brook School District Code of Conduct. All sources used must be credited in some way shape or form whether quoted or summarized. This is inclusive to all types of media on the Internet (movies, music, text, images, etc.).

C. Use or possession of hacking software and use of hacking procedures are strictly prohibited. Any student that is caught with any hacking software or tools will be subject to disciplinary action by the District and legal action where needed.



ANTI-BIG BROTHER ACT (N.J.S.A. 18A:36-39)

- Please be advised that all information transmitted from or received by District-owned devices while both on and off the District network may be subject to capture, inspection and/or storage by District monitoring software and appliances for routing, bandwidth/application control, security/firewall and usage-reporting purposes.
- The District may also periodically access the device when on and off the District network using a Mobile Device Management solution to perform routine maintenance, “push”, or remotely install District-approved software, manage settings, and/or remove software that violates District Acceptable-Use policies.
- In cases where a device is reported stolen or lost, the District may record or attempt to collect information regarding the device’s location or usage activity through the use of network tracking software and utilities, which may include images taken using the device’s built-in camera. Tracking may also be activated if the District receives credible information that a student has taken the device outside of the state and/or country without prior approval, which is in violation of the terms of this policy.



- Data collected may be retained for a period of up to three years for archival purposes.
- **Information collected will NOT be used in any manner that would violate the privacy rights of the student or any individual residing with the student.**