

Bangor Public Schools

Providing Educational Excellence as a Pathway to Success



Student and Parent Mobile Device Handbook

2021-2022

Self-Support tech.bangorvikings.org

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Introduction

Why 1:1 at Bangor Public Schools?

Bangor Public School District understands that the use of individual digital devices, currently tablets and Chromebooks, is an essential part of your child's learning experience. As a partner in your child's education and safety, we are providing this handbook of policies and resources to help you guide your child in his/her education. With the opportunity to use a tablet or Chromebook comes responsibility for both students and parents.

Device Check-out and Check-in

Tablets, Chromebooks, mobile hotspots, and all accessories are the property of Bangor Public Schools (BPS). Devices will be loaned to students to use for educational purposes throughout their education while at BPS.

Receiving Your Device

Tablets or Chromebooks will be distributed at the beginning of each school year. Students may check out their device during the annual Open House or at their earliest convenience as scheduled with the office. **Students and parents must read, sign, and return the *Student and Parent/Guardian Mobile Device Handbook* signature page before a device will be issued to your student.**

- All devices owned by Bangor Public Schools will be managed by Bangor Public Schools.
- Each device and accessory has a serial number and a barcode label. These identification numbers help the library staff keep track of devices and who checked them in/out, in the Follett library system.
- Students will receive a brief verbal tutorial on device care, along with handbook information prior to being issued a device.

Mid-Year Device Check (When Applicable)

Between the first and second semesters, students will bring their devices to their building library for a wellness/operability check. The costs of missing or damaged devices will be billed to the parent/guardian, and a new device will be assigned to the student.

End-of-Year Device Check-in

At the end of the school year, and for students leaving the district prior to the end of the school year, devices and accessories will be collected. Any device not turned in before a student leaves, or by the last day of school, will be considered lost or stolen and applicable fees and/or legal action may occur.

Lost/Stolen Device

If a device is lost or stolen, school administration should be notified immediately. If stolen, a police report must be filed and a copy given to the school office. Bangor Public Schools may aid the police in recovering the device. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost of the stolen device. The parent/guardian is responsible for paying the cost for all lost devices. Pay your students' school office for the cost of the lost device, then bring the receipt to the Technology Services Department to obtain a replacement device.

Taking Care of Your Device

Tablet, Chromebook, mobile hotspot, and all accessories are the property of Bangor Public Schools and are being loaned to students for educational purposes. To continue to provide these resources, students are responsible for their devices and must follow these rules in caring for their equipment. Devices that are broken or fail to work properly must be taken to the main building office for evaluation. The office must communicate with the library staff so that a replacement device can be issued.

Protecting and Storing Your Chromebook or Tablet

- General Guidelines
 - Don't lend your devices to anyone.
 - Don't damage the charging port or any other port on the device.
 - Do not put stickers or labels on the device, and do not remove the stickers and labels that are on the device when it is issued to you.
 - Keep food, drinks, younger siblings, and pets away from the device.
 - Charge your device nightly.
 - Leave mobile hotspot and all cords/chargers at home.
- Carrying the Tablet or Chromebook
 - Carry/keep Chromebook in the case when you're not using it.
 - Carry tablet in your backpack
 - Do not put heavy objects on the tablet or Chromebook.
 - Do not toss or drop the bag/Chromebook or tablet.
 - Don't pick up, carry, or apply pressure to the Chromebook or tablet screen.
- Screen Care
 - Clean the screen with a moist disinfectant wipe or soft cloth.
 - Make sure there is nothing sitting on the Chromebook keyboard before you close the screen/lid.
 - Don't write on the tablet or Chromebook screen.
 - Open the Chromebook lid/screen from the middle near the camera to prevent breakage.
- Storage
 - Store the tablet on a flat dry surface away from pets, younger siblings, off the floor when not in use. Store Chromebook in its case when not in use.

- o Do not leave the tablet or Chromebook unattended. Unsupervised devices will be confiscated by staff and taken to the office. Disciplinary action may be taken for repeated offenses.
- o Do not leave the tablet or Chromebook in extreme hot or cold temperatures.

Device Deposit

There is no deposit required at this time, for a student to use a tablet or Chromebook. However, parents/guardians will pay full-prices for repairs, or for lost/stolen devices and accessories.

Repairing Damages and Replacement Costs

The parent/guardian will be responsible to pay full-price for the repair of damages to a device or accessories. The parent/guardian will pay full-price for a lost/stolen device. Tablets and Chromebooks in need of repair should be brought to the schools main office. The office and library staff will communicate so that a replacement device can be issued to the student. Students returning devices/accessories for repairs due to malicious damage or any other misuse, may be refused a replacement device. Data stored on devices may be lost during the repair process.

Replacement Costs*

- Chromebook - \$200+ Non-Touchscreen, \$280+ Touchscreen
- Chromebook screen - \$50+ Non-Touchscreen, \$90+ Touchscreen
- Chromebook keyboard/touchpad unit - \$50+
- Chromebook replacement battery due to extended non-charging - \$50+
- Chromebook non-USB charger (1-piece or 2-piece) - \$15+
- Chromebook carry case - \$25+
- Android Tablet - \$100+
- Tablet screen - \$75+
- Tablet protective case - \$15+
- USB-A/Micro-USB charger - \$15+
- USB-C charger - \$30+
- Mobile Hotspot - \$100
- Mobile Hotspot SIM card - \$10
- Mobile Hotspot battery - \$25
- Mobile Hotspot back - \$5
- Removal of/damage to identification labels/stickers - \$1 each

*Due to changes in market replacement costs, above costs may change.

Devices should not be taken to any outside computer service for repairs or maintenance. All repairs and maintenance must be provided by Bangor Public Schools Technology Services staff.

Mobile Hotspot

A mobile hotspot and hotspot charger will only be issued to homes that do not have Internet access (per the Pre-Registration Parent Survey).

Using Your Tablet or Chromebook

Your tablet or Chromebook is a tool used for learning at Bangor Public Schools, just like a textbook, pencil, or notebook. Students are expected to come to class with their device, fully-charged.

- Students may not use their personal Chromebook, laptop, or Macbook on-campus; they may only use district-issued devices.
- If a student leaves their tablet or Chromebook at home during on-campus learning, they are still responsible for completing their coursework.
- Devices may not be used in bathrooms or locker room areas.

Apps/Extensions, Security, and Monitoring

- The software/apps installed by the Technology Services Department must remain on the device and in usable condition at all times. Students are not allowed to uninstall these apps and extensions. Students must not install extensions or apps on their device.
- No guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures should be used as backgrounds/screensavers on the Chromebook or tablet. Disciplinary action as stated in the school handbook will be followed for violation of these rules.
- Students' Internet activity is monitored through GoGuardian Admin and GoGuardian Teacher extensions. Students must not do anything to circumvent the filtering systems, such as using anonymous proxies or VPN's (Virtual Private Networks).
- Students and staff will use Google Apps for Education (G Suite) for collaboration purposes. Note: Parent permission is required for students under 13 years old, to use G Suite apps. It is strongly recommended to allow students to have access to email to make contact with their teachers more secure and timely (see COPPA section above).

COPPA, CIPA and Parental Consent

In order for Bangor Public Schools to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature.

Bangor Public Schools utilizes several third-party computer applications and web-based services. These include Google Apps, Google Meet, Google Additional Services, Kickstand K12, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. Your signature at the end of this document will constitute consent for Bangor Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username.

Your signature will also constitute that as a condition of your child's use of the technology resources, you release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to your child's use or inability to use the resources. You indemnify the district and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of your child's use, or misuse, of the district's technology resources.

To comply with CIPA (Children's Internet Protection Act) standards, tablets and Chromebooks have district security software installed on them. This software keeps track of websites that students have tried to access, or have accessed, while on- and off-campus. District administrators receive notifications of unacceptable Internet websites that students have attempted to access, or have accessed. BPS staff will block unacceptable Internet content, to the best of their ability, to keep students safe. Students should not expect privacy when using the district network and equipment. Parents are still advised to monitor their child's activity on their device.

You understand and agree that your child will not be able to use the district's technology resources until this agreement has been signed.

Student/Parent/Guardian Mobile Device Responsible Use Agreement

STUDENT PLEDGE

In order to use mobile devices/accessories, and in order to take mobile devices/accessories home, I will follow all rules/guidelines established in the “Student and Parent/Guardian Mobile Device Handbook”. I understand that failure to follow these rules/guidelines may result in a loss of technology privileges, disciplinary action by school administration, and any illegal activities will be reported to the local police department.

PARENT PLEDGE

In order for my child to take device(s)/accessories home, I am willing to accept the following responsibilities:

- I will supervise my child's use of the device and accessories at home, including the use of the Internet.
- I will discuss our family's expectations regarding the use of technology and the Internet at home.
- I will access resources or staff personnel if I need information about digital citizenship or keeping my child safe online.
- I/My child will not attempt to repair the device, I will report any problems with the device to the school building main office.
- I agree to return the device and accessories to school when requested, at the end of the school year, and/or upon my child's withdrawal from Bangor Public Schools. Failure to return any device or accessories, under any of these circumstances, will result in the withholding of my student's transcript or report card, and may be deemed a theft of school property.
- I agree to pay the full replacement cost of the device(s) and/or accessories if any of these items are lost or damaged.
- My signature below gives Bangor Public Schools authorization to use GSuite apps, Google Meet, and other educational software programs with my child.