



Milford Public Schools

Student District-Issued 1:1 Device Information 2023-2024

[\(Click here for English version\)](#)

[\(Click here for Spanish Version\)](#)

[\(Click here for Portuguese Version\)](#)

Overview

The Milford Public Schools' Student District-Issued 1:1 program is designed to support learning in the 21st Century and ensure that each student has access to Internet-ready district-provided devices. Students will have access to a district-issued device and will be issued a district Google account, which allows the student access to Google Drive and Google Applications for school use. Students should not share passwords with peers. Parents/Guardians are encouraged to secure their child's username/password for monitoring purposes. **Students are expected to use their district-issued device(s) during school hours.**

Required Loan Agreement

[Click Here to Complete the Student District-Issued 1:1 Device Agreement.](#) This form contains four required sections.

All students attending Milford Public Schools are required to have a parent/guardian complete the Student District-Issued 1:1 Device Agreement. All students are required to adhere to the District Technology Use Policy. Parents/Guardians should review the Milford Public Schools District Technology Responsible Use Policy with their child before completing the Student District-Issued 1:1 Device Agreement. **Individuals who do not purchase the Optional Protection Plan will automatically assume all costs for repair/damage for their district-issued device and take responsibility for acknowledging that they have read, understand, and reviewed the Milford Public Schools' Technology Responsible Use Policy with your child(ren).**

Please submit the form no later than **Friday, October 6, 2023**, or one month after enrolling in the Milford Public Schools.

Optional Protection Plan

Each individual issued a district device has the option to purchase the Optional Protection Plan for \$30 for district-issued devices. The Optional Protection Plan is recommended for all students in Grades 3-12. The Optional Protection Plan will cover the district-issued device for the 2023-2024 academic year. If you do not purchase the Optional Protection Plan you are responsible for the repair or replacement cost in the event of any device damage or loss.

Damage covered by the Optional Protection Plan beyond the manufacturer's warranty includes:

System failure

Manufacturer defects

Battery malfunctions

Malfunctioning/broken chargers not caused by purposeful damage

Unexpected power surges

Webcam damage

Damage not covered by the Optional Protection Plan may include, but is not limited to the following:

Dropped device(s)

Structural damage due to forceful use

LCD screen damage due to forceful use

Trackpad damage

Replacement power cords

Replacement protective cases

Damaged hinge covers

Damage caused by liquid spills

Lost device

Expectations for Use

Students are expected to use technology in compliance with Milford Public Schools' **District Technology Responsible Use Policy** and classroom teachers' expectations. Increased access to technology takes place as students progress in their grade-level education. Students have access to district-provided technology. Once issued, the device must be stored and carried respectfully and becomes the responsibility of the student in school and/or at home. Students in Grades 6-12

who have the ability to take home their issued device should turn off the device each night and ensure it is charged for each school day. The charger should be kept at home.

The device remains the property of the Milford Public Schools and the district reserves the right to periodically inspect devices (including the contents of devices) throughout the school year. Students are fully responsible for damage to district-owned property. For students who purposefully damage district property, the family and/or student will be held financially responsible for the repair/replacement of that property, including technology. Students will be expected to return their district-issued device, including the charger and case, in good working order and free from damage before the close of each school year. If a student transfers out of the Milford Public School district during the school year, the device, charger, case, and any other devices/tools provided by the district must be returned to the school's main office prior to the last day in the district. A bill will be issued to the family for materials not returned.

The district will not provide technical support outside of school hours. Technical support is defined as helping to connect to school internet resources, basic operating system issues, and supporting apps that are required by the district.

Device Safety

Milford Public Schools uses content filtering and firewall programming on the school's wireless network to block inappropriate content. The firewall and filtering restrict access to inappropriate websites, games, and online chat rooms. No filter is as reliable as an adult's supervision. It is essential that a parent/guardian monitor student device/internet use and consider installing content filtering programming on the home wireless network. Some products can monitor activity on popular websites, as well as products that ensure there are stricter filters on images, searches, games, music, etc. The student has the responsibility to use the district network and the internet appropriately. Any attempt by a student to bypass this system will be considered a violation of the District Technology Responsible Use Policy and may result in disciplinary action.

Technology is a tool that allows students to access multiple sources of information in seconds. It also can be a distraction that overtakes the day and consumes the individual. Set expectations regarding computer use in your home as a family. For example, expectations related to screen time, turning off technology devices at a designated time, storing district-issued devices in a central area of the house to ensure your child is not distracted during sleep, outlining expectations for accessing appropriate educational sites, and avoiding negative messaging on social media outlets.

Device Care and Use Guidelines

- Students in grades 3-12 are assigned a specific device. This device should only be used by the student to whom it is assigned. Never give personal information using the district-issued device.
- Device security is the responsibility of the student. If a device is missing, the student/family should report the missing device to the appropriate school administrator immediately.
- Faulty devices will result in a loaner device, if available, for the duration of a repair. Students who forgot their device at home will **not** be issued a loaner device for the day. Students should report to the main office to call a parent/guardian to have the device brought to school.
- Devices that are lost or beyond repair due to misuse (dropped/knocked off a desk, snapped hinges, etc) will have to be replaced resulting in an immediate replacement fee/bill.
- If the charger is lost or not turned in at the end of the school year, it is the responsibility of the individual/family to replace the charger. The district can also secure a replacement charger once payment is submitted.
- Recognize that each word, photograph, or document uploaded or transmitted is screened for content by the district's filtering and firewall programming on the school's wireless network, which may result in discipline if it violates the District Technology Responsible Use Policy.
- Do not leave the district-issued device unattended. Keep it locked in a safe place when not in use. Store the device in a secure space that does not expose it to extreme temperatures (hot or cold).
- The district-issued device's protective cover **must remain** on the device at all times. **Do not alter the device's appearance (stickers, glitter, markers, tape, etc...)**.
- Keep the device charger at home. (REMOVE THIS LINE!!)
- Keep food and liquids away from the district-issued device at all times.

- Refrain from placing heavy objects on top of the device.
- If the device is in a bag, do not drop, swing, or get the bag wet.
- [Click here for a video of how to clean your Device.](#)
 - Use only approved wipes or cleaners for device LCD screens. Please note that regular glass cleaners containing alcohol or ammonia will negatively impact the screen resulting in required screen replacement.
 - Clean the keyboard, trackpad, and other surfaces of your device with a lightly dampened cloth while the device is off. Do not spray cleaning solutions directly on the device.
- Keep hands and objects off the LCD screen and camera. This includes poking with fingers, pencils, etc.
- Only use your fingers on the device trackpad.
- Ensure that nothing is placed between the screen and the keyboard before the device is closed.
- Use the device on a hard, flat surface that allows for adequate air circulation. Refrain from blocking device air vents to reduce the incidence of the device overheating.
- Restart the device once a week. This enables updates and district applications to refresh appropriately.



How to Submit an Online Payment on UniBank

Please click [here](#). Locate the word *Transactions* on the left-hand side of the computer screen, scroll down, and click the link that says *Technology*. Available options will appear. The cost for each replacement item has been listed for your convenience. They are as follows:

Device Protection Plan (\$30)
Chromebook Screen (\$50)
Chromebook keyboard (\$40)
Chromebook touchpad (\$40)
Chromebook hinge cover (\$14)
Chromebook camera (\$30)
Replacement power cord (\$30)
Replacement protective case (\$25)
Replacement HP Chromebook G8 (\$200)
Replacement HP Chromebook G9 (\$220)
Replacement Orbic Hotspot (\$80)

In the event of an emergency and a family needs a different payment option, a **Money Order** will be accepted payable to the **Town of Milford** with the student's name, school, and grade **printed** in the memo line of the Money Order.

- Each student must have a separate Money Order.
- **Cash and personal checks will not be accepted.**
- Money Orders should be mailed to:
Milford Public Schools
Attn: Office of Grants, Technology, and Media
31 West Fountain Street
Milford, MA 01757