

INSTRUCTION

ADMINISTRATIVE REGULATIONS REGARDING ONE-TO-ONE DEVICES

I. Rules and Appropriate Usage

Wallingford Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The District Issued Device provided to students are the property of Wallingford Public Schools. The distribution of a District Issued Device to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a District Issued Device will be issued for use at home, students and parents or guardians must read and sign the "Wallingford Public Schools Network/Internet Acceptable Use: Policy Form, "School District Issued Device Protection Plan Form" and "District Issued Device Student User Agreement and Parent Permission Form." These forms must be completed each school year.

The policy, procedures, and information within this document apply to all District Issued Devices used in, and out of, District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classrooms.

Students are expected to abide by the following rules and behavioral expectations, while using a District Issued Device, both at home and within the school.

II. Use of Equipment (Hardware and Software)

All students must have a "Wallingford Public Schools Network/Internet Acceptable Use" Policy Form, "School District Issued Device Protection Plan Form" and "District Issued Device Student User Agreement and Parent Permission Form" signed by a parent or guardian on file with Wallingford Public Schools in order to use the device at home and to access the Internet while using the District Issued Device.

The school District Issued Device is to be used for educational purposes only.

The use of the District Issued Device must not violate the student/parent/guardian signed "Wallingford Public Schools Network / Internet Acceptable Use" Policy Form. Copies of the "Wallingford Public Schools Network/Internet Acceptable Use" Policy Form may be found in the Parent/Student Handbook and are available for downloading and printing on the Wallingford Public Schools website.

The student may not destroy, deface, or alter District Issued Device equipment, identifying labeling or files not belonging to the student.

The student may not remove district installed software ("Apps") from the District Issued Device or may not install software ("Apps") that is not approved by administration or teachers. The District reserves the right to remove software ("Apps") from, or add software ("Apps") to the District Issued Device at any time.

III. The Network

INSTRUCTION

ADMINISTRATIVE REGULATIONS REGARDING ONE-TO-ONE DEVICES

Online chat rooms, message boards, forums, etc. may not be accessed by students while using the Chromebook/Mobile Device without prior consent from a teacher, or person monitoring the Internet use, or as in accordance with the “Wallingford Public Schools Acceptable Use for Students” Policy 6141.321.

Engaging in online activities, while using the District Issued Device, that are in violation of this policy will result in automatic termination of the student's network/Internet privileges in accordance with the “Wallingford Public Schools Acceptable Use” Policy 6141.321.

Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Exploitation/Sexual Harassment Policy 5145.5 and the “Wallingford Public Schools Acceptable Use” Policy 6141.321.

Students may not change, alter, bypass, or attempt to bypass any Chromebook/Mobile Device security measures including filtered Internet sites.

IV. Privacy

It is a violation of the “Wallingford Public Schools Acceptable Use for Students” Policy 6141.321 to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

V. Management

Since the Chromebooks/Mobile Devices belong to Wallingford Public Schools, Wallingford Public Schools will be monitoring all devices. Files created using the District Issued Device, or stored on school servers, are not private. Wallingford Public Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Wallingford Public Schools technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Sexual Harassment Policy 5145.5 and the “Wallingford Public Schools Acceptable Use for Students” Policy 6141.321.

VI. Responsibilities

By signing the “Wallingford Public Schools Network/Internet Acceptable Use” Policy Form and this “District Issued Device Student User Agreement and Parent Permission Form,” students and parents or guardians agree to:

- A. Submit their District Issued Device to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure District Issued Devices do not contain any unapproved software or files.

INSTRUCTION

ADMINISTRATIVE REGULATIONS REGARDING ONE-TO-ONE DEVICES

- B. Charge their District Issued Device overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, the student must have a charged District Issued Device in class at the start of each day.
- C. Protect the District Issued Device from damage and theft. Recommended precautions include the use of a protective case when transporting the District Issued Device to and from classes and to and from school. If the District Issued Device is lost or stolen when outside of school grounds, it should be reported to the police immediately. The student and his/her parent or guardian will incur a financial obligation to the school for any missing District Issued Device for which a copy of the police report has not been provided to the school Principal. The student and his/her parent or guardian will also incur a financial obligation for any repairs that are required for the District Issued Device.
 - a. An optional School District Protection Plan is offered for District Issued Devices. The School District Protection Plan will cover events such as accidental loss (theft) and damages.
 - b. If damage to the District Issued Device is intentional, willful or purposeful, as determined by Wallingford Public Schools, the student and his/her parent or guardian will pay the full replacement cost of the District Issued Device (as listed in the applicable Schools District Issued Device Protection Plan Form), and/or AC power adaptor, regardless of the "School District District Issued Device Protection Plan" choice.

The student issued District Issued Device will remain at school over the summer for regular maintenance. Returning students will be reissued their same District Issued Device the following year. The school regards the District Issued Device as all other materials that are checked out to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the District Issued Device, and all associated accessories, by request or unenrollment from school, will result in consequences as per the Wallingford Public Schools Parent/Student Handbooks.

Students will be provided with a username and password. Students must not change their passwords without permission from the Technology Department or school. Upon request, parents/guardians will be informed of their child's username and password in order to monitor the student's computer usage at home. When the District Issued Device, is taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

VIII. Consequences for Violation of District Issued Device Rules

By signing the User Agreement, the student commits to the student expectations and understands the consequences for violation.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the "Wallingford Public Schools Network / Internet Acceptable Use" Policy Form and/or District Issued Device Student User Agreement and Parent Permission Form,"

INSTRUCTION

ADMINISTRATIVE REGULATIONS REGARDING ONE-TO-ONE DEVICES

consequences will be imposed by the school per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Exploitation/Sexual Harassment Policy 5145.5 and the "Wallingford Public Schools Acceptable Use for Students" Policy 6141.321 as applicable.

District Issued Device Repairs

All required repairs for District Issued Devices will be processed by the Wallingford Public Schools Information Technology Department.

DO NOT attempt to repair the District Issued Device yourself.

Damaged District Issued Devices should be brought to the school library to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school Principal.

IX. School District Protection Plan

School district protection is available for students and parents/guardians to cover District Issued Device replacement/repair in the event of theft, loss, or accidental damage.

There will be an annual protection cost for each District Issued Device with a maximum cost of three District Issued Device per family. This plan will include replacement and repairs for covered damages or loss. The actual annual cost will be specified in the applicable "School e District Issued Device, Protection Plan" form.

It will not cover intentional damages or a loss not accompanied by a police report, in which case the student/parent/guardian will be responsible for full replacement, or repairs, up to the value of the District Issued Device as specified in the applicable "School District Issued Device Protection Plan" form.

The parent/guardian will need to purchase this protection plan through the school office before your student is allowed to check out a District Issued Device, or have indicated that they elect to decline the offered District Issued Device Protection Plan, in which case they assume full financial responsibility for the District Issued Device including theft, loss or any damages.

X. Cost of Repairs

Students and parents/guardians will be held responsible for ALL damage to their District Issued Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial obligation equal to the full replacement value of the device as specified in the applicable School District Issued Device, Protection Plan form. These costs can be avoided with the purchase of the optional School District Issued Device, Protection Plan.

INSTRUCTION

ADMINISTRATIVE REGULATIONS REGARDING ONE-TO-ONE DEVICES

Lost items such as chargers/cables will be charged the actual replacement cost.

Regulation Adopted: 06/18/18

Regulation Revised: 4/25/22