

## **North Reading Public Schools 1:1 Device Guidelines 2021-22**

All students attending North Reading Public Schools are issued a 1:1 computer (hereafter referred to as a device or Chromebook) to be used as an educational tool. The North Reading Public School District joins many other school districts, some in our immediate area, in introducing this exciting, educational initiative to enhance our 21st century learning goals for students. Students and families are responsible for any costs associated with repairing or replacing any device due to damage caused by negligence/improper care, loss or theft. An optional protection plan is available and is discussed further in this document.

**This protection plan is highly recommended.**

### **Responsibilities**

- Devices are owned by the North Reading Public School District and at any time may be collected for a variety of reasons, including testing or cleaning.
- Devices and accessories will be periodically collected and returned in good condition and in working order as determined by the North Reading Public Schools technology staff.
- Devices must be returned to the school if the student is no longer enrolled at the school and/or when the student graduates from the North Reading Public School District.
- Students are responsible for the charging of their device and ensuring that the charged device is available for all of their classes. Students should plan on charging their devices while at home for use the next school day. Options for charging at school are limited.

### **General Care**

- Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- Measures should be taken to prevent device and/or accessory exposure to liquid.
- Avoid exposure to long-term temperature extremes.
- Devices should not be written on or have stickers or decals added to them of any type.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- Do not lean on or place anything heavy against the screen or drop the device, including when carrying the device in a backpack.
- Care should be given when choosing a case or sleeve, not all provide the same level of protection.
- Cost for replacement and/or the repair due to damage, negligence, loss or theft that occurs to any device while it is assigned to the student are the sole responsibility of the undersigned parent/guardian. North Reading Public Schools has partnered with the Worth Group and has a device insurance available on a yearly basis. This device insurance/protection plan is highly recommended.

### **Personal Media**

- Only appropriate educational content is allowed on the device and only as directed by a teacher or

other school/education personnel. Personal content, e.g. photos, videos, music and personal apps, are not permitted. Any inappropriate content found on the device at any time may result in the student being assigned a disciplinary consequence.

- The only account that should be used with this device is the student's school issued Gmail account.

### **Security, Internet, and Privacy**

- The device and accessories (chargers) are the sole responsibility of the individual student to whom the device is assigned and registered. Devices and accessories should not be left unattended, in an unlocked area, or in a vehicle and other provisions to prevent theft should be taken. Any loss or theft must be reported to the school administration.
- As these are school owned devices, student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.
- Students need to log out of their device after each use to keep their content secure.
- CIPA compliant internet filtering and monitoring is available within our school network and will be available for home use. Students will need to join their home networks but will access the internet through our filter.
- Each student who follows the guidelines in this document will access the internet through the assigned filters.
- It is recommended that parents/guardians monitor and filter their home wireless network.
- Only the student who is assigned to the Chromebook should use that device.
- Students will be instructed regarding the setup of wireless networks at school and recommendations for home use.
- Any attempt made to bypass NRPS security and filtering systems on any device or machine may result in disciplinary action.
- Students are permitted to join additional wireless networks on their devices for off-campus use.
- All devices are registered by the device's serial number with a student's name corresponding to the device.
- All devices will be managed through the NRPS Google console. Attempts to remove or tamper with management settings may be subject disciplinary action.

### **Appropriate Use**

- Students must never loan the device to another student for any reason unless permitted by their teacher.
- Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include, but are not limited to, texting, personal messaging, and social networking; such activities are not permitted during class time.
- Students will not alter the device in any way. Removal of the device from the management system and or removal of security certificates is prohibited and may result in disciplinary action.
- Any unauthorized access to another student's device or account is prohibited.
- Violating copyright laws, plagiarism and computer hacking are serious offenses. If a student is in doubt, it is the student's responsibility to seek guidance from a teacher, Library Media Specialist, or Digital Learning Specialist.

I have reviewed the information contained in the NRPS 1:1 Device Guidelines and understand that any violation of the terms listed in the agreement may result in disciplinary action determined by the school administration.

Student Name (Please Print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Device Serial Number: \_\_\_\_\_ Asset Tag Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_