



# Somerdale School District

## 1:1 TABLET PROGRAM STUDENT GUIDELINES AGREEMENT

### Excellence, Equity & Engagement via Partnership

Somerdale School District is excited to release this guideline agreement in advance of students being able to take home a school-owned tablet computer as part of our 1-to-1 tablet program roll-out. Providing students and teachers with technology tools, such as tablets, will make their education more engaging, collaborative, and accessible.

#### **Please read the following statements and choose an appropriate option below:**

- I have received, read and understand the Somerdale School District 1:1 Tablet program Student Guidelines, for the 2017-18 school year including the district's notification that pertains to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act".
- Accidental Damage Protection is provided through the District for student-issued tablet computers. This protection provides warranty repair coverage against accidental damage and normal wear on the device. I understand that tablets that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties and/or disciplinary action.
- All equipment issued to a student must be returned at the end of the school year. Failure to return each item will result in a fine for the replacement cost.
- There is a \$25 use fee per student to be capped at \$50 for families with more than two students per school year which is non-refundable.
- Use of a Somerdale School District tablet also falls under the rules of the Somerdale Park School Acceptable Use Agreement that parents and students sign each year.
- 1:1 tablets might NOT have any web filtering on them when they are away from the Somerdale School District network. So, there is no web content filtering on the tablets when they are used at home. Parents/Guardians accept full responsibility for supervising their child's tablet use away from school.
- Proper use of the tablet is the responsibility of the student. This includes: transporting in tablet bag when not in use, charging prior to the school day to be prepared for instruction, making sure OneNote is synced before leaving the school building each day, possessing charger, ear buds, and stylus.
- *Students whose take home privileges have been revoked remain responsible for completion of all school work. Students can use an at home device, the technology at a public location, and/or work offline and sync upon return to school, however, at no time will the school provide paper copies.*

**Opt In Option**

I \_\_\_\_\_ (print parent name), choose the **Opt In Option and agree to the above statements** of the Somerdale 1:1 Tablet Program Student Guidelines Agreement.

**Opt Out Option**

I \_\_\_\_\_ (print parent name), choose to **Opt Out** of the Somerdale 1:1 Tablet Program Student Guidelines Agreement.

**Please keep the rest of the document for your records.**

Student Printed Name: \_\_\_\_\_

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

Homeroom: \_\_\_\_\_

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

Parent/Legal Guardian Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ *(Revised- July 24, 2017)*

# SOMERDALE SCHOOL DISTRICT

## 1:1 TABLET PROGRAM - STUDENT GUIDELINES

### I. Vision

Somerdale School District is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. We wish to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. Somerdale School District provides students and teachers with the technology tools and skills necessary for student-directed learning. The Somerdale Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources across the world.

### II. Goals

- a. Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
- b. Students are productive and engaged in their learning experiences.
- c. Students practice good digital citizenship in their online behavior.
- d. Somerdale School District provides consistent and appropriate access to technology for students for instructional purposes.

### III. Terms of Tablet Loan

Students in grades 6-8; eventually K-8 will be issued a tablet. The tablet will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the tablet for the remainder of the school year in which it was issued, until the student withdraws from school, or until the tablet is removed from the student's possession for administrative reasons. All equipment must be returned to the school by the last week of the school year. Students are responsible for bringing the tablet to school, taking it home each day, and ensuring it is charged for use the following day.

Somerdale School District reserves the right to change the terms of the loan or this guidelines document at any time or to terminate the 1:1 tablet program at any time and for any reason.

#### General Usage Rules

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1-to-1 Tablet Program Guidelines shall apply to all student tablets issued by and used in the District, including any other similar District electronic equipment and/or devices considered by the District Administration to come under these Guidelines. Teachers may set additional requirements for use of tablets in their classrooms in accordance with District Policy and curricular standards. The use of the tablet both in school and at home will be monitored by the Administration through a mobile device management software. Any violation of Board policy, these Guidelines, or the Somerdale Park School Acceptable Use Agreement will result in school discipline

according to the Board's Student Discipline Guidelines. The tablet is the property of the Board and subject to review and monitoring.

### **Tablets Left At Home**

If students leave their tablet at home, they remain responsible for getting all course work completed as if they had their tablet present. Repeated failures to bring tablets to school (totaling minimum of three (3) consecutive or nonconsecutive days) will result in a loss of home tablet use privileges for one (1) week, and students must leave their tablet in school in a designated area. Continued or consistent failures to bring Tablet to school may result in a total loss of tablet privileges and/or other disciplinary action in accordance with the Board's student disciplinary policies.

### **Opt Out of Take-Home Portion of Tablet Program**

Although take-home participation in the Program is strongly encouraged, it is not mandatory. If parents/guardians of students eligible to participate in the Program do not wish for their student to take home a tablet as part of the Program, the parent/guardian must notify the school principal. If, at any time after the student receives a tablet, the student's parents/guardians do not wish for the student to participate in the take-home portion of the Program any longer, the parent must notify the school principal in writing and return the tablet and all District issued accessories in the same condition they were issued - that equipment may still be used by the student during the school day, but must be returned to a designated location at school at the end of every day. Once a student's parents/guardians have opted out of take-home, the student may not resume participation in that aspect of the Program unless a request for same is submitted in writing and approved by the District Administration. Any loss, damage, or other unauthorized use will be handled as provided herein. If a parent/guardian chooses to opt out of the program the student/s remain responsible for getting all course work completed as if they had their tablet present.

### **Tablet/Network/Internet General Functionality**

The district can make no guarantee that the tablet will function properly, that it will operate with a student's home computer network (or any other network) properly, nor that the computer network at school will function properly 100% of the time. The District is not responsible for lost or missing data as a result of these and is not responsible for proper network functionality while the tablet is attempting to use a non-Somerdale School District computer network.

## **IV. Hardware and Software Issued**

- a. Tablet computer with battery and integrated web camera
- b. AC adapter/power cord
- c. Carrying case
- d. Stylus – The district will provide each student with one stylus. The parent/guardian may opt out of accepting this stylus. If the stylus is lost, damaged, stolen, or opted out, the district is not responsible for replacement, the parent/guardian is responsible for replacement and the student remains responsible for getting all course work completed as if they had their stylus.

The tablets run on Microsoft Windows and are Internet capable. They also have anti-virus services

installed. All tablets have a logging/monitoring system that is activated when the tablet is logged on. The school does not have remote access to the web camera installed on each computer.

***Students may not install additional software except software specifically chosen by SOMERDALE SCHOOL DISTRICT and approved by SOMERDALE SCHOOL DISTRICT tech staff.***

## **V. General Tablet Care Guidelines**

Students are responsible for the general care of the tablet, including, but not limited to, the following.

- a. For prolonged periods of inactivity, close the lid to protect the tablet screen and conserve battery life.
- b. Please be aware that overloading the tablet bag WILL damage the tablet. Take precaution when placing the bag on a flat surface. When using the tablet, keep it on a flat, solid surface for air to circulate. For example, using a tablet while on a carpet or bed can cause damage due to overheating.
- c. Liquid, foods, and other debris can damage the tablet. Avoid eating or drinking while using the tablet. DO NOT keep food or food wrappers in the tablet case.
- d. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the tablet by the screen or placing fingers directly on the screen with any force.
- e. Never attempt to repair or reconfigure the tablet. Never attempt to open or tamper with the internal components of the tablet...doing so will render our warranty void and will be considered intentional damage.
- f. Take care when inserting cords, cables, and removable storage devices to avoid damage to the tablet ports.
- g. Do not expose the tablet to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the tablet.
- h. A label has been applied to the tablet for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the computer. Remember the tablets are the property of Somerdale School District.
- i. Keep the tablet away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

## **VI. Cleaning The Tablet**

- a. Wash hands frequently when using the tablet to avoid buildup on the touchpad or touch screen. Grease and dirt can cause the cursor to jump around on the screen.
- b. Always disconnect the tablet from the power outlet before cleaning.
- c. To clean the tablet, wipe it down with a soft, dry cloth.

## **VII. Screen Care**

- a. Do not pick up the tablet by the screen.
- b. Avoid touching the screen with pens, pencils, or any sharp instrument.
- c. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- d. Do not lean on top of the tablet and avoid placing excessive pressure or weight on the tablet

screen.

- e. Clean the screen with a soft, dry cloth, or antistatic cloth.
- f. A cloth dampened with a **very small** amount of water can be used to wipe down the LCD screen if it is particularly dirty. There are also “screen wipes” sold in the electronics department of local stores that may be used.
- g. NEVER clean the screen with glass cleaner.

### **VIII. Carrying the Tablet**

- a. Tablets and components are to be carried in the school-provided tablet carrying bag. If students carry the tablet without a bag or in a non-school-provided bag and damage occurs as a result, that may be considered damage through negligent care, resulting in a fine and/or disciplinary action.
- b. Tablets should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent damage.
- c. Close the lid before moving or carrying the tablet.
- d. Do not leave the tablet in a vehicle for extended periods of time or overnight.
- e. Carefully unplug all cords, accessories, and peripherals before moving the tablet or placing it in the bag.
- f. Do not overload the tablet carrying bag since it is likely to cause damage to the tablet. Textbooks, notebooks, binders, etc. are not to be placed in the tablet carrying bag.

### **IX. Security**

- a. NEVER leave tablets in **unsupervised** areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your tablet in your locker before going to class in an unsecured area.
- b. Avoid using the tablet in areas where damage or theft is likely (such as bathrooms/restrooms - where the tablet could get wet, or airport/bus/train terminals - where it might get misplaced and stolen).
- c. When students are not using them, tablets should be stored in their secured lockers. NOTHING should be placed on top of the tablet in the locker. Students are expected to take their tablets home every night, regardless whether or not they are needed.
- d. Tablets should not be stored in a vehicle. If a tablet is placed in a vehicle temporarily, it must not be visible from the outside.
- e. During after-school events, students are still expected to maintain the security of the tablet. Students participating in sports events will secure the tablets by locking them inside their student-assigned PE lockers. Unsupervised tablets will be confiscated by staff.
- f. Continued or consistent failures to secure tablets may result in a total loss of tablet privileges, and/or disciplinary action in accordance with the Board’s student disciplinary policies.

## **X. Loaning Equipment to Others**

- a. Students may not lend tablets or tablet components to others for any reason.
- b. Parents/legal guardians may use the tablets to assist their child who is assigned the tablet with homework and school assignments.

## **XI. Power Management**

- a. It is the student's responsibility to recharge the tablet battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.
- b. Tablets should be placed in standby mode or hibernate, if they will be used within the next 30 minutes; otherwise, the tablet should be shut down to conserve battery. Hibernate mode will use less battery charge than standby mode but will start back up a little slower.
- c. Dimming the brightness of the screen will extend the life of the battery.
- d. Uncharged batteries or failure to bring the tablet to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- e. All students are required to carry their chargers (AC Adapters) to school.
- f. Students will only use AC power adapters supplied by the school.
- g. Be careful not to cause a tripping hazard when plugging in the tablet.

## **XII. Software and File Management General Information**

- a. Tablets come with a standard pre-loaded software image. This image may not be altered by students or parents.
- b. Do not remove any software or change computer settings, unless directed by school staff.
- c. Software applications may be installed by members of the Somerdale School District technology services department.
- d. The software installed by Somerdale School District must be left in usable condition by users of the tablet.
- e. Do not change the computer name.
- f. Do not remove or change operating system extensions.
- g. Do not attempt to circumvent any security restrictions or security settings on the computer.
- h. The school does not accept responsibility for the loss of any data deleted due to re-imaging or maintenance performed on the tablet.
- i. Periodic software updates will automatically install on the tablets as they become available.

### **Music, Games, or Programs**

The Somerdale Park School Acceptable Usage Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can

be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

### **Deleting Files**

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the tablet.

### **Student Storage/Saving Files**

- a. Students are expected to use their Somerdale School District Microsoft 365 accounts [astudent@somerdale-park.org](mailto:astudent@somerdale-park.org).
- b. Students may use the “My documents” folder as well as the computer’s desktop for temporarily saving files, but note that those locations are NOT backed up and files saved there WILL BE LOST if the tablet needs to be reimaged and MAY BE LOST if technical staff need to troubleshoot the computer.
- c. Students’ “P-drive” on the Somerdale School District computer network may be used for saving files, but note that the P-Drive is NOT ACCESSIBLE FROM THE INTERNET so files saved there will not be accessible from home.
- d. The use of thumb drives or other external storage media is not recommended.

### **Screensavers/Wallpapers**

The tablet is equipped with a standard screensaver and wallpaper which should not be modified.

### **Passwords**

Students will log in using their assigned usernames and passwords. Students will not share their password with others.

### **Sound**

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with given permission from the teacher.

### **Printing**

If students have a printer at home, they may plug it into the tablet and attempt to use it for printing, but at-home printing functionality is NOT GUARANTEED NOR SUPPORTED by Somerdale.

## **XIII. Email and Internet Use**

- a. Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only.  
Electronic communication coming from or going to the school issued tablets can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive



video conferencing, podcasts, vodcasts, and online collaboration sites.

- b. As required by the Children’s Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district’s wired and wireless network. **THERE IS NO FILTERING OF INTERNET CONTENT ON SOMERDALE SCHOOL DISTRICT TABLETS WHEN THEY ARE NOT CONNECTED TO THE SOMERDALE SCHOOL DISTRICT NETWORK AND ARE AWAY FROM SCHOOL GROUNDS.** Parents are asked to discuss appropriate ground rules for use of the computer while away from school with their child to ensure that the child is supervised and using the tablet appropriately. It is the primary responsibility of the student to appropriately use the tablet, network, and the Internet. Somerdale Public Schools will not be responsible for any harm suffered while on the Internet or network.
- c. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

### **Internet Safety**

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. We ask students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if they accidentally access an inappropriate site.
- c. Never read someone else’s email or open other’s folders or files without permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person.
- f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- g. Protect their accounts by keeping passwords secure and logging off or locking when not at a computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If a student’s account is logged in to a computer, that student is responsible. Keep your password a secret.
- h. Protect personal information. Never give full name, addresses, phone numbers, passwords, or social security numbers for oneself or others. Use a “code name” with online viewers/organizations you do not know!
- i. Do not falsely represent one’s age to websites that require users to be a certain age to use their services.
- j. Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

### **Off-Site Internet Use**

- a. Somerdale School District will not serve as a home Internet service provider. Additionally,

the District will NOT provide Internet filtering for the tablets while connecting to the Internet away from school and/or on a non-district network connection. It is the responsibility of the parent or guardian to set any additional rules for use while away from school and monitor their child's tablet use, especially Internet access, while away from school.

- b. Somerdale School District is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

### **Monitoring Tablet Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act" - *A school district or charter school that furnishes a student with a tablet computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

- d. When students are away from school, it is the responsibility of the parent and/or guardian to supervise the student's activity. Students will provide access to the tablet and any accessories assigned to them upon request by the school or district. A search of the tablet and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.
- e. Somerdale technicians and personnel will be able to monitor student tablets at any point during the day through remote transmission.
- f. Students may be selected to provide their tablet for inspection. Students with damaged tablets who fail to report the damage will be subject to additional fines and disciplinary actions.

### **Privacy**

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-provided computer, network, or service. Somerdale School District reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via Somerdale School District's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned tablets, computers, or other equipment.
- b. All tablets have a tracking/monitoring system that is activated when the tablet is logged on. The school does not have remote access to the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.

- c. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

#### **XIV. Warranties, Damages, Malfunction, and Theft Hardware Warranty and Accidental Damage Coverage**

- a. Somerdale School District has purchased a warranty with each tablet that covers repair/replacement of the tablet chassis, LCD screen, hard drive, and motherboard caused by *normal use, factory defect, and accidental damage*.
- b. Damage should be reported to the school within 1 school day of the damage occurring.
- c. Frequent accidental damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Board's Student Discipline Guidelines and/or fines, even if the damage is covered by the warranty.

#### **Damage Not Covered by Warranty**

- a. Peripherals such as chargers (AC adapters), batteries, and carrying bags are not covered under the accidental damage warranty. A replacement or repair fee will be charged for damaged chargers, batteries and carrying bags.
- b. Frequent damage, negligent care, and/or deliberate damage to the equipment will result in fines and may result in school discipline according to the Board's Student Discipline Guidelines.

#### **Theft/Loss/Vandalism**

- a. If at any point a tablet is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration. At that time, an appropriate report will be filled out by the student.
- b. If at any point a tablet is stolen while off school property or is vandalized or linked to a criminal act, it must be reported to the Somerdale Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekend/holiday) to be given to school administration.
- c. Filing a false police report and insurance claim is punishable by law.

#### **Malfunction and Loaner Equipment**

- a. General malfunctions of the tablet or the software on it should be reported to the student's teacher who will relay that to the technology department.
- b. Loaner equipment may be provided to a student if it is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first-come, first-served basis.
- c. Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

#### **Financial Responsibility**

- a. Accidental Damage Protection (ADP) from the tablet vendor is provided through the District for student-issued tablet computers.
- b. The ADP is meant to protect against accidental damage and normal wear on the device. It does not cover intentional damage, theft, or loss of the device.
- c. Tablets that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.
  
- d. Each student is issued a tablet with integrated battery, a charger and tablet bag that all must be returned at the end of the school year. Failure to return each item may result in a fine if proper police reports have not been filed.

**XV. Limitation of Board Liability**

The tablets permit students’ access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the tablet constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student tablet users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student tablet user may encounter or access. Furthermore, the Board will not be responsible for any damage any student tablet users may suffer, including but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the tablet. By virtue of a student’s participation in the tablet Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a tablet.

**Table of Estimated Pricing for Non-Accidental Damage/Loss\***

<b>Parts/Repairs</b>		<b>Fine</b>
	<b>Screen (LCD panel)</b>	<b>\$250.00</b>
	<b>Keyboard</b>	<b>\$50.00</b>
	<b>Trackpad/Touchpad</b>	<b>\$60.00</b>
	<b>Power Adapter</b>	<b>\$40.00</b>
	<b>Battery</b>	<b>\$120.00</b>
	<b>Hinge</b>	<b>\$50.00</b>
	<b>Built-in camera</b>	<b>\$40.00</b>
	<b>Tablet Bag</b>	<b>\$30.00</b>
	<b>Asset Tags/Labels</b>	<b>\$5.00</b>
	<b>Top housing/cover panel</b>	<b>\$60.00</b>

	<b>Bottom housing/cover panel</b>	<b>\$40.00</b>
<i>*The costs of these and any other parts needed for repairs will be based on the vendor's current price list.</i>		