



Somerdale Public School District

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1:1 DEVICE PROGRAM STUDENT GUIDELINES AGREEMENT

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

- I have received, read and understand the Somerdale School District 1:1 Device Program Student Guidelines, for the 2023-2024 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".
- The district will cover normal wear and tear and **one** accidental damage per device, per year. I understand multiple accidents may result in a charge. I understand that devices 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.
- The Somerdale Park School Acceptable Use Agreement applies to all Somerdale School District issued devices. Parents and students review and sign this agreement each year.
- Parents/Guardians accept full responsibility for supervising their child's device use away from school. **NOTE** - 1:1 Devices may not be able to filter content when away from the school's network, or it might be circumvented by other networks.
- Proper use of the device is the responsibility of the student. This includes transporting the device using the district supplied device bag when not in use, charging prior to the school day to be prepared for instruction, possessing charger, earbuds, and stylus.
- Students whose take home privileges have been revoked remain responsible for completion of all schoolwork. 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.

In the event Somerdale School District enters a full remote learning environment, a device will be issued to each student regardless of “Opt In/Out”, unless a parent/guardian indicates a personal/home device can perform all required tasks during a remote setting. This includes accessing the district’s current communication platform (Zoom, Teams, Meet).

Opt In Option

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

Opt Out Option

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

Student Printed Name: _____

Student Signature: _____

Grade: _____ Homeroom: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

SOMERDALE SCHOOL DISTRICT 1:1 DEVICE 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 is an essential part of the school experience and current educational process. Through purposeful use of Internet-enabled technology at school, and away from school, students, teachers, and staff can access current information, laws, news, and a variety of other valuable resources from sources across the world.

II. Goals

Students:

- Use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
- Are productive and engaged in their learning experiences.
- Practice good digital citizenship in their online behavior.

III. Terms of Device Loan

All students will be issued a device. Students in Grades PK - 2 will keep their devices at school, while students in Grades 3-8 will be permitted to take devices home. The device will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the device for the remainder of the school year in which it was issued, until the student withdraws from school, or until the device 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 who are permitted to take devices home (Grades 3-8) are responsible for bringing the device 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 device program at any time and for any reason.

General Usage Rules

In conjunction with the Board of Education's Acceptable Use Policy for technology and other applicable Board Policies, Regulations, and procedures, the 1-to-1 Device Program Guidelines shall apply to all student devices 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 devices in their classrooms in accordance with district policy and curricular standards. The use of the device both in school and at home will be monitored by the administration through mobile device management software. Any violation of board policy, the Device Program Guidelines, and/or the Somerdale Park School Acceptable Use Agreement will result in school discipline according to the district's code of conduct.

The device is the property of the Board of Education and subject to review and monitoring.

Devices Left At Home

If students leave their device at home, they remain responsible for getting all course work completed as if they had their device present. Repeated failures to bring devices to school (totaling three consecutive or nonconsecutive days) will result in a loss of home device use privileges for one week, and students must leave their device in school in a designated area. Continued or consistent failures to bring device to school may result in a total loss of device privileges and/or other disciplinary action in accordance with the code of conduct. Students who leave their computers at home will not receive a loaner device for the day.

Opt Out of Take-Home Portion of Device 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 device, the parent/guardian must notify the school principal. If, at any time after the student receives a device, 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 device and all district issued accessories in the same condition they were issued. The equipment may still be used by the student during the school day; however, 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 remains responsible for getting all course work completed as if they had their device present.**

Device/Network/Internet General Functionality

The district can make no guarantee that the device 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 device is attempting to use a non-Somerdale School District computer network.

IV. Hardware and Software Issued

- a. Device computer with battery and integrated web camera
- b. AC adapter/power cord
- c. Carrying case

School devices run on Microsoft Windows or Google Chrome and are Internet capable. There is also security, logging, and monitoring software. With remote learning additional software may be added or enabled to allow remote screen sharing, remote control, and access to camera and microphone during instructional time. The school does not have remote access to the web camera installed on each

computer without a user connecting and allowing access while being given support or instruction.

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

V. General Device Care Guidelines

Students are responsible for the general care of the device, including, but not limited to, the following:

- For prolonged periods of inactivity, close the lid to protect the device screen and conserve battery life.
- Please be aware that overloading the device bag WILL damage the device. Take precaution when placing the bag on a flat surface. When using the device, keep it on a flat, solid surface for air to circulate. For example, using a device while on a carpet or bed can cause damage due to overheating.
- Liquid, foods, and other debris can damage the device. Avoid eating or drinking while using the device. DO NOT keep food or food wrappers in the device case.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. Do not pick up the device by the screen or apply pressure directly on the screen with any force beyond normal touching.
- Never attempt to repair or reconfigure the device. Never attempt to open or tamper with the internal components of the device. Doing so will render the warranty void and will be considered intentional damage.
- Take care when inserting cords, cables, and removable storage devices to avoid damaging the device ports.
- Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
- A label has been applied to the device for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the computer.
- Keep the device 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 Device

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

VII. Screen Care

- Do not pick up the device by the screen.
- Avoid touching the screen with pens, pencils, or any sharp instrument.

- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Do not lean on top of the device and avoid placing excessive pressure or weight on the device screen.
- Clean the screen with a soft, dry cloth, or antistatic cloth.
- **Parent Supervision REQUIRED:** A cloth dampened with a very small amount of rubbing alcohol (70% isopropyl alcohol) can be used to wipe down the screen if it is particularly dirty. There are also “screen wipes” sold in the electronics department of local stores that may be used.
- NEVER clean the screen with glass cleaner.

VIII. Carrying the Device

- Devices and components are to be carried in the school-provided device carrying bag. If students carry the device 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.
- Devices should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case to prevent damage.
- Close the lid before moving or carrying the device.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Carefully unplug all cords, accessories, and peripherals before moving or placing it in the bag/case.
- Do not overload the device carrying bag since it is likely to cause damage to the device. Textbooks, notebooks, binders, etc. are not to be placed in the device carrying bag.

IX. Security

- NEVER leave devices 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 device in your locker before going to class in an unsecured area.
- Avoid using the device in areas where damage or theft is likely (such as bathrooms/restrooms - where the device could get wet, or airport/bus/train terminals - where it might get misplaced and stolen).
- When students are not using them, devices should be stored in their secured lockers. NOTHING should be placed on top of the device in the locker. Students are expected to take their devices home every night, regardless of whether they are needed.
- Devices should not be stored in a vehicle. If a device is placed in a vehicle temporarily, it must not be visible from the outside.
- During after-school events, students are still expected to maintain the security of the device. Students participating in sporting events will secure the devices by locking them inside their student-assigned gym locker. Unsupervised devices will be confiscated by staff.
- Continued or consistent failures to secure devices may result in a total loss of device privileges, and/or disciplinary action in accordance with the district’s code of conduct.

X. Loaning Equipment to Others

- Students may not lend devices or device components to others for any reason.

- Parents/legal guardians may use the devices to assist their child who is assigned the device with homework and school assignments.

XI. Power Management

- It is the student's responsibility to recharge the device battery, so it is full (90-100%) at the start of each school day. Power outlets may not be accessible in the classroom for recharging.
- Dimming the brightness of the screen will extend the life of the battery.
- Uncharged batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- All students are required to carry their chargers (AC Adapters) to school.
- Students will only use AC power adapters supplied by the school.
- Be careful not to cause a tripping hazard when plugging in the device.

XII. Software and File Management General Information

- Devices come with a standard pre-loaded software image. This image may not be altered by students or parents.
- Do not remove any software or change computer settings, unless directed by school staff.
- Software applications may be installed by members of the Somerdale School District technology services department.
- The software installed by Somerdale School District must be left in usable condition by users of the device.
- Do not change the computer name.
- Do not remove or change operating system extensions.
- Do not attempt to circumvent any security restrictions or security settings on the computer.
- The school does not accept responsibility for the loss of any data deleted due to reimaging or maintenance performed on the device.
- Periodic software updates will automatically be installed on the devices 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. Games and music 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 device.

Student Storage/Saving Files

- Students are expected to use their Somerdale School District accounts (example: astudent@somerdale-park.org).
- The use of thumb drives or other external storage media is not permitted.

Screensavers/Wallpapers

The device 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 always be muted 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 device and attempt to use it for printing, but at-home printing functionality is NOT GUARANTEED NOR SUPPORTED by Somerdale School District.

XIII. Email and Internet Use

- 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 devices 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.
- 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. Filtering is provided on all district issued devices. However, we cannot control outside networks that might bypass, disable, or tamper with our filtering efforts. Thus, we can offer no guarantee of functional filtering, just best practices and implementations. 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 device appropriately. It is the primary responsibility of the student to appropriately use the device, network, and the Internet. Somerdale Public Schools will not be responsible for any harm suffered while on the Internet or network.

- 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:

- Immediately report any unauthorized activity on the Internet or network.
- Notify an adult immediately if they accidentally access an inappropriate site.
- Never read someone else's email or open other's folders or files without permission.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an unknown person.
- 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.
- Protect their account 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.
- Protect personal information. Never give your full name, addresses, phone numbers, passwords, or social security numbers for yourself or others. Use a "code name" with online viewers/organizations you do not know!
- Do not falsely represent one's age to websites that require users to be a certain age to use their services.
- Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

Off-Site Internet Use

- Somerdale School District will not serve as a home Internet service provider. Additionally, the District will NOT provide Internet filtering for the devices 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 device use, especially Internet access, while away from school.
- 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.
- The above statements will be held true except in cases where the district will try to provide service in emergency cases such as stay at home orders. When such takes place the district will follow board policies and guidelines, recommended state or federal guidelines, and all enacted or imposed local, state, and federal laws.

Monitoring Device 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 laptop 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.*

- 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 device and any accessories assigned to them upon request by the school or district. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.
- Somerdale technicians and personnel will be able to monitor student devices at any point during the day through remote transmission.
- Students may be selected to provide their device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

- 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 reserves 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 devices, computers, or other equipment.
 - All devices have a tracking/monitoring system that is activated when the device 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.
 - 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

- Somerdale School District may purchase a warranty with each device that covers repair/replacement of the device chassis, LCD screen, hard drive, and motherboard caused by *normal use, factory defect, and accidental damage*.
- Damage should be reported to the school within one school day of the damage occurring.

- 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

- Peripherals such as chargers (AC adapters), batteries, and carrying bags are not covered under an accidental damage warranty. A replacement or repair fee will be charged for damaged chargers, batteries and carrying bags.
- 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 code of conduct.

Theft/Loss/Vandalism

- If at any point a device 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.
- If at any point a device 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.
- Filing a false police report and insurance claim is punishable by law.

Malfunction and Loaner Equipment

- General malfunctions of the device or the software on it should be reported to the student's teacher who will relay that to the technology department.
- 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.
- Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

Financial Responsibility

- Accidental Damage Protection (ADP) from the device vendor is provided through the district for student-issued devices.
- 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.
- Devices 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.
- Each student is issued a device with integrated battery, a charger and device 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 devices permit student access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the device constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student device users may locate. The board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student device user may encounter or access. Furthermore, the board will not be responsible for any damage any student device 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 device. By virtue of a student's participation in the device 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 using a device.

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

**Note – the prices can change at any time on parts with supply issues. These are the costs expected when the document was created. Students will be issued a charge sheet reflecting current pricing at the time damage/loss is reported.*

Parts/Repairs		Fine
	Screen (LCD panel)	\$150.00
	Keyboard	\$50.00
	Trackpad/Touchpad	\$25.00
	Power Adapter	\$40.00
	Battery	\$80.00
	Hinge	\$50.00
	Built-in camera	\$40.00
	Device Bag	\$30.00
	Asset Tags/Labels	\$5.00
	Top housing/cover panel	\$40.00
	Bottom housing/cover panel	\$30.00
	Full system replacement (if current model is still available)	\$250.00
	Full system replacement with new model unit	Quote will be given