

Student/Parent Technology Handbook

Brunswick School Department

2021-22

Overview

Brunswick School Department technology devices are assigned as part of a one-to-one program designed to create a collaborative learning environment for all learners. They enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. The one-to-one program helps students transition from consumers of information to creative producers and owners of knowledge.

Key elements of the one-to-one program include:

- Each student is provided with a technology device for them to use in school;
- Students in grades 6-12 will use their devices at home; students in grades K-5 may use their device at home if warranted;
- Each student is provided with accounts to appropriate educational applications to access and complete learning activities;
- Each school is equipped with a reliable and comprehensive WiFi network;
- The district is staffed with qualified technology staff who maintain and oversee the program;
- Teachers are provided with professional development and technology support to maximize the effectiveness of technology on learning; and
- The district has available hotspot devices for completion of school work for families who do not have internet access at home.

The one-to-one program that takes different forms at different grade levels. These different forms are in response to the different learning needs of students and the different roles of technology in different levels.

Kate Furbish Elementary School

Grades PreK - 1

Each student in grades PreK-1 will be issued an Apple iPad. Students will learn how to use the iPads in an educational setting. Students will learn through guided instruction and the iPads will remain in the classroom most of the time. iPads may be sent home in the event that environmental conditions require a class to have remote instruction. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

Grade 2

Each student in grade 2 will be issued an Apple iPad with a keyboard. Students will learn how to use the iPads in an educational setting. The addition of keyboards are to help students begin transitioning to a more traditional computing platform. Students will learn through guided instruction and the iPads will remain in the classroom most of the time. iPads may be sent home in the event that environmental conditions require a class to have remote instruction. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

Harriet Beecher Stowe Elementary School

Grades 3-5

Each student in grades 3-5 will be issued a Chromebook. Students will learn how to use the Chromebooks in an educational setting. This will include accessing resources, research, and work creation. Students will learn through guided instruction and the Chromebooks will remain in the classroom most of the time. They may be sent home in the event that environmental conditions require a class to have remote instruction. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

Brunswick Junior High School

Grade 6

Each student in grade 6 will be issued a Chromebook. Students will learn how to use the Chromebooks in an educational setting. This will include accessing resources, research, and work creation. The Chromebooks will be used primarily in the classroom in the beginning of the year. After teachers help students establish safe and responsible habits, students will be able to take their assigned Chromebook home to complete increasingly independent work. Students will use their Chromebooks to access remote instruction in the event that environmental conditions require it. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

Grades 7-8

Each student in grades 7-8 will be issued an Apple MacBook as part of the Maine Learning Technology Initiative. Students will learn how to use the MacBooks in an educational setting. This will include accessing resources, research, and work creation. After teachers help students establish safe and responsible habits, students will be able to take their assigned MacBooks home to complete independent work. Students will use their MacBooks to access remote instruction in the event that environmental conditions require it. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

Brunswick High School

Grades 9-12

Each student in grades 9-12 will be issued a Chromebook. Students will learn how to use the Chromebooks in an educational setting. This will include accessing resources, research, and work creation. Students will be able to take their assigned Chromebook home to complete independent work once safe and responsible habits have been established. Students will use their Chromebooks to access remote instruction in the event that environmental conditions require it. Internet hotspots will be available for students to access the internet from home if needed to complete school work.

BHS students may be able to use personal technology devices in the school if they choose. To do so, students and their parents/guardians must:

1. Register their device with the school;
2. Abide by all Brunswick School Department policies and regulations (IJNDB);
3. Access the BHS public WiFi network and not the secure network;
4. Maintain an approved anti-virus program on their device;
5. Store and transport their device at their own risk;
6. Not hold the district responsible for loss, theft, or damages of their device; and
7. Not expect school or district staff to service their device.

Responsibilities

The successful and effective use of learning technology requires all stakeholders to be responsible.

Brunswick School Department Responsibilities

The Brunswick School Department is responsible for providing each student with the necessary resources. These include:

- Appropriate technology devices;
- Reliable and adequate internet access at school;
- Appropriate educational application accounts; and
- Hotspots for internet access at home if requested

The Brunswick School Department is also responsible for maintaining and servicing all district technology resources. This will include:

- Issuing devices equipped with everything a student will need as a tool for learning;
- Routinely inspecting devices;
- Updating system and device applications;
- Software updates; and
- Repairs.

The Brunswick School Department is further responsible for providing teachers with adequate technology resources and professional development to effectively use those resources.

Student and Parent Responsibilities

Students and parents are responsible for following all provisions in district policy IJNDB: Student Acceptable Technology Use and any other school-specific rules.

Students and parents are also responsible for treating their assigned technology resources with great care. This will include:

- Treating the device with care at all times;
- Using the assigned carrying case when transporting the device;
- Avoiding using/storing the device in extreme temperatures;
- Keeping the device and case clean at all times;
- Using the device on flat, stable surfaces and not in moving buses or other vehicles;
- Taking care when storing chargers and not bending or breaking prongs or wires;
- Keeping all food and liquids away from the device;
- Never leaving the device unattended;
- Only downloading approved materials;
- Not stacking heavy objects on the device; and
- Keeping passwords confidential and not sharing them with other students.

Devices will not be released to the student or parent until the STUDENT ACCEPTABLE TECHNOLOGY USE AGREEMENT FORM is signed and returned.

Repairs and Damages

All technology resources issued to students are the property of the Brunswick School Department. The devices have been configured by the district. Students must bring all damages or needs for repair to the

appropriate staff member as soon as they are evident. The district will evaluate the device and determine the nature, cause, and severity of the damage.

Students and their parents/guardians will be responsible for repairs or replacements if district staff determine they were due to negligence, vandalism, or abuse.

Current equipment replacement costs are below:

Equipment Replacement Costs

	iPad	Chromebook	MacBook
Device	\$329	\$250	\$800
Screen	\$329	\$248	n/a
Charger	\$38	\$60	\$49

Headset	\$30
Case	\$30 - \$70
Keyboard Case	\$150

Please note the above amounts may change.

Beliefs and Commitments

The Brunswick School Department believes that well-educated learners provide the foundation essential to a democratic, information age society. The intelligent functioning of that society depends largely upon an adequate, capable citizenry. It is, therefore, vital that learners have access to knowledge, acquire knowledge, and learn how to apply knowledge to resolve problems.

The district believes that technology resources are essential tools to instruct, remediate, support, and extend the learning process. The overarching guidelines for how these tools are to be used are in district policy IJNDB: Student Acceptable Technology Use (attached).

The district believes it is responsible for helping our students understand and effectively use constantly evolving technology resources to prepare them for their future.

Brunswick School Department is committed to providing technology devices, networks, and internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The district is committed to ensuring all students have equitable access to required technology and devices.

Brunswick School Department Policy IJNDB: Student Acceptable Technology Use

Brunswick School Department technology devices, networks, and internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy shall apply to all computers, devices, networks, and other technology issued directly to students, whether they are used at school or off school premises. Students are allowed to use privately owned computers and devices at school provided that they comply with this policy and school-specific rules.

Brunswick School Department Responsibilities

Brunswick School Department technology devices remain under the control, custody, and supervision of the district at all times. The Brunswick School Department monitors all technology devices, network, and internet activity by students. Students have no expectation of privacy in their use of school technology devices, networks, and internet services whether they are used at school on or off school premises.

The Brunswick School Board believes that the resources available through the internet are of significant value in the learning process and in preparing students for future success. However, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology. In compliance with the Children's Internet Protection Act (CIPA), the Brunswick School Department uses filtering technology designed to block materials that are obscene or harmful to minors and child pornography.

Although the Brunswick School Department takes precautions to supervise and monitor student use of the Internet, parents should be aware that the Brunswick School Department cannot reasonably prevent all instances of inappropriate computer and Internet use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The district is not responsible for the accuracy or quality of information that students obtain through the Internet.

The Brunswick School Department will educate students about online behavior, including about interacting with other people on social networking sites and in chat rooms, the dangers of engaging in unlawful online activities and issues surrounding "sexting" and cyberbullying awareness and response. The Brunswick School Department will integrate age-appropriate online safety training and "digital citizenship" into the curriculum.

In addition to this policy, administrative procedures or rules consistent with Board policy may be implemented to govern management, security, and operations of the Brunswick School Department's technology devices, networks, and internet services.

Students and parents shall be informed of this policy through student handbooks, the school website, and/or other means selected by the Superintendent.

Student Responsibilities

Students must comply with district policies and rules concerning technology devices, networks, and internet services. Students who violate these policies and rules may have their technology privileges

limited, suspended, or amended. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final. Violations of this policy and related rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

This policy provides general guidance concerning the use of the district's technology devices and examples of prohibited uses. It does not attempt to describe every possible prohibited activity by students.

Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These regulations apply to all district devices and all district-provided devices wherever used, and all uses of district servers, internet access, and networks regardless of how they are accessed.

Acceptable Use

Brunswick School Department's technology devices, networks, and internet services are provided for educational purposes and research consistent with the district's educational mission, curriculum, and instructional goals.

1. Students must comply with all Board policies, district and school rules, and expectations concerning student conduct and communications when using technology devices, networks, and internet services whether on or off school property.
2. Students are further expected to comply with all specific instructions from school staff and volunteers when accessing the district's technology devices, networks, and internet services.
3. Students are required to provide their passwords for any school-issued devices to the appropriate administrator.

Prohibited Use

Examples of unacceptable use of school district and privately-owned devices, networks, and/or internet services that are expressly prohibited include, but are not limited to, the following:

1. Accessing or Posting Inappropriate Materials - Intentionally accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal or engaging in cyberbullying;
2. Illegal Activities - Using the district's technology devices, networks, and internet services for any illegal activity or activity that violates other Board policies, district regulations, procedures and/or school rules. The district assumes no responsibility for illegal activities of students while using technology devices, networks, or internet services;
3. Violating Copyrights - Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. The district assumes no responsibility for illegal activities of students while using technology devices, networks, or internet services;

4. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and website must be identified;
5. Copying Software – Copying, downloading, or installing/removing software or applications without the express authorization of the system administrator or designee. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The district assumes no responsibility for illegal activities of students while using technology devices, networks, or internet services;
6. Non-School-Related Uses - Using the district's technology devices, networks and internet services for any personal reasons not connected with the educational program or assignments;
7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and/or accessing other users' accounts;
8. Malicious Use and Vandalism - Any malicious use, intentional disruption, or harm to the district's technology devices, networks, and internet services including but not limited to hacking activities and creation/uploading/downloading of computer viruses;
9. Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites - Accessing blogs, chat rooms, or social networking sites to which student access is prohibited; and
10. Avoiding School Filters - Using or attempting to use any software, utility, or other means to access internet sites or content blocked by school filters.

District Technology Devices

Brunswick School Department believes that technology devices are an essential tool for learning. The district will issue each student a device for use in learning activities. The following requirements are in effect for district assigned technology devices:

1. Students and their parents/guardians must read this policy and any other pertinent technology guidelines or requirements. Students and their parents/guardians must annually sign the Student Acceptable Technology Use Agreement Form.
2. The Board policy and rules concerning technology devices, network, and internet use apply to use of devices at any time or place, on or off school property. Students are responsible for adhering to any additional rules concerning care of devices issued by staff.
3. Devices are loaned to students as an educational tool and may be used for purposes specifically authorized by district staff. The device may only be used by the student to whom it is assigned.
4. Violation of policies or rules governing the use of devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of a staff member. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

5. The district maintains CIPA-compliant filtering in its networks. Use of non-district networks may not utilize this level of filtering. Parents are responsible for supervising their child's use of the device and internet access when at home or in use of non-district networks.
6. Students and their parents/guardians are responsible for the proper care of devices at all times, whether on or off school property.
7. If a device is lost or stolen, it must be reported to the school administrator immediately.
8. If a device is not functioning or damaged, it must be reported to the classroom teacher or technology department immediately. Students and their parents/guardians are responsible for costs of repairs or replacement due to neglect, vandalism, or damage due to liquids.
9. Devices must be returned in acceptable working order at the end of the school year or whenever requested by district staff.

Privately-Owned Technology Devices

Students may use privately-owned technology devices. The following requirements are in effect for district assigned technology devices:

1. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately-owned devices at school.
2. Students have no expectation of privacy in their use of a privately-owned device while at school. The district reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Board policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
3. Personal device use may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the district's network or staff would be unreasonable.
4. The student is responsible for proper care of his or her privately-owned device, including any costs of repair, replacement, or any modifications needed to use the device at school.
5. The district is not responsible for damage, loss, or theft of any privately owned device.
6. Violation of any Board policies, administrative procedures, or school rules involving a student's privately-owned device may result in the revocation of the privilege of using the device at school and/or disciplinary action.
7. The district may confiscate any privately-owned device used by a student in school when a suspected violation of these rules has occurred. The contents of the device may be searched in accordance with applicable laws and policies.

No Expectation of Privacy

The district retains control, custody, and supervision of all technology devices, networks, and Internet services owned or leased by the district. The district reserves the right to monitor all technology devices and Internet activity by students. Students have no expectations of privacy in their use of school technology devices, including email and stored files.

Compensation for Losses, Costs and/or Damages

Students and/or their parents/guardians may be held responsible for compensating the district for any losses, costs, or damages incurred by the district related to student violations of policy and/or these regulations, including investigation of violations. The district assumes no responsibility for and unauthorized charges or costs incurred by students while using district technology devices, networks, or internet services.

Student Security

Students shall not reveal their full names, addresses, or telephone numbers on the Internet while using district technology devices, networks, or internet services without specific written approval from the teacher. Students should never agree to meet people they have contacted through the internet without parental/guardian permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the district's technology devices, networks, and internet services is a high priority. Students who identify a security problem must notify their teacher or administrator. Students shall not demonstrate the problem to others or access unauthorized material. Students who attempt or cause a breach of system security or fail to report a system security problem shall have their privileges revoked and may be subject to additional disciplinary and/or legal action.

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act) 47
 USC § 254(h)(5) (Children's Internet Protection Act)
 47 CFR § 54.52 (Children's Internet Protection Act Certifications) Federal
 Communications Commission Order and Report 11-125, (August 10, 2011)

Cross-Reference: GCSA - Employee Computer and Internet Use
 EGAD - Copyright Compliance

Adopted: 8/8/12
Revised: 6/9/21

**STUDENT ACCEPTABLE TECHNOLOGY USE
AGREEMENT FORM**

Students and their parents must agree to use Brunswick School Department technology devices, networks, and internet services appropriately and responsibly in order to access those district devices, networks, and internet services. Signing this form indicates the student and their parent agrees to the following:

- I have read and understand BSD policy IJNDB: Student Acceptable Technology Use.
- I understand that assigned district technology devices are the property of the Brunswick School Department.
- I understand I am responsible for all damages and repairs caused by negligence, vandalism, or abuse.
- I will return the technology devices if I withdraw from the Brunswick School Department or upon request by the district.

I have read this agreement and discussed it with my child.

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School	Grade	Teacher/Advisor
<hr/>	<hr/>	
Student Name	Parent Name	
<hr/>	<hr/>	
Student Signature	Parent Signature	
<hr/>	<hr/>	
Home Address	Parent Phone	
<hr/>	<hr/>	
Parent Email	Date	

Office Use Only - Device(s) Assigned

Asset Tag