



ENFIELD

PUBLIC SCHOOLS

We make a difference in Enfield - every child, every day.

ENFIELD PUBLIC SCHOOLS

Student/Parent Technology Handbook



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Our vision and goal for this technology integration:

- **Support high-quality instructional practices**
- **Engage students** by providing authentic learning opportunities (TEAMs with professionals, students in other countries, etc.)
- **Promote equity** by providing equal access to technology for all students
- **Expand student skill** in using technology
- Teach students **responsible and courteous use** of technology
- Prepare students for **college & career**
- Promote communications between teachers, staff and students

By using or taking possession of an Electronic Device owned by the Enfield Public Schools, a student and their parents/guardians are agreeing with the terms of the Enfield Public Schools Acceptable Use Policy 6141.32 and the expectations detailed in the Student/Parent Laptop Handbook.

*Enfield Public Schools Acceptable Usage Policy found at: [Student Acceptable Use Policy](#)

Student/Parent Technology Handbook

General Information:

Qualifications:

Students actively enrolled in, and who physically attend school in the Enfield Public Schools district, qualify to use a district-owned electronic device. In order to receive and use the borrowed device, the student must also comply at all times with the expectations of any applicable Enfield Public Schools student policies and procedures; including, but not exclusive to behavior, attendance, and telecommunications access.

Terms:

Qualifying students will be issued a district-owned electronic device at no cost to student/parent/guardian (see Optional Damage Waiver*). One Apple iPad, original Apple charger (power brick/cable), and case will be loaned to the student in good condition/working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. Financial obligation is not incurred by the student/parent/guardian unless loss or damage of the borrowed device or accessories occurs. All use of the district-owned device must remain in compliance with the Enfield Public Schools Student/Parent Technology Handbook and the [Student Acceptable Use Policy](#). Any failure to comply may terminate qualification and rights of possession effective immediately, and EPS may repossess the property.

Title/Ownership

The legal title to the electronic device belongs to the Enfield Public Schools and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in EPS Student Acceptable Use Policy and the Enfield Public Schools Student/Parent Technology Handbook. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

Loss or Theft: (*Please see Loss/Damage Waiver for device coverage)

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss or theft occurring **at school**, the borrower must report the incident to a school representative and to technology department personnel from the district within **one school day** of the occurrence.

In the case of loss or theft occurring **away from school**, the borrower must report the incident to law enforcement officials of the jurisdiction within **24 hours** of the occurrence and then provide documentation of the aforementioned law enforcement report to the school and technology department within one day of the occurrence.

Failure to comply with time limits set above will result in coverage, included in any ***loss/damage waiver**, to be rendered null and void resulting in student/parent/guardian assumption of full financial responsibility for the device.

Damage: (*Please see Loss/Damage Waiver for device coverage)

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damage to a borrowed device, the user must report any damage (case, device, or chargers) to school personnel and technology

department within one school day of the occurrence. Failure to comply with time limits set above will result in coverage, included in any *loss/damage waiver, to be rendered null and void resulting in student/parent/guardian assumption of full financial responsibility for the device.

Terms of Agreement:

A user’s right to use and possess the borrowed device terminates no later than the last day* the student attends Enfield Public Schools, unless terminated earlier by the District for noncompliance. The equipment will be returned when requested by Enfield Public Schools. This agreement is also terminated upon withdrawal from active enrollment in the district or terminated due to a change in schedule/attendance or the student is no longer physically attending class regularly at an Enfield Public Schools location.

*Graduating seniors must return the device after their last exam and prior to participating in any graduation activities. In order to participate in graduation ceremonies and receive a diploma, all students must return their device and accessories.

EPS issued email accounts (jdoe@enfieldschools.org) and Apple ID’s, will be used for only internal communications and are not accessible outside the Enfield Public Schools district’s network. This is in compliance with current EPS policies.

Replacement/Repair: (*Please see Loss/Damage Waiver for device coverage)

The replacement cost of the lost device is based on the cost of the replacement of the device at the time of loss. A student/parent/guardian is fully responsible for the replacement cost of any device lost while in their possession. Replacement costs for accessories including but not limited to, cases, charging cords, etc. will be based on the cost at the time of replacement **per occurrence**. See Comparison Chart below:

	With Loss/Damage Waiver Program	Without Loss/Damage Waiver Program
Cost of Lost/Damaged iPad Per Occurrence	Covered (See Waiver Fee Below)	\$400
Replacement Cost of Charger/Accessories/Keyboard Per Occurrence	Covered (See Waiver Fee Below)	Minimum of \$40
Cost of Repair Per Occurrence	Covered (See Waiver Fee Below)	\$400

Lunch Status	Cost of Damage Waiver Program
Regular	\$35 Per Occurrence
Reduced	\$25 Per Occurrence
Free	\$15 Per Occurrence

Loss/Damage Waiver Opportunity:

Enfield Public Schools provides a Loss/Damage Waiver Program to assist in the replacement cost of damaged or lost devices. Parents/Guardians and students participating in this program are responsible for protecting the assigned device from loss or damage. **If an accident or loss should occur, Enfield Public Schools waives all or part of the responsibility for the financial loss, subject to a fee of \$35* annually to renew and per loss/damage occurrence, for parents/guardians who have chosen to participate in the Loss/Damage Waiver program.** Payment of the damage waiver fees may be paid through www.myschoolbucks.com or by check payable to Enfield Public Schools. Coverage does not begin until the school has received payment. **After every occurrence, the parent/guardian must**

complete a new Loss/Damage Waiver for their student's replaced/repaired iPad or charger. If you have additional questions, call your Principal. *Loss/Damage Waiver Fees may be adjusted based on Free/Reduced Lunch qualifications.

Special Circumstances/Restricted Access - Parent/Guardian – Initiated Accommodations

If, at any point, circumstances call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by the parent/guardian, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted, "as needed only" or "by teacher request only" access to a device, rather than have it issued permanently to the student. Administrators will take into account the parent concerns and potential educational impact. While the district encourages the use of technology, there may be unique circumstances when this is approved.

Administrator – Initiated Accommodations

Noncompliance with the expectations of the Technology Student/Parent Handbook or violations of school policies can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or as a safety measure for a particular student. The use of Enfield Public Schools technology is a privilege rather than a right and can, therefore, be taken away from a student who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe, inappropriate, or disruptive for the user, other students, staff, the technology itself, or the learning environment.

General Precautions:

- iPads must remain in the EPS provided case **at all times**.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Enfield Public Schools District.
- Never loan your iPad to anyone, as you are responsible for your assigned device.

Receiving Your iPad

- Parents and students must sign and return the Student/Parent Technology Handbook and the Acceptable Use Agreement documents before the iPad can be issued to their child.
- EPS issued email accounts (jdoe@enfieldschools.org) and Apple ID's, will be used for only internal communications and are not accessible outside the Enfield Public Schools district's network. This is in compliance with current EPS policies.
- One user with specific privileges and capabilities will be set up on the iPad. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

Handling, Care, and use of your device:

- Students are responsible for the general care of the district-issued iPad and should notify school personnel of any problems.
- Do not allow others access to an electronic device assigned to you.
- Start each day with a fully charged battery.
- Carefully insert and/or remove headphones and charging cables.
- Protective cases provided with iPads protect the iPad from normal treatment.
- iPads must be kept in the protective case provided by Enfield Public Schools at all times.
- Make sure that your device is not exposed to liquids, extreme heat or cold temperatures,

- which could cause the device to malfunction, (i.e., do not leave in a vehicle overnight).
- Make sure that the surface of the case or device is not altered or defaced. Decorations or stickers, except those required for EPS inventory or affixed by school personnel are prohibited.
- Only EPS district personnel are permitted to troubleshoot, diagnose, or arrange for repair of the device.
- iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad.
- Do not place anything on top of the iPad or in the carrying case that could put pressure on the screen.
- Clean the screen and/or the external case with a soft, dry cloth or anti-static cloth. Do not use household cleaning products.
- Be careful not to drop or damage the iPad, as the screen may break.

Security, Storage, and Transporting your Device:

- The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges it is the student's responsibility to protect and safeguard the district property and to return the same in good condition.
- Keep your device in a protective carrying case and backpack when not in use, or in transport in and outside of school.
- Handle with caution even when inside the protective case. Do not throw, slide, drop, and toss, etc. at any time.
- Your device should not be left unattended in the classroom, locker room, or any unsecured area.
- Keep your device out of reach of younger siblings, family pets, or anyone capable of careless handling or inadvertent damage to the device.
- The iPad does have identification on it indicating that it is the property of Enfield Public Schools. This identification should not be altered, removed, or modified in any way.

Using the Device at School:

Enfield Public School iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to school fully charged. The device will be taken to all classes daily.

- Students are responsible for making sure that they do not switch devices or share devices with other users.
- Chargers and other accessories should not be shared or switched with other users.
- Students/parents are responsible for any loss or damage that may occur regardless of whether loss/damage occurs at school or away from school, and regardless of whom is using it at the time of loss/damage. (See terms of Loss/Damage Waiver)
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that your device will receive secure storage at school-related activities, sporting events, etc.

File Storage and Back-up:

- Every student in Enfield Public Schools has access to Microsoft OneDrive and iCloud while an active student in the Enfield Public Schools.
- These storage platforms should be used for back-up and storage of all electronic files, images, or assignment data.
- Content stored on the device may be lost if the device requires repair or maintenance and cannot be recovered.

- Enfield Public Schools is not responsible for any data loss that may occur.
- Before the end of the school year, be sure all content is stored in Microsoft OneDrive.
- The Enfield Public Schools District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Wireless access in and outside of school:

- All Enfield Public Schools usage expectations and policies pertain to the device when used on school and on home networks.
- Devices will connect to home or public wireless networks, if one is present.
- Many public destinations, including public libraries, offer open or pass code settings, which provide patrons with WIFI access. These options can provide internet access away from school.

Content filtering:

- Enfield Public Schools provides content filtering in compliance with existing district and state policies, both on the school network and on external networks.
- EPS Acceptable Use Policies define content considered inappropriate in a school setting. These guidelines are also to be observed when the device is used outside the school setting.
- This filtering does not absolve the user from attempting to access unauthorized or inappropriate sites on the internet.
- No content filter is capable of preventing access to all online content that is not school related. Content filters provide a degree of protection to the user and the device. The user assumes responsibility for not accessing content that is either inappropriate or non-school related whether blocked by a filter or not.
- Attempts to bypass or disable the content filtering on a device will result in disciplinary consequences or restriction of a student's technology privileges, as outlined in the [Student Acceptable Use Policy](#)

iPads Left at Home/Undergoing Repair

In special circumstances, Enfield Public Schools offers loaner iPads to students. These loaner iPads are located in the Enfield Public Schools Central Office, dependent upon availability and approval by school staff. If students leave their iPad at home, they are responsible for getting the course work completed, as if they had their iPad present. If a student repeatedly leaves their iPad at home, they may be subject to academic and/or behavioral consequences, as specified by school administration and faculty.

Charging Your iPad Battery

iPads must be brought to school each day, fully-charged. Repeat violations will be handled in a manner developed by school personnel, according to the school and classroom policies. iPads should be charged in the evening, as automatic iOS updates will occur overnight while device is plugged in.

EPS Installed Apps/Software

The software/apps originally installed by EPS must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. School-specific licenses for apps may require that the software be deleted from iPads at the completion of the course or when transferring from one school to another. EPS uses a Mobile Device Management Tool, Mosyle. Our Technology Department remotely manages all Apple devices.

Storage limits on the devices may limit extra software/apps on student iPads. Storage will be allocated to educationally appropriate apps or software, which may result in personal app deletion. EPS will not provide additional iCloud storage. EPS will manage the iPads so that they contain the necessary apps for schoolwork.

Procedure for re-loading software

If technical difficulties occur, due to apps or software, which causes device malfunction, the iPad will be restored to the original Enfield Public Schools configuration. Students are responsible for checking to ensure that iCloud back-up is scheduled and successful. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

Software upgrades

Upgrade versions of licensed software/apps are available from time to time and can be installed by the student. EPS Technology department and/or school personnel may take possession of student iPads for periodic updates and/or syncing. Automatic iOS updates will occur overnight while device is plugged in.

iPad Check-in

If a student transfers out of the Enfield Public Schools District during the school year, the iPad **must** be returned at that time.

Check-in Fines

- School iPads and accessories must be returned prior to last attendance date.
- Graduating seniors must return the device after their last exam and prior to participating in any graduation activities.
- Students, who graduate early, withdraw, are expelled, or terminate enrollment at EPS for any other reason must return their individual school iPad on or before the date of withdrawal. If a student fails to return the iPad upon withdrawal at EPS, that student/parent will be held liable for any replacement costs associated with the device.
- The student/parent/guardians will also pay the replacement cost of the iPad, or, if applicable, any damage waiver deductible, if the device is damaged beyond repair or is lost/not returned.
- Students/parents/guardians who fail to return devices will be held liable.
- Student/parent/guardians will be responsible for any damage to the iPad, consistent with district/school policies and must return the iPad and accessories to the student's school in satisfactory condition. The student will be charged a fee for any needed repairs, or replacement components not returned, not to exceed the replacement cost of the iPad, chargers, cables, and case. (*See Damage Waiver Program)

Enfield Public Schools Student/Parent iPad Usage Agreement

Parent/Guardian Responsibilities

Your son/daughter has been issued an iPad to enhance learning. In addition to all items specified in the Handbook, it is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the iPad at home and promote digital wellness through monitoring screen time.
- I will make sure my child recharges the iPad battery nightly.
- I will make sure my child brings the iPad to school every day.
- I will discuss the Enfield Public Schools' expectations regarding the use of the internet and email at home.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the iPad as outlined in the Handbook.
- I will not load or delete any software from the iPad.
- I agree to return the iPad to school when requested and/or upon my child's withdrawal from Enfield Public Schools.

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- I will bring the iPad to school every day.
- I will keep the iPad in its protective case at all times.
- I will recharge the iPad battery each night.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, exposing it to extreme temperatures, or using it with food or drink nearby.
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not use my iPad with personal email accounts other than those assigned by school.
- I will not remove programs or files from the iPad.
- I will not give out personal information when using the iPad.
- I agree that any other electronic communication should be used only for appropriate, legitimate, and responsible communication. I will practice good Digital Citizenship skills.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair the iPad.
- I will return the iPad when requested and/or upon my withdrawal from Enfield Public Schools.
- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of Enfield Public Schools, especially the Student Handbook and Acceptable Use Policy, and abide by all local, state and federal laws.

In the event that the iPad is damaged, lost or stolen under this plan, restitution will be expected. It is important to remember that our Mobile Device Management Tool, Mosyle, is used on the device and has the ability to track the location of the iPad (location will be indicated on a map), as well as remotely control a sound notification on each device. In the event of loss or theft, it is very important to notify school personnel quickly (before the battery drains). The school district will treat a lost iPad as stolen and will support law enforcement/authorities in tracking the device.

I have read, understand and accept the parent/student responsibilities enclosed in this EPS Technology Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student/Parent Technology Loss/Damage - Waiver

The replacement cost of the lost device is based on the cost of the replacement of the device at the time of loss. A student/parent/guardian is fully responsible for the replacement cost of any device lost while in their possession. Replacement costs for accessories including but not limited to, cases, charging cords, etc. will be based on the **cost at the time of replacement**. See Comparison Chart below:

New Free and Reduced Meal applications need to be completed for the current school year prior to payment of the Loss/Damage Waiver fee. These are available online and also are sent home on the first day of school.

To join the Loss/Damage Waiver Opportunity program, see below for payment options. Please see comparative insurance chart below:

	With Loss/Damage Waiver Program	Without Loss/Damage Waiver
Cost of Lost/Damaged iPad Per Occurrence	Covered (See Waiver Fee Below)	\$400
Replacement Cost of Charger/Accessories/Keyboard Per Occurrence	Covered (See Waiver Fee Below)	Minimum charge \$40
Cost of Repair Per Occurrence	Covered (See Waiver Fee Below)	\$400

Lunch Status	Cost of Damage Waiver Program
Regular	\$35 Per Occurrence
Reduced	\$25 Per Occurrence
Free	\$15 Per Occurrence

Please confirm:

_____ I understand any violation of the terms of this agreement may subject me to disciplinary action.

*For the Damage Waiver Program: This payment will cover my student's iPad for **one occurrence** during the current school year.*

_____ I have paid online through myschoolbucks.com.

_____ I have included a check made Payable to Enfield Public Schools with my child's name on the check.

_____ I am approved for Free or Reduced Meals and have completed the yearly Application.

_____ I do **NOT** want to participate in the Loss/Damage Waiver for my child's iPad. I understand I am responsible for the replacement cost of the device should it get broken, stolen or lost.

_____ I have read, understand and accept the parent/student responsibilities enclosed in this EPS Technology Handbook.

Parent/Guardian Signature): _____ Date: _____

Student Name: _____ ID#: _____