

Bradford Area School District
District-Issued Student Device Guidelines

The Bradford Area School District is providing one-to-one devices for all students in the District. At the beginning of the school year, your child will be issued a device to be used in school and at home for assigned material. Please read and agree to the following guidelines.

Student Responsibilities:

- Bring the device to school every day.
- Make sure the device is fully charged.
- Care for the device properly.
- Keep the device in good repair.
- Keep the device secure - Never leave the device unattended.
- If storing device, lock locker (If Applicable).
- Report a missing or damaged device IMMEDIATELY to your homeroom teacher or school office.
- Student is responsible for password security.
- No one other than the student to whom the device is issued is permitted to use the device.
- Student is responsible for backing up data.
- Do not remove identification or inventory tags.
- Adhere to Policy 814.1 – Acceptable Use of Technology and Computers.
- Follow policy guidelines or be subject to Policy 218 – Student Discipline.
- Return the device in good condition upon withdrawal from school, at the end of the school year or prior to graduation, as directed.

Policies are available on the District's website under the "District" tab in the top menu.

Care of Device:

- Carry and/or handle the device with care.
- The device should be used on a flat, solid surface.
- Never apply stickers or write on any part of the device.
- Do not put the device in a position where there is any pressure on it or anything on top; in a backpack or case of any kind where the device is squeezed (any situation where the device is under any pressure).
- Keep the device away from food and liquids (e.g. water, beverages, ink, paint, etc.) as to avoid spills that may damage the device.
- Never expose the device to extreme cold or heat; do not leave the device in a vehicle during the winter or summer for extended periods of time.

Chargers:

- Chargers will be repaired or replaced only if defective, if the wire is torn or frayed, or if the device has visible damage that is considered accidental damage. Any damage that is considered intentional or misuse will not be covered by the District. The student/parent must pay for a replacement adapter that will be provided by the District.

Educational Use:

- Use of District technology to include student issued laptops or tablets is for school-related educational instruction only.

- Students are NOT permitted to load software or modify configuration of the device. Common Examples of Prohibited Software:

File Sharing (Limewire, BitTorrent)
Games (Halo, Emulators)

Utilities/OS (OSX or other upgrades)
Proxy Servers/VPN's

- Devices are subject to spot checks for compliance by teachers and administrators. Personal information stored on District-owned devices will be deleted.

Privacy Rights:

- Teachers/staff members and/or building administrators have the right to read or view anything on a District-issued device.

Safety:

- Student should not post ANY identifiable information about him/herself on the Internet.
- Student is not permitted to share their passwords with anyone.
- Student should notify a Building Principal immediately of any online harassment or security concerns.

Parent & Student Responsibilities:

- Parent(s)/student is responsible for the proper use and care of the device.
 - Theft or loss, intentional damage and/or misuse of the device is the sole financial responsibility of the parent(s)/student.
 - Intentional damage to the laptop or tablet will be determined solely by the District's Technology Department and Administration.
 - The actual cost to repair or replace the device will be the responsibility of the parent(s)/student.
- Your child will NOT be issued a laptop or tablet if previous issued device was not returned and/or have any outstanding unpaid technology invoices.
- Under NO circumstances should the parent(s)/student attempt to repair a District-issued device.

The District provides filtering for inappropriate materials and websites on the Internet. Parents are responsible for monitoring their student's use of the device when at home to ensure that the student does not alter the device settings or bypass the internet filters.

By my signature, I acknowledge that I have read and understand the guidelines and procedures outlined in this policy and agree to all its terms and conditions.

Student Name: _____
(Please print)

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____