

CENTRAL



BUCKS

1:1 Device Handbook

The Central Bucks School District is committed to utilizing educational technology and digital tools **that expand access to the curriculum and promote personalized learning**. We will prepare students for their future by utilizing a variety of instructional practices and tools that support higher-order thinking.

Table of Contents

Background Information	3
Benefits of a 1:1 Environment	4
Device and Accessories	5
Receiving the Device	5
Accidental Device Protection (ADP)	5
About the Device	6
Caring for the Device	7
Battery Conservation Tips	7
Best Practices	7
Repairing the Device	8
Replacing the Device	8
Returning the Device	8

Background Information

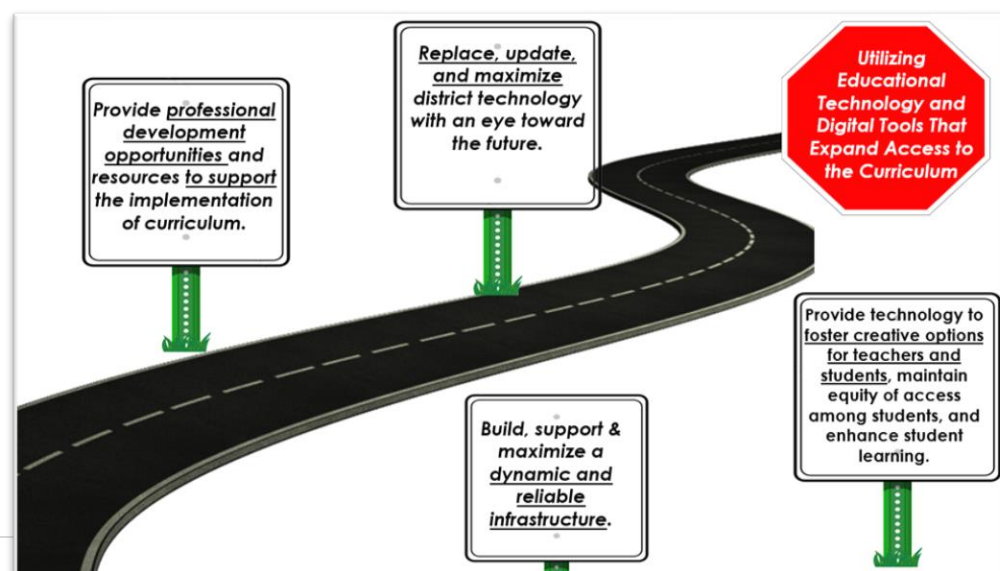
Central Bucks School District Utilizing Technology in the Classroom

Educational technology expands access to the curriculum, enhances student learning, and develops 21st-century skills.

Abstract

In the 2017-2018 school year, The Central Bucks School District piloted a 1:1 initiative with Holicong seventh grade students. The success of the pilot led to the unanimous vote by CBSD Board of Directors to expand the initiative to all seventh and eighth grade students in the 2018-2019 school year. In 2019-2020, all students in seventh through eleventh grades received 1:1 laptops. Starting in 2020-2021, all students K-2 received an iPad and students 3-12 received a laptop. The 1:1 initiative provides technology to foster creative options for teachers and students. It maintains equity of access among students and enhances student learning. Twenty-first-century skills are integrated with curriculum, instruction, and assessment. Teachers, administrators, and staff developers collaborate to ensure the success of the program.

Road Map Derived from Technology Vision

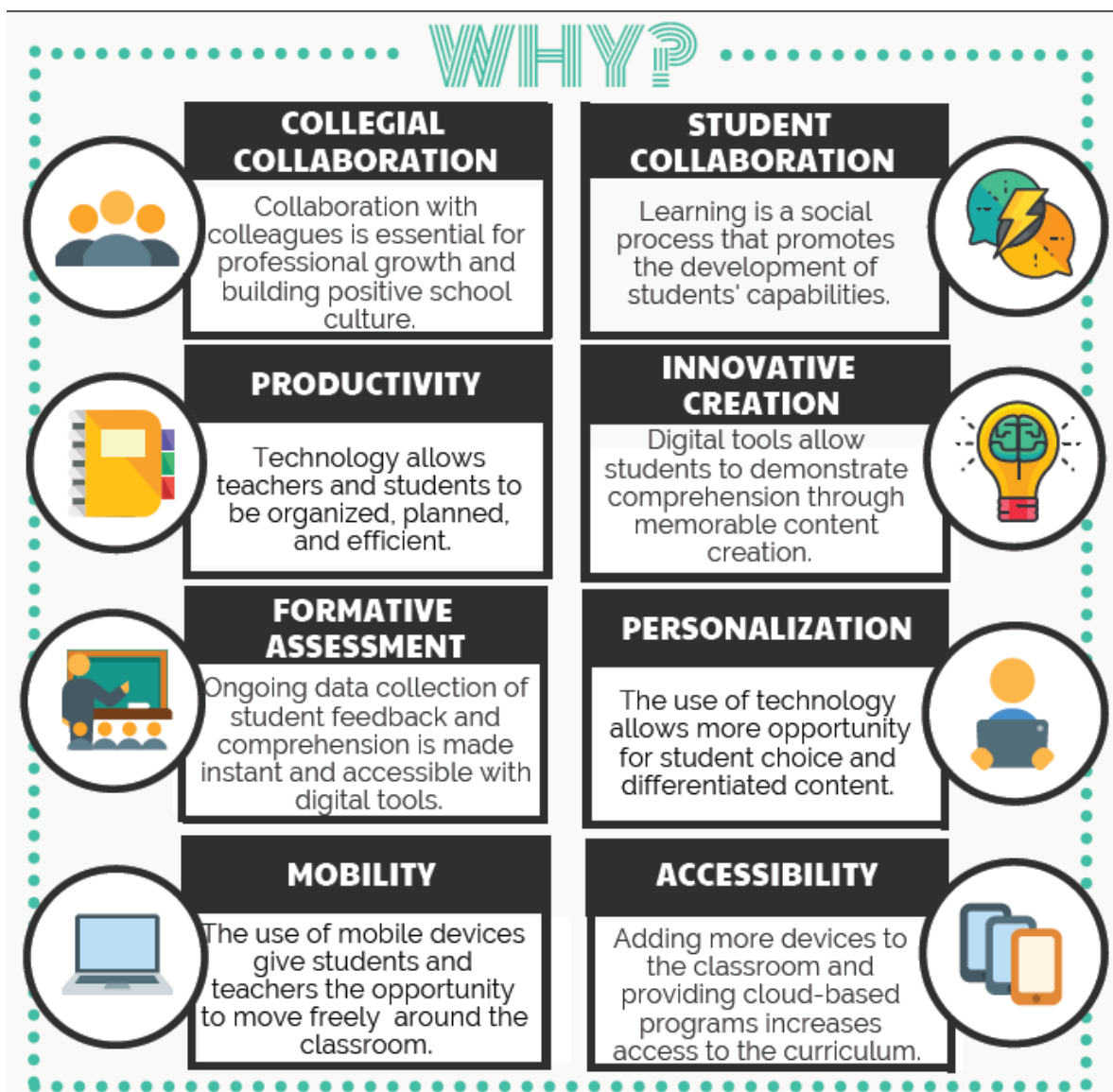


Benefits of a 1:1 Environment

A 1:1 environment provides technology to foster creative options for teachers and students, maintains equity of access among students, and enhances student learning. Below are some of the aspects that will be enhanced through a 1:1 environment:

- ✓ Equal Access to Technology
- ✓ Personalized Learning for Students
- ✓ Collaboration
- ✓ Student Portfolios
- ✓ Online Research
- ✓ Creation Tools
- ✓ Digital Inking

Infographic Derived from Technology Vision



Device and Accessories

Receiving the Device

A device and charger will be provided when the following steps are completed:

Students	Parents
<ul style="list-style-type: none">Read the 1:1 Parent/Student Handbook <p><i>*All found on www.cbsd.org/1to1</i></p>	<ul style="list-style-type: none">Read the 1:1 Parent/Student HandbookPay for usage fee and sign the Agreement Form (completed simultaneously on My Payment Plus) <p><i>* All found on www.cbsd.org/1to1</i></p>

The Student is encouraged to use the device outside of school. In exchange for the District permitting the Student to take the Device home, the Parent/Guardian agrees to pay the Technology Usage Fee¹.

- i. The Fee is reduced for families that are economically disadvantaged.
- ii. The Fee covers the following:
 1. The use of the device
 2. Filtering software for safe web surfing at home and school
 3. Accidental Damage Protection (ADP) in grades 7-12
 4. Grades K-6 are self-insured through the usage fee

What is covered by the Accidental Damage Protection Plan?

ADP covers accidental damage, including most spills, drops, and breaks. If damage is deemed intentional, the district may require the family to cover repair costs. ADP only covers damage up until the cost of the device and anything beyond is the responsibility of the family.

Covered by ADP	Not Covered by ADP
Broken Keyboard	Damaged Digital Pen
Broken Screen (only 1 time)	Damaged Charger
Small Repairs: Missing key, touch pad, touch screen malfunction, etc.	Device Case
	Pen Tips
	Lost Device
	Repeated or Intentional Damage

Incidents of abuse, intentional damage, or repeated damages are not covered by the usage fee or ADP and may result in the full repair cost being billed to the Student and Parent/Guardian. Lost accessories such as power adapters and pens are not covered by the usage fee. Students will be able to purchase extra accessories through their school office via MyPayments Plus.

About the Student Laptops in Grades 3-12

Currently, we have two different models of laptops in circulation.



Lenovo Yoga 11e



Lenovo 500w

Hardware	Software
<ul style="list-style-type: none"> ○ Touch Screen ○ Digital Inking ○ Gorilla Glass ○ Core i5 Processor ○ Folds 360 degrees into a tablet ○ Dual Camera 	<ul style="list-style-type: none"> ○ Windows 10 Platform ○ Office 365 Suite: <ul style="list-style-type: none"> • Word, Excel, PowerPoint, OneNote, Teams, etc. ○ Web Browser: Microsoft Edge ○ OneDrive (No I:drive or network drives) ○ WeVideo Editing Software ○ Microsoft Whiteboard

About the Student iPads in Grades K-2



**iPad Models: 5th Gen,
6th Gen, & 10.2" iPad**



Rugged Protection Case

Hardware	Software
<ul style="list-style-type: none"> ○ Touch Screen ○ Dual Camera ○ Storage: 32-128 GB 	<ul style="list-style-type: none"> ○ Office 365 Suite: App and Online ○ Web Browser: Safari ○ OneDrive App ○ Teams App ○ Self-Service App to Install CB-approved Apps

Caring for Your Device

- Use two hands when holding or moving the device.
- Use clean hands while using the laptop or iPad.
- Use only the provided digital pen or finger on the screen.
- Use only the power adapter that came with the device.
- Use a microfiber cloth to clean the screen.
- Keep device stored in the provided case. This includes traveling through the hallways, on buses, or anytime the device is not being utilized.

Battery Conservation Tips

- Make sure the device is fully charged for the next school day.
- Quit open applications that are not in use.
- Restart the device once a week so that it can receive updates and perform routine maintenance.

Best Practices

Students are responsible for the use and care of the device at home and at school.

Student Expectations

1. Bring the device to school every day.
2. Charge the device at home every night.
3. Be mindful of where and when you use your device.
4. Use the provided case for transporting the device.

Security

Concept:	Technology Example:	Non-Technology Example:
Secure your Passwords.	Giving your device password to your friends.	Giving out a key to your house.
Only log-in to your computer.	Logging onto another's computer to edit/use/work on their device.	Breaking into another student's locker.
Avoid unauthorized web sites.	Accessing websites that are 18+.	Going to an R movie when you are eight.
Avoid opening links in suspicious e-mail.	Clicking on links in emails that are from unknown senders or look suspicious.	Letting someone you do not know walk into your house.
Only install software via district provided methods.	Only using Company Portal or CBSD Windows store keeps your device safe. Software from unknown sources could contain viruses.	Purchasing counterfeit sneakers from an online retailer.

Behavior		
Concept:	Technology Example:	Non-Technology Example:
Be Nice.	Writing an unkind message about another student in a shared office 365 document.	Making-fun of another student on the school bus.
Re-read before hitting send.	Sending an email to a teacher using "text-language."	Turning in a paper in English class before proofreading it.
See something, say something.	Ignoring inappropriate behavior you read in a discussion board.	Witnessing a fight and not reporting it.
Take care of the device.	Pulling off keys on the keyboard.	Hitting a sibling.
Use the camera appropriately.	Taking an inappropriate picture with the webcam.	Taking an inappropriate picture using a camera or phone.

Repairing the Device

The Student and Parent/Guardian understand and agree that they will not attempt any repairs on the device and that damage must be reported to the school. The student will place a "Help Desk" ticket when deemed necessary, under the category of 1:1. The librarian will sign out a loaner device to the Student. It is important not to delay as one problem can lead to another if not solved right away. If your device is damaged, we will fix it or send it out for repair. Under no circumstances should you or anyone else take the device to a third party for repair.

Replacing the Device

In the event the device is stolen, or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the replacement cost unless a police report is timely filed. Lost or stolen devices must be reported to the school principal or designee within 48 hours and police reports must be provided to the District within one week. Failure to abide by these procedures will result in the full replacement cost being billed to the Student and Parent/Guardian.

Returning the Device

The Student understands and agrees that at the end of the school year, upon the student's withdrawal from the District, or upon request from the District, the device and all accessories should be returned to the District in the same condition they were originally provided, except for normal wear and tear, as determined by the District. Failure to return the device and accessories to the District in a timely manner or the unapproved use of the device without the District's consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the device or its value.