CENTRAL CB BUCKS

1:1 Device Handbook 2020-2021

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.
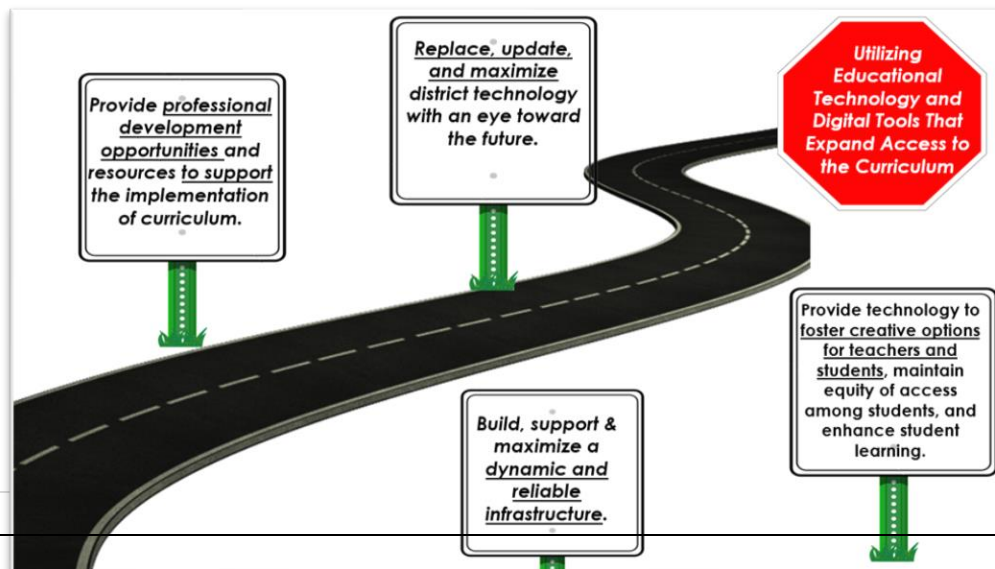
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Background Information

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. In 2020-2021, all students K-2 will receive an iPad and students 3-12 will receive a laptop. The initiative will provide technology to foster creative options for teachers and students. It will maintain equity of access among students and enhance student learning. Twenty-first-century skills will be integrated with curriculum, instruction, and assessment. Teachers, administrators, and staff developers will collaborate to ensure the success of the program.

Road Map Derived from Technology Vision

Provide professional development opportunities and resources to support the implementation of curriculum.

Replace, update, and maximize district technology with an eye toward the future.

Utilizing Educational Technology and Digital Tools That Expand Access to the Curriculum

Build, support & maximize a dynamic and reliable infrastructure.

Provide technology to foster creative options for teachers and students, maintain equity of access among students, and enhance student learning.

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
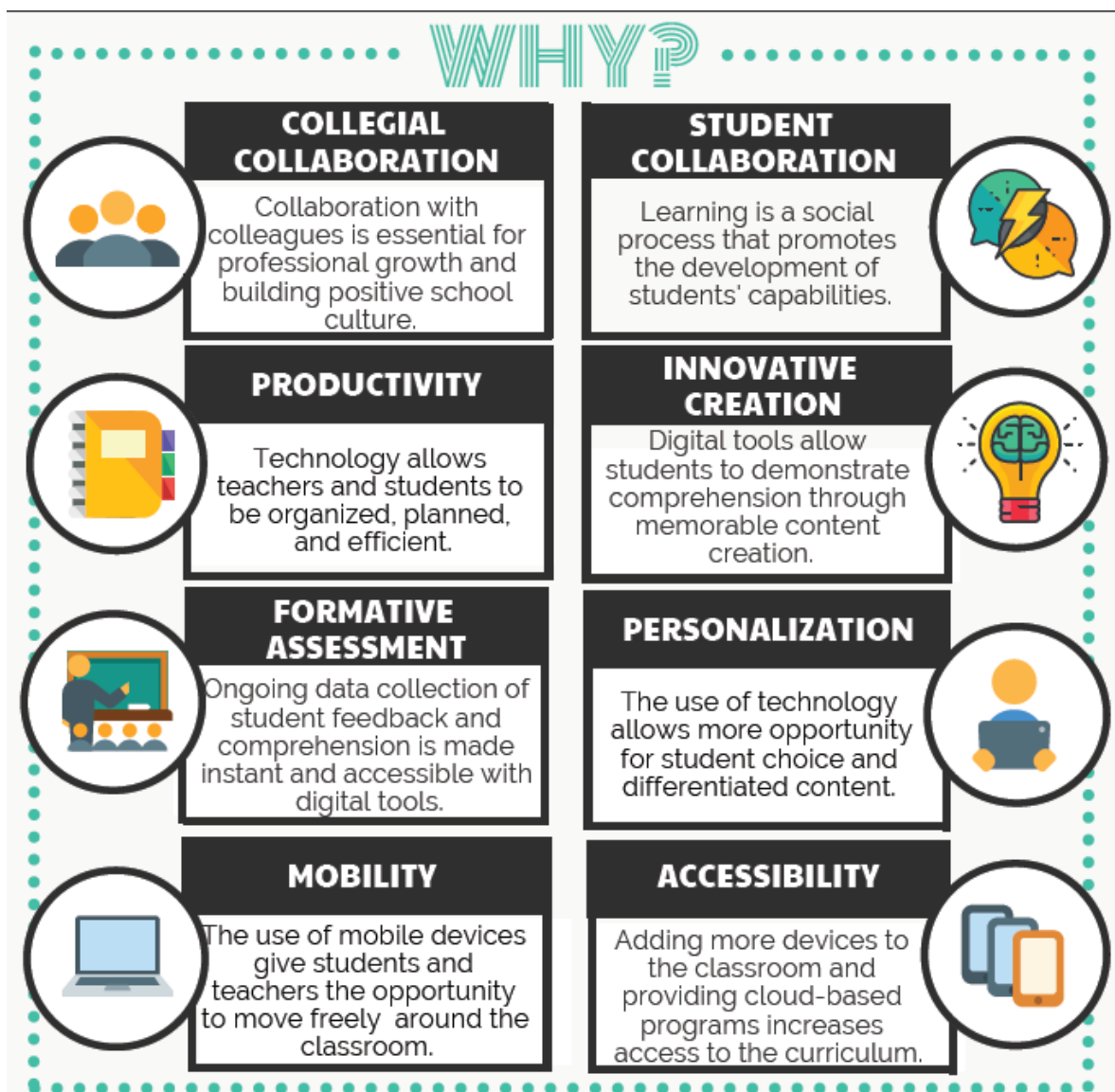
Device and Accessories

Receiving the Device

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

Students	Parents
o Read the 1:1 Parent/Student Handbook	o Read the 1:1 Parent/Student Handbook o Pay for usage fee and sign the Agreement Form (completed simultaneously on My Payment Plus)
All found on www.cbsd.org/1to1	* All found on www.cbsd.org/1to1*

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 Fee[1].

a. The Fee is $10 per student per year for grades K-6. There is a one-time $75 fee for students in 7th and 10th grades. No fee is collected in grades 8th, 9th, 11th or 12th unless a family is new to the district, in which case the fee will be prorated to $25 a year.

b. The Fee is reduced for families that are economically disadvantaged.

c. The Fee covers the following:
   - The use of the device for one school year
   - Filtering software for safe web surfing at home and school
   - Accidental Damage Protection (ADP) in grades K-12

What is covered by the Accidental Damage Protection Plan?

ADP covers accidental damages, including most spills, drops, and breaks. If damage is deemed intentional, the district may require the family to cover repair costs.

Covered by ADP		Not Covered by ADP	
Item	List Price	Item	Cost
Broken Keyboard	$120	Digital Pen	$30
Broken Screen	$400	Charger	$40
Small Repairs: Missing key, touch pad, touch screen malfunction, etc.	Cost determined by service vendor per incident.	Device Case	$15
		Batteries	$1
		Pen Tips	$1
		Lost Device	$600

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[1] *Incidents of abuse or intentional damage 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.*

About the Student Laptops in Grades 3-12
Currently, we have two different models of laptops in circulation.

HP ProBook x360   **Lenovo Yoga 11e**

Hardware	Software
o Touch Screen o Digital Inking o Gorilla Glass o Core i5 Processor o Folds 360 degrees into a tablet o Duel Camera	o Windows 10 Platform o Office 365 Suite: • Word, Excel, PowerPoint, One Note, Teams, etc. o Web Browser: Microsoft Edge o OneDrive (No I:drive or network drives) o WeVideo Editing Software o Microsoft Whiteboard

About the Student iPads in Grades K-2

iPad Models: Air 2, 5th Generation, & 6th Generation   **Rugged Protection Case**

Hardware	Software
o Touch Screen o Duel Camera o Storage: 32-128 GB	o Office 365 Suite: App and Online o Web Browser: Safari o OneDrive App o Teams App o 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.

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.

Security		
Concept:	Technology Example:	Non-Technology Example:
Keep your personal information secure.	Sharing your full name and location online.	Sharing your locker combination.
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.

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.