

Bath County Public Schools
Technology Integration Programs
Curriculum Loft - 1:1 Tablet Project Guidelines
September 2015

1. WHAT GRADE LEVELS AND SUBJECTS WILL BE SUPPORTED BY THE TABLETS?

For the 2015-16 school year, Bath County students in grades six and seven will be using Kuno Android tablets in the four core content areas of English, Math, Science and Social Studies. Tablets and chargers will be collected in June.

2. WILL THE TABLETS REPLACE TEXTBOOKS?

The tablets will not immediately replace textbooks, but will utilize digital materials provided by our textbook companies, as well as other commercial and teacher-generated materials to supplement instruction. As instructional materials become more digitized, they will be used to further move away from paper. Certain assignments and evaluations will be completed and graded without making printed copies.

3. HOW DO STUDENTS ACCESS INSTRUCTIONAL MATERIALS ON THE TABLETS?

Teachers upload presentations, videos, documents and assignments to the "cloud" (a protected website), and those files are downloaded to the student tablets while they are at school (home internet is not required). Teachers will also request "apps" to be installed on student tablets.

4. DOES THE BATH COUNTY PUBLIC SCHOOLS ACCEPTABLE COMPUTER SYSTEM USE POLICY APPLY TO THE USE OF SCHOOL TABLETS?

Yes. The Acceptable Use Policy applies to ALL use of school tablets or other computers, as well as to ALL use of the division network and broadband resources.

5. ARE THERE FEES FOR THIS NEW PROGRAM?

No. All equipment and services are provided by the school division, at no cost to students. Just as with school-issued textbooks, calculators and other school materials, students are required to take care of these resources so that they will receive the full educational benefit.

6. WILL STUDENTS TAKE HOME THEIR TABLETS?

After an initial introductory period, students will be allowed to take home their tablets. Many assignments to follow will require that the students have access to the tablet and the downloaded documents to study, and to complete homework assignments. Students will eventually take their tablets home each day.

7. DO THE TABLETS HAVE PROTECTIVE COVERS?

Yes--good ones! The covers will go a long way to protect the tablets with normal use. To protect the screen, nothing should ever be placed between the tablet and its cover. Tablet covers may not be removed. The outer 'canvas' side of the cover should always stay to the outside and the inner 'velvet' side should always stay against the tablet—if positioned incorrectly, stress is put on the back hinge/ring. The cover allows for rotation of the tablet while in 'easel' mode—care should be taken to not put pressure on the back hinge/ring while rotating. Students may not write on or decorate tablet covers. Replacement covers cost \$30.

8. HOW WILL TABLETS BE CHARGED?

When tablets are initially taken home, they will include an AC charger. Students are responsible to return tablets to school ready for the next school day. The AC charger should be kept in a consistent, protected location in the home. In general, after the last use of the day/evening, tablets should be plugged into the AC charger and then turned off overnight. Tablets should not be charged for more than 24 hours. Chargers should be unplugged when not charging school tablets. It is probably not necessary to charge a tablet with more than 75% left on the battery cycle, since that will be enough power to run the tablet the following day; a full charge may provide 10 hours or so of use. Teachers will have an extra AC charger in the classroom, but "being ready for class" now includes having a charged tablet with you. Replacement chargers cost \$25. Only approved Kuno chargers may be used with the tablets.

9. CAN STUDENTS ACCESS THE INTERNET WITH THEIR TABLETS?

Yes. Internet use will occur at school for many classroom projects. Internet browsing and internet-based app use may also occur at home or in other non-school locations with wireless access. Parents will decide whether or not their child's tablet should access the internet outside of school. All project tablets have an internet content filter active at all times--whether at school or away. The filter should do a good job of protecting students from inappropriate content, but students must ALSO apply good decision-making as they seek information available on the internet. Just as with other computer use, they should ALSO immediately inform parents and teachers if they accidentally access inappropriate content.

10. CAN STUDENTS INSTALL TABLET APPS?

No, only teachers can request apps after careful review for educational purpose.

11. WILL GAMES BE AVAILABLE ON THE TABLETS?

Educational games that reinforce curriculum content may be used on the school tablets. Most 'popular' game apps will NOT be installed on these school devices. There is an incredible amount of useful, interesting and entertaining information that can be accessed by the tablets. Many educational apps used in classrooms will also provide appropriate "free time" entertainment of interest to students. Beyond that, our children and youth would be better served by putting the tablets away and getting some physical exercise.

12. MAY STUDENTS USE THE TABLETS FOR NON-SCHOOL PURPOSES, LIKE GENERAL INTERNET BROWSING?

Yes, the tablets may be used to access general internet sites of interest to students, as long as the content is reasonable and appropriate. Typically, web content blocked by the school web filter will also be blocked by the internal Kuno filter when the device accesses the internet away from school. The general rule of thumb emphasized to students is to imagine that their teacher, parent, grandmother or other role model is sitting beside them at all times--go to websites that would be approved by these folks. We want to develop good digital citizens that monitor their own behavior and use technology resources to do the "right thing;" particularly because at times there aren't specific rules that apply to a given situation. Students have been reminded that all information that passes through or is stored on tablets is subject to review by school personnel.

13. MAY STUDENTS USE SCHOOL TABLETS FOR PERSONAL EMAIL?

Yes—as long as it does not interfere with instruction or break other school rules. Students are reminded that ALL use of school tablets is reviewable by school personnel, including any personal email account accessed by a tablet--incoming or outgoing.

14. WHAT ABOUT HEADPHONES OR EAR BUDS?

It is not anticipated that headphones or ear buds will be necessary for school tablet use. Students may, however, use these devices with school tablets for personal use. Care should be taken to limit the volume when headphones or ear buds are used.

15. WHAT ABOUT OTHER PERIPHERAL DEVICES?

A class set of micro-USB keyboards will be available for student use at school when extensive writing may be assigned. It is permissible for students to use personal micro-USB keyboards at home (they aren't widely available, but you can connect a standard USB keyboard to an inexpensive adapter with both standard and micro-USB connectors). Some families may want to purchase an inexpensive rubber-tipped stylus designed for capacitive touch tablet devices, although this is not necessary for successful school use (and is something else to misplace). The tablet's mini HDMI video-out port may be used to display video content to an HDMI-equipped monitor or television. Although the school tablets have a micro Secure Digital port, it will not be used for school purposes, and should also not be used for personal use; there is ample internal storage capacity on the tablets.

16. WHO MAY USE STUDENT TABLETS?

School tablets are provided for the exclusive use of the student assigned to each tablet. The student may not reveal their password to ANYONE, as he/she is responsible for ALL use of the tablet. That said, students are expected to share with their parents their tablet classroom assignments and other tablet activity. This parent-student interaction is hopefully a continuation of good communication established years before. Students must not allow another student or sibling to use their tablet. Again, passwords are private, and should not be revealed to anyone—including other students or family members.

17. WHERE SHOULD TABLETS BE KEPT AT HOME?

Tablets and chargers should be maintained at home in safe locations convenient for students to access, but away from young children (and pets) that may not be responsible with school equipment.

18. HOW ARE TABLET SCREENS TO BE CLEANED?

Although students should use tablets when their hands are reasonably clean, fingerprints on tablet screens are to be expected, and shouldn't need to be wiped off for at least a few weeks at a time. Teachers have special microfiber cloths provided by the tablet manufacturer--these particular cloths are the ONLY products that should be used to clean the tablets. No sprays or liquid of any type should ever be used on the tablets; likewise no other paper or cloths (even those intended for eyeglasses or other special glass) should be used.

19. WHAT HAPPENS IF A TABLET BECOMES DAMAGED OR BROKEN?

Students must report any tablet problem to their teachers right away. If a tablet fails due to normal use, it will be replaced by the school at no cost to the student/parent. If a "covered" insurance repair is required after the device has received unintentional damage through negligence, then the student/parent is responsible to pay a \$30 insurance fee. If the device is damaged because of a "non-covered" (including intentional) problem, then the student/parent is responsible for all repair costs, up to full replacement cost—currently \$401. If the device is lost, then the student/parent is responsible to pay the replacement cost. A police report is required to replace a stolen tablet.

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Information from the Insurance Company

THE TABLET INSURANCE POLICY WILL COVER

- We will cover direct physical loss caused by accidental damage, theft, burglary, robbery, fire, flood, vandalism, natural disasters and power surge due to lightning for the insured product.

THE TABLET INSURANCE POLICY WILL NOT COVER

- Corrosion & Rust: We will not cover loss or damage caused by or resulting from corrosion, rust or changes in humidity or temperature.
- Cosmetic Damage: We will not cover loss for Cosmetic damage. Cosmetic damage means damage or changes to physical appearance of the covered property that does not impede or hinder the normal operational function of the scheduled property such as scratches, abrasions, change in color, texture, or finish.
- Dishonest Acts: We will not cover loss or damage caused by your dishonesty or anyone acting for you. Nor do we cover any loss or damage arising from your illegal acts whether committed alone or in collusion with others.
- Electrical Breakdown: We will not cover loss or damage to electrical equipment caused by electricity other than lightning. If a fire results, we will pay for the loss or damage caused by the fire.
- Intentional Acts: We will not cover loss or damage caused by your intentional damage or destruction of property covered under this policy.
- Theft From An Unattended Vehicle: We will not cover loss or damage that is caused by or resulting from theft from an unattended vehicle except when it is securely locked, its windows are fully closed, and there is visible evidence that entry into the vehicle was forced.
- Unexplained Loss or Mysterious Disappearance: We will not cover loss or damage where the only proof of loss is unexplained or is caused by the disappearance of property without the knowledge as to place, time or manner of its loss. If your property was stolen, you are required to notify the local police immediately upon discovery. This policy does not provide coverage if you fail to notify the police.
- Wear & tear: We will not cover loss or damage caused by or resulting from wear and tear, gradual deterioration, insect or vermin. Wear and Tear means the reduction in value to the Insured Product stemming from routine use and exposure.

YOUR DUTIES IN THE EVENT OF LOSS OR DAMAGE

- Report the loss or damage to your child's teacher or principal by the following school day.
- Notify the local police immediately upon discovery of the loss if the loss is a theft, fire, or vandalism;
- Do everything possible to protect the property from further damage.

**Bath County Public Schools
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Student & Parent Signatures**

Please sign and return this page to indicate that you have read and understand the guidelines and other information described above. Please contact your child's teacher if you have questions about our new tablet project.

Student Signature

Parent Signature

Date

Date