



**1:1 BPS Device Handbook for
Students and Parents/Guardians**

NON-DISCRIMINATION NOTICE

SCHOOL BOARD OF BREVARD COUNTY

Educational Services
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FL 32940-6601

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**For concerns involving employees or job applicants
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MISSION STATEMENT

Our Mission is to serve every student with excellence as the standard

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1:1 Overview

Vision

Maximizing every student's potential in an engaging learning environment.

Purpose

As technology continues to grow exponentially, increasing access to technology for the students and teachers is essential. The District-issued device will provide a consistent, equitable and seamless platform for embracing new forms of teaching and learning.

Model of Instruction*

The 1:1 Device program is a blended model for instruction, **NOT** a virtual model. Students attend a traditional brick-and-mortar school and use the device in whole group, small group, and individual instruction facilitated by the teacher. Examples of models of instruction may include 1:1 device use at school only and 1:1 device use at school and home.

Disclaimer

The 1:1 Device Handbook contains School Board policies and other documents pertaining to the rules and regulations of Brevard Public Schools. The District reserves the right to revise any of these documents during the school year. For the most current version of any of these documents, please check the District website at: <https://www.brevardschools.org/>.

Receiving and Returning Devices

Receiving

Upon the determination of the school that the model of instruction will be for the student to have the 1:1 device for use at school and home, the school will provide a date of distribution. Students will then receive their assigned devices after the students and parent(s)/guardian(s) have signed and acknowledged all handbooks (digital, paper copies available as needed) and necessary paperwork.

Returning

Transferring or Withdrawing

Students who are transferring or withdrawing that have been issued a 1:1 device **MUST** return the device and all accessories before the student transfers or withdraws from the school.

If the device is not returned within 48 hours of withdrawal, Brevard County Public Schools shall be entitled to declare the student/parent in default and the District may report the device as stolen to law enforcement.

*Exceptions of the model of instruction may occur to meet the individual needs of the student.

End of Year Collection

All students are required to return any District devices and accessories annually on the day(s) of collection as designated by the school administrator. Students should bring their device to the school fully charged on the scheduled day for collection. The District will perform annual maintenance to ensure satisfactory performance. Any stored data will be erased from the digital device.

District Responsibilities

Device Ownership

The District retains sole right of possession and ownership of all devices utilized in the 1:1 Initiative. The District will retain records of serial numbers and asset tags of all devices provided. The student is granted permission to use the device according to the rules and guidelines set forth in this handbook, District policies and the [BPS Code of Student Conduct](#). Failure to follow the terms of this handbook may result in disciplinary action according to the [BPS Code of Student Conduct](#) which may include confiscation of any devices issued to the student and revocation of student access to District technology.

Device Management

- The District uses a device management system to oversee all devices.
- Students will have access to District approved software/applications.
- Students are required to login to their device with a secure username and password.

Safe Internet Access

The District maintains an Internet filter for all District issued devices as required by the [Children's Internet Protection Act](#) (CIPA) (policy [7540.06](#)). Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials. Brevard County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Log files are maintained on each District device with a detailed history of all sites accessed.

Students will be allowed access to the Internet at their school through the District's network and every attempt will be made to supervise and filter content students may access. It is the responsibility of the user to appropriately use the device, network and Internet. Students are expected to adhere to the Student Network and Internet Acceptable Use and Safety Policy ([7540.03](#)) and Procedures ([7540.03](#)).

Privacy

In compliance with [CIPA](#), all network usage will be filtered and monitored on District issued devices (policy [7540.06](#)). Measures have been put in place to ensure student safety and digital rights are being met and handled appropriately.

District personnel may conduct an individual search of a District issued device and its files, music, videos, e-mails or other related items if there is suspicion that the device has been used in violation of the [BPS Code of Student Conduct](#), Student Internet Acceptable Use and Safety policy ([7540.03](#)) and Procedures ([7540.03](#)) and/or county, state or federal laws. Students will be required to provide access to District issued devices and any accessories upon request by the School or District. The District retains the right to collect and/or inspect devices at any time, including via remote access; and to alter, add or delete software or hardware. There is no reasonable expectation of privacy while using the District's computers, networks, or technology.

Students waive any right to privacy in anything that they create, store, send, disseminate or receive on the District's devices and network systems, including the Internet.

The District will report incidents and fully cooperate with local, state and/or federal officials in investigations or suspected illegal activities conducted through District-owned computer systems.

Student Responsibilities

Student Technology Use and Conduct

Technology access has been provided for educational purposes and will be consistent with the District's instructional objectives and the Florida Standards. Access to these technologies imposes certain responsibilities and obligations.

When using technology students will:

- Utilize the technology only for educational purposes.
- Always follow the [BPS Code of Student Conduct](#).
- Adhere to all local, state and federal laws.
- Keep usernames, passwords and personal information confidential.
- Report any malfunction, inappropriate material, or improper usage to District staff immediately.

When using technology students will **NOT**:

- Use the technology in any way that disrupts use by others or creates a hostile learning environment.
- Use technology for commercial purposes that is not directly related to a course offered by the District in which the student is enrolled ([policy 7540.03](#)).
- Conduct any activity that violates school rules, [BPS Code of Student Conduct](#), School Board of Brevard County Policy, or law (this includes copyright laws).
- Access websites or other content blocked by BPS.
- Access the data or account of another user.
- Install any non-approved software.
- Modify the standard configuration of any device or other technologies.
- Change or alter usernames or passwords that are assigned by the District.
- Use another student's username and password ([policy 7540.03](#))
- Record staff or students without their consent or knowledge.
- Access social media, blogs, chat rooms, or "hang outs" ([policy 7540](#))

Caring and Handling of the Device

A student is responsible at all times for their device, whether on or off campus. The student assigned to the device is responsible for all use of the device. Students should NEVER leave their device unattended for any reason. Devices left unattended will be secured by staff and placed in a designated location per school administration. Students are expected to follow specific guidelines listed in this document and take any additional common-sense precautions to protect their device.

How to Carry the Device

- Close the lid of the device before standing up or moving with the device.
- Always use two hands when carrying or moving the device.
- Never place heavy objects on the device.

Where to Use/Place the Device

- Devices should always be placed in the center of a flat hard surface off the floor.
- Devices should be maintained in climate-controlled areas away from extreme heat or cold. Do not leave the device in a hot car.
- Devices should be kept away from food and drinks, small children and pets.

How to Transport the Device on Campus

- *Recommendation:* Backpacks should be equipped with a padded pocket designed for digital devices for protection.
- When transitioning between classes, the device should be in the padded pocket of the backpack.
- Devices should not be transported in a backpack that contains liquids (i.e., water bottles, lotions, etc.)
- Devices should always be shut down or placed in sleep mode before being transported in the student's backpack.
- Carefully remove all cords and peripherals before transporting the device.
- Do not place heavy items on top of the device.

How to Transport the Device Traveling to and From School

- *Recommendation:* Backpacks should be equipped with a padded pocket designed for digital devices for protection.
- Devices should always be shut down before being transported in the student's backpack to leave campus.
- Carefully remove all cords and peripherals before transporting the device.
- Do not place heavy items on top of the device.
- Do not leave the device in a vehicle, if possible.

How to Manage the Power of the Device

- When the device is taken home, the student is responsible for fully charging the device for use the following day.
- When charging the device, make sure all cords are out of the way to avoid tripping hazards and damage by others or pets.
- When charging the device, use a surge protector whenever possible.
- When charging the device, do not charge the device on a soft surface (i.e., bed, pillow, blanket) as this blocks airflow.
- To extend battery life, close unused applications or browsers, dim the brightness of the screen and use standby mode.
- For prolonged periods of inactivity, shutdown or restart the device.

How to Clean the Device

- Clean the screen with a soft, dry, lint free (i.e., microfiber) cloth. Do not use Windex or harsh chemicals.
- Clean the keyboard with compressed air. Do not attempt to remove keys to clean.

Digital Device Personalization

- Students are prohibited from putting non-school approved stickers or additional marking on the device, case, batteries, or power cord/chargers.
- Students are prohibited from removing or interfering with any identification sticker and/or serial number.

Parent/Guardian Responsibilities

- Review this handbook and check to make sure your student(s) understands the rules and guidelines.
- Ensure the 1:1 device is only used by the student to whom the device is issued.
- Monitor your students' device at home to include Internet use and files stored on the device or Google Drive.
- Assist students with proper care and storage of device at home by providing a safe place to charge each evening.
- Ensure the return/transfer of the device at the end of the year or if the student withdraws/transfers from the school.
- Accept liability for damage or loss of the device.

Tips for Parent(s)/Guardian(s)

- Discuss your values with your children and encourage students to make decisions regarding their use of the Internet that is in accord with your personal and family values, in addition to the District's standards.

Wireless Access Outside of School

Students are allowed to set up wireless networks on their devices. There is no expectation of home internet for students; however, some businesses and public libraries may offer free wireless Internet services (note: when using public Internet services, it is recommended to not access or provide sensitive personal information). Several options exist for students using the device away from school that do not have internet service at home. The device can be used without internet connection (offline). In an offline mode, students can work with downloaded content and complete assignments.

Charges for Assessed Damages and/or Loss

Students who incur damages and/or loss to their personally assigned devices will be assessed a charge based upon the expense or loss per claim (per policy [6152](#)). A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. The District understands that accidents occur, but students and families will hold some responsibility for proper care of devices. Charges apply to damages and/or loss of devices at the students' home and/or school.

Loaned Devices

In the event that the student's device needs to be repaired or replaced another device will be provided to the student, if available. In the event that a loaner device is not available, alternative instructional measures will be used.

Opt Out

Student Access to Electronic Tools and Resources

Parents/Guardians have the right to Opt-Out or terminate their student's access to electronic tools and resources. If a parent/guardian chooses to Opt-Out (or terminate), they must complete the *Student Technology Use Opt-Out Form*. If the parent/guardian do not want their student to use technology resources, please be aware that the decision to eliminate a student's access to these resources and tools may significantly impact the student's ability to work collaboratively with his or her peers and may inhibit the development of skills necessary to live and work in a digital society.

Device Take Home

Parents/Guardians have the option to Opt-Out of their student from being assigned a device to take home. The student will be provided access to a device at school, during school hours as determined by the teacher and/or school personnel but will not have access to the device outside of the school. If the parent/guardian chooses to not have a device assigned to their student to take home, they must complete the *1:1 BPS Device Agreement Form* and select option 2. If the parent changes their decision and wants their student to participate in taking the device home, the parent must complete and submit a new *1:1 BPS Device Agreement Form* selecting option 1.

Use of Personal Wireless Communication Device (WCD)

A student is permitted to bring their personal WCD (computer, tablet, electronic readers, cell phones, telephone paging devices, and/or other web enabled device) to school but the WCD must be powered off or placed into vibrate/silent mode and stored out of sight during school hours. Students seeking approval to utilize their personal WCD for instructional purposes will need to request permission through their school's administrator (policy [5136](#)). Personal WCD will not be supported by Instructional Technology (IT).

Troubleshooting and Technology Support

Digital Device Troubleshooting

The majority of the device issues can be solved by completing the following steps:

1. Restart the device
2. Ensure the wireless is enabled and reconnect to the Internet

If the steps above do not resolve the problem:

During school hours: The student should request help from a teacher.

Outside of school hours: The student should follow the steps below in Technical Support.

Technical Support

Technical Support is only available during school listed hours of operation. If a student has a technical problem at home with their District issued device, the student should document the problem as detailed as possible by doing the following:

- Recording any error messages
- Noting exactly what the student was attempting to do at the time
- Listing the software/application being used when the problem occurred

All repairs will be performed or managed by the School/District personnel. Parents, guardians, or students are not allowed to attempt repair themselves or contract with any other individual or business to repair any District-owned equipment. Every effort will be made to repair or replace the device in a timely manner.

Theft of the Device

Off Campus

If a District-owned device is stolen outside of school, a police report must be filed within 24 hours to the local law enforcement agency where the incident occurred. Once a stolen property report has been filed, a case number will be provided.

The school must be informed on the next school day. The case number will be needed when reporting theft to the student's school Administration. An incident report must be filed.

On Campus

If a District-owned device is stolen on campus, the student is to notify the school's Administration and/or School Resource Officer immediately. (If an incident occurs on campus after regular school hours, such as a sporting event, report within 24 hours or the next school day). An incident report must be filed. After an investigation, it will be determined if the loss is due to negligence or if the device was stolen.

Digital Discipline

Any student who violates the rules and expectations of the 1:1 Device Handbook, [BPS Code of Student Conduct](#), Student Network Internet Acceptable Use and/or Safety policy ([7540.03](#)) and Procedures ([7540.03](#)) will be subject to disciplinary action. If there is evidence that a violation has occurred, then a school administrator will determine and apply appropriate consequences in accordance with policy, law and the [BPS Code of Student Conduct](#). Disciplinary action could include but is not limited to verbal warnings, loss of technology privileges, suspension, or expulsion from school. In addition, inappropriate use of technology may result in the user losing his/her right to use the device.

Behaviors and Corrective Strategies Related to Student Device Use

| Tech Related Behavior Violations | Equivalent “traditional” Classroom Violation | Brevard Public Schools Student Behavior (Incident)* |
|--|--|--|
| Email, instant messaging, internet surfing, computer games (off task behavior) | Passing notes, looking at magazines, games (off task behavior) | Elec./Telecommunications Device Misuse (Minor) (075) Network/Internet Misuse (Minor) (084) |
| Missing device case | Not following direct instructions | Vandalism – less than \$1000 (007) Willful Disobedience (103) |
| Cutting and pasting without citing sources (plagiarism) | Plagiarism | Plagiarism (085) |
| Cyber-Bullying | Bullying, Harassment | Cyberbullying (BU1) |
| Damaging, defacing, or endangering computer or accessories | Vandalism, property damage | Vandalism - less than \$1000 (007) Vandalism - \$1000 or Greater (VAN) |
| Using profanity, obscenity, racist terms | Inappropriate language | Profane, Obscene, or Vulgar Language -Minor (101) Profane, Obscene, or Vulgar Language - Major (100) |
| Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network | Bringing pornographic or other inappropriate content to school in print form | Network/Internet Misuse - Major (082) Sexting (089) |
| Using an electronic resources account authorized for another person | Breaking into or using someone else’s locker | Network/Internet Misuse - Major (082) |

**The Student Behavior (Incidents) include but are not limited the list below.*

Note: More than one (1) Student Behavior (Incident) is listed for some offenses depending on the facts of each individual investigation.