

PERSONALIZED LEARNING DEVICES

Policy and Purpose Statement

The focus of the West Morris Regional High School District Personalized Learning Initiative is to adequately prepare students for college and career readiness while equipping them with the necessary skillset to excel in all facets of their educational career, enabling them to become exceptional learners. The Board of Education believes that technology is an integral and necessary part of the educational experience, and when leveraged in a meaningful way, can transform teaching and learning. To that end, all students will receive their own personal device establishing a reliable, seamless platform for teaching and learning to occur. By providing each and every student with a device, teachers will be empowered to have increased access to students and gain the capacity to personalize and differentiate learning. Students will be afforded greater ownership of the learning process with control over the pace, time, and or path in which instruction takes place. All students will model the requisite media and information literacy skills required to thrive in a technology and media-driven environment.

The purpose of this policy is to establish general guidelines for the use of any district issued device provided to students. For the purpose of this policy, “personalized learning device” or “device” shall include, but not be limited to, portable devices such as computers, laptops, tablets, Chromebooks, or any other computing or electronic devices the school district provides to students to be used as part of their educational program.

To receive a district issued device, the parent or guardian and student must sign the Student Technology Responsible Use Agreement, the Student Personalized Learning Device Agreement, the Technology Signature Page, the Device Guidebook Acknowledgement Page, and also pay the maintenance fee if required. Both the parent or guardian and the student must comply with the following guidelines, requirements, and responsibilities.

Guidelines for Personalized Learning Devices

1. Use of the personalized learning device is subject to the district’s Technology Responsible Use Policy (6142.10) and related policies.
2. In the event a district-issued device is willfully damaged, the parent or guardian will be charged the full price for the repair or replacement of the device.
3. The parent or guardian shall be responsible for reimbursing the school district the full cost of any device that is lost, abandoned, missing, stolen, or cannot be returned to the district during normal operating hours.
4. At its discretion, the district may require an annual maintenance fee to be paid by the parent or guardian that covers regular wear and tear, repairs, and accidental damage.
5. Students are allowed one accidental damage incident per calendar year. After the initial incident, the parent or guardian is responsible for any additional instances of accidental damage and may be charged the full price of the repair or replacement of the device.
6. Students are required to report any hardware or software issues within 24 hours via the electronic Device Repair Form to expedite the repair process. Devices should then be dropped off at the Library Media Centers during specified hours.
7. A parent or guardian is required to immediately file a police report in the event it is believed the device has been stolen. Within one school day after filing a police report, a parent or guardian shall complete the electronic District Device Loss Form and submit a copy of the police report electronically or to the District Technology Coordinator.
8. The device will allow students to access certain segments of the network and services provided by the district. The student should in no way attempt to gain other privileges or attempt to access resources on the network where no explicit rights have been granted.

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9. The student will in no way tamper with, modify, or deface the device or software provided by the district.
10. The student may not download copyrighted software, audio, or video files, or any other copyrighted materials from the Internet not legally allowed to be used.
11. Only licensed software/apps approved by the district may be installed onto the device. All devices will have a suite of pre-installed software. If a student requires specialized software, it must be documented in his/her Individualized Education Program or Section 504 Individualized Accommodation Plan.
12. This device may not be used for any form of financial gain.
13. This device and its contents remain the property of the district. No data stored on this device is private, and the student has no reasonable expectation of privacy to said data.
14. Devices may be inspected by a member of the Technology Department prior to being taken home over the summer.
15. Students matriculating to the district may be required to participate in a digital citizenship seminar which will meet periodically throughout the school year.
16. Unless otherwise notified, upon graduation the device will become the property of the student to which it was assigned, and no longer belongs to the district provided all monetary obligations have been satisfied. The district relinquishes all responsibility and is held harmless for any and all maintenance, repairs, and upkeep of the device.
17. Filtering will be provided both on and off campus. While the district will make every attempt to block materials that have little or no educational value, are obscene or profane, advocate illegal acts, or violence or unlawful discrimination, access to the Internet brings with it the possibility that inappropriate content may be accessible. It is therefore the parent(s) or guardian(s) responsibility to monitor use of the provided device outside of the district.
18. Students may connect their device to a home network and or other networks outside of school. A WiFi connection will be required for device use. Regardless of the network being accessed, students are bound to the district's Responsible Use Policy and related policies.

Specific Student Responsibilities

1. The device should be charged each and every day. It is not the responsibility of the teacher, school, or district to provide opportunities or hardware for charging.
2. The device should be brought to every class every day unless otherwise instructed by the teacher. If not in use, the device should be in a locked and or secured environment.
3. Do not leave the device unattended at any time in an unsecure location and keep it in sight at all times while in public places such as restaurants, airports, and libraries.
4. The case provided must remain on the device at all times. Students are welcome to add stickers to the paper insert to personalize the device's appearance in accordance with district and school policies.
5. Clean the device on a routine basis in accordance with district cleaning and care guidelines.
6. Food and drink should be kept away from the device and work areas.
7. Only those applications, resources, and information for which students have been granted authorization should be used.
8. All files will be stored and uploaded to Google Drive unless otherwise instructed by a teacher. This will provide anywhere anytime access to digital content.
9. The device and information technology resources are only to be used for their intended purpose.
10. Protect the access and integrity of the device and information technology resources.
11. Abide by applicable laws and school policies and respect the copyright and intellectual property rights of others, including the legal use of copyrighted software.
12. Respect the privacy and personal rights of others.
13. Any other provisions the Superintendent or District Technology Coordinator determine to be necessary.

The district will provide the student and parent/guardian with written or electronic notification that the technology device provided by the district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature

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capable of recording or collecting information on the student's activity or use of the device. This notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the pupil. The parent/guardian shall be required to acknowledge the receipt of this notification and the District Technology Coordinator shall retain the parent/guardian acknowledgement as long as the student has access to and use of the district issued device. The parent/guardian acknowledgement and a signed District Personalized Learning Device Form shall be required before the issuance of a device to a student. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide a laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Notwithstanding any of the provisions of the District Personalized Learning Devices Policy, no student or parent/guardian shall have an expectation of privacy in the use of any device provided by the district, or in the use of any device that has access to the district's network, services, applications, or stored files.

Students shall comply with all district policies when using a district issued device. A student shall be subject to consequences in the event the student violates any district policy, including the District's Responsible Use Policy; Student Disciplinary Code; or any provisions of this policy.

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