

# HPS 1:1 Initiative | Policies and Procedures

In order to make this a successful venture for all involved, we propose the following distribution of tasks, responsibilities, and related policies/procedures.

## Overview

All K-12 students registered in Haverhill Public Schools will receive a device to assist in their education, both for accessing appropriate resources, as well as producing digital work and content.

To maximize the performance of the device given to the students to use, they may receive a new device at the following transitional grades: Kindergarten, Grade 5, and Grade 9. When a student's time with an assigned device is complete, they will have the option to purchase their device at the fair market value price.

## Related Policies

### **HPS Technology Acceptable Use Policy**

The assigned device is to be used by the assigned student for school-related purposes only, following the guidelines set by the [HPS Acceptable Use Policy](#).

### **HPS Student Chromebook Policy**

Students will adhere to the [HPS Student Chromebook Policy](#).

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## Technology's Role

Device Prep

Global Inventory Management

Device Repairs/Maintenance

CIPA-compliant Filtering

Communication of Policies/Procedures

Online Training and Support Resources

## Registration's Role

Registration will make sure Parents/Guardians sign and return an HPS Acceptable Use Policy for all new registrations.

The Optional Device Insurance Form will be given to parents at the completion of registration.

## School's Role

### Device Distribution

Similar to our initial Chromebook distribution, each school will be the main pickup location for the students' Chromebook. A few options on distribution are:

- Set up pickup the week before school, in the same manner as done before
- Chromebooks will be distributed to students on the first day of school

Technology will have the appropriate number of devices/chargers available and, as possible, pre-assigned to the students, as well as a reasonable amount of extras.

Schools should utilize proper social distancing and safety protocols during device pickup.

### Communication of Policies/Procedures

Be the main source of information for students/parents by providing straightforward and consistent communication of both District and School policies related to Device management and expectations.

## Enforcement of Policies/Procedures

As necessary, provide structure and expectations surrounding enforcement of Device Use, Care and Maintenance, and Personal Responsibility, including managing appropriate discipline for recurring physical damage/device misuse.

## Access Online Training and Support Resources

Ensure that parents/students/staff have access to and familiarity with the various Online Training and Support Resource options provided by HPS Technology, accessing this as the primary source of help and information related to device use and best practices.

## Single Point of Contact

Each building needs to designate at least 3 staff members (1 primary, 2 secondary) that can serve as the main point person in the building for Digital Support. Their responsibilities would be as follows (with appropriate, regular training provided by Technology)

- Be “first line of defense” for student/staff questions for day-to-day use
- Handle basic troubleshooting of devices (restarting, testing WFi, software updates, etc.)
- Handle distribution of daily spares for students, as needed
- Assist in maintaining the accuracy of their school’s device inventory using Technology’s inventory system
- Maintain spare device supply
- Communicate regularly with Technology related to recurring issues, procedure questions, training needs, etc.

## Device Swaps

Handle daily distribution/collection of spare/loaner devices for students who either do not have a device or who are awaiting a repair swap.

Facilitate the distribution of swapped devices returned from repair or for new students.

## Maintain Spare Equipment/Carts/Status

Technology will provide a buffer percentage of spare devices to be used for daily loaners at each building. Schools should be in consistent communication about the status of these devices in terms of quantities and status, as well as maintain their readiness for daily loaner use.

# Teacher's Role

## Communication of Policies/Procedures

Be the main source of information for students/parents by providing straightforward and consistent communication of both District and School policies related to Device management and expectations.

## Access Online Training and Support Resources

Ensure that parents/students/yourself have access to and familiarity with the various Online Training and Support Resource options provided by HPS Technology, accessing this as the primary source of help and information related to device use and best practices.

For personal skill development (or with PLC, grade levels, or departments), utilize the iSchool's Online Training Resources, Communications from HPS Technology, Support Ticket system, and Training Appointments to continue to support your professional needs.

## Student Support/Troubleshooting

Assist with basic troubleshooting with students' devices, accounts, and online resources, including but not limited to password distribution, login assistance, and instructional how-tos.

# Proposed Policies

HPS Technology Acceptable Use Policy (proposed update: [link](#))

HPS Student Chromebook Policy ([link](#))

## Student Fee Collection Procedure

Handled by the Front office of schools, Cash/Check payments. Payment entered into SchoolBrains- *Work in Progress*

## Haverhill Staff Device Insurance Fee

To help protect the device and its related peripherals, staff will have the opportunity to insure their device with Haverhill Public schools for \$20, which will cover a single incident of damage, loss, or repair for the school year. If a staff member declines this optional fee, they may be held responsible for the individual costs of the item(s) damaged. Likewise, if there are multiple

incidents over the course of a single year, additional costs and/or disciplinary action may be assessed, per the discretion of the District administration.

Thoughts: Direct Debit of Paycheck