

Bagley Elementary School



2026-2027

1:1 Device Handbook

Adopted June 27, 2016

Revised ~~June 12, 2024~~ July 20, 2026

Mission Statement

Pursuing Educational excellence for all:

Provide a learning environment which inspires and prepares each student to achieve his/her dreams, contribute to a community, and engage in lifelong learning.

OVERVIEW

The Bagley Public School District is committed to preparing our students to succeed in our rapidly changing world. It is essential that the District provides our students with the 21st-century skills that they need to be self-directed learners. We believe that effective teaching and learning include the use of technology to best prepare each student for the world in which they live. To accomplish this, the District is making iPads available to all students in grades ~~Pre-K-6~~ K-4 and Chromebooks available for students in grades 5 and 6 as described below. Our 1:1 Initiative requires a \$50 Technology Insurance fee for students who use iPads. (\$20 per student if the family completes the Free/Reduced Application...whether or not they qualify). In addition to paying the fee, each student must complete the "Student Parent Agreement" Form. The following requirements and guidelines apply to the iPad 1:1 initiative.

RESPONSIBILITIES

Student Responsibilities

- Students are expected to use the iPads devices appropriately for educational purposes within or outside the building as directed by the instructor.
- Students are expected to

- follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy. Students will **not** have the ability to set or change screen passcodes or security settings. Security settings will be set by technology staff.
- Students attempting to hack or jailbreak ~~the iPad~~ **their issued device** will be subject to disciplinary action.
- Students are responsible for costs associated with damage to ~~the iPad~~ **their issued device** due to intentional or purposeful misuse.
- Students will make technology staff aware of any issues of malfunctioning or broken devices in a timely manner by reporting to their teacher.
- Students may **not** log in with their own or their family's personal Apple ID account on a school issued device.

Teacher Responsibilities

- Teachers are expected to set up classroom routines to ensure the proper care of ~~the iPads~~ **school owned devices**.
- Teachers will always model digital citizenship at an age-appropriate level when teaching with District technology.
- Teachers will charge and secure ~~iPads~~ **devices** daily and/or have routines that include the students in this process. Teachers will ~~lock iPads~~ **store devices** in a secure location and/or lock their classroom door when they leave each day.
- Teachers will make the technology staff aware of any issues of malfunctioning or broken devices in a timely manner.
- Teachers will be trained on best-practice for teaching ~~with iPads~~ **in a 1:1 environment with a strong emphasis on screen-time considerations and well-balanced lessons**.
- ~~Devices~~ **should NEVER** be an option for students to fill time if work is completed early. ~~Devices~~ **should be viewed as a tool for a specific learning experience.**

Technology Staff Responsibilities:

- The technology staff at BES will manage the iPads and Chromebooks with a Mobile Device Management and Google Admin Console system which will set restrictions, install and remove apps based on teachers' requests, and run updates.
- The technology staff will ensure that filtering restrictions are in place even when the iPads devices go home with students.
- The technology staff will work diligently to ensure timely repair of any devices as needed.
- The technology staff will work closely with staff to provide needed training on best practices for teaching with iPad in a 1:1 environment.
- The technology staff will manage, set up, and train staff on the use of Linewize Blocks in order to monitor and guide student iPad technology use for instruction.

ACCIDENTAL DAMAGE

If the device is damaged through normal student usage, it must be reported to the classroom teacher as soon as possible so repairs can be done. Your repair will be processed as quickly as possible and a loaner will be provided until the device is fixed. In the event that we end up in a distance learning situation, damage to the device while at home will be the responsibility of the parent/guardian. Please see the "Fees" section below.

INTENTIONAL DAMAGE/MISUSE

If an iPad device is damaged by an act of "purposely destroying school property", it must be reported to the Principal as soon as possible. Discipline will be given to the student following existing District School policies. All costs associated with repairing the damaged iPad device will be the responsibility of the student and family. This includes all technology accessories such as cases, headphones, keyboards, and the like. It is expected that all technology property will be handled with care and as directed by staff.

STUDENT INSURANCE FEE

- The student insurance fee is \$50.00 per student (\$20.00 if the family fills out Free/Reduced forms whether they qualify or not.) High Risk Users are students who have had 3 or more disciplinary referrals relating to their school issued device. High Risk Users will pay double the insurance fee... \$100 per student (if the family fills out Free/Reduced forms whether they qualify or not.)
- The Technology Insurance Cost will provide insurance for accident, vandalism, fire, flood, natural disasters, and power surges due to power outages. Insurance payment is nonrefundable. Loss or theft of the iPad is covered under this insurance. The insurance cost is an annual cost.
- Students moving into the district during the school year will have a prorated fee.
- Please contact your student's school if the insurance fee is a hardship as there are scholarship opportunities available. [Scholarship Application Form](#) (printable) [Scholarship Application Form](#) (Online)



Other Fees

- iPad Screen Replacement: \$35
- iPad Screen Protector Replacement: \$5
- Chromebook Screen Replacement: 1st Screen Replacement: \$60
- Chromebook Screen Replacement: 2nd (or more) \$140
- Charger: \$20
- iPad Lost or Damaged Beyond Repair: ~~\$290~~ \$324
- Chrombook Lost or Damaged Beyond Repair: \$365
- ~~Replacement Case w/ keyboard: \$100~~
- Regular iPad Case Replacement: ~~\$30~~ \$25

LINEWIZE/CLASSWIZE

~~Linewize is a Student Behavior Analytics and Content Filtering program that is in place monitoring all student use. The Student Behavior Analytics feature of Linewize has an alert system to monitor user's well being and spot any changes in online activities. It also features a Red Flag warning system that will alert staff to check on the safety of users struggling with high-priority issues like suicide or violent behavior. Our staff will follow up on all notifications to ensure students get the support and/or redirection they need and to make parents aware of the situation. The content filter allows us to block or allow websites as needed.~~

~~**Classwize** is a student management system used by classroom teachers to help guide students to stay focused while they are in the classroom using chromebooks. Unfortunately, this is not available for elementary classrooms as it does not work on an ipad.~~

BLOCKSI

Blocksi is a cloud-based K-12 education platform that combines student safety monitoring, web content filtering and classroom management all in one place! Our staff will utilize this to make sure when students are using school-issued devices that they are distraction-free, secure and conducive to learning, both in the classroom and at home. The platform continuously scans school-managed accounts (like Google Workspace) and search queries for signs of cyberbullying, violence, self-harm, or anything explicit or dangerous. Reports and notifications as any of these things arise are addressed to support student well-being. It also includes parental controls that allow guardians to monitor their child's internet activity, set custom filtering rules (e.g., blocking gaming or streaming), and enforce screen-time boundaries outside of school hours.

IPAD DEVICE MISUSE

~~Ip~~ad Device misuse is classified by a wide range of behaviors from failing to follow classroom directions while using the device to viewing inappropriate material. (violent, bullying, or sexually graphic) All school staff will be vigilant in making sure students are not misusing their devices in these ways. If the misuse is categorized by: failure to follow class directions and/or stay on task, changing another student's password, hacking into another student's account, slamming, punching or throwing ~~the ipad their school issued device~~, the teacher will submit a disciplinary referral to the BES Office. The consequences will follow the code of conduct and increase in severity with each additional infraction. Additional consequences ranging from more restricted filtering to complete loss of privileges to use ~~an ipad any device~~ for a set period of time may also be enforced. If the misuse causes physical damage to a device, the offending student will pay for the repairs in addition to the consequences listed in the Code of Conduct.

524F Bagley School District K-12 Acceptable Use Policy Acknowledgment Form₁

Board Adopted: September 2, 2008

Board Revised: June 17, 2024

Board Reviewed: July 20, 2026

Bagley Public School information technology resources, including email, network and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. *Respect and protect the privacy of others.*
 - Use only assigned accounts.
 - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Do not distribute private information about others or themselves.
2. *Respect and protect the integrity, availability, and security of all electronic resources.*
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. *Respect and protect the intellectual property of others.*
 - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
 - Do not plagiarize.
4. *Respect and practice the principles of community.*
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).



- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

¹ Complete Acceptable Use Policy is available via the district website (www.bagley.k12.mn.us) or by request from the District Office.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

(Signature on School Student/Parent Agreement Form)

Disclaimer: While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Bagley School District makes its complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use

TECHNOLOGY DEPARTMENT CONTACTS

Brenda Dukek-District Technology Coordinator

Phone: 694-6528 ext. 3253 | E-mail: bdukek@bagley.k12.mn.us

Mark Aamodt-High School Technology Support

Phone: 694-6528 ext. 2404 | E-mail: maamodt@bagley.k12.mn.us

Troy Reynolds-District Technology Integrationist

Phone: 694-6528 ext. 3250 | E-mail: treynolds@bagley.k12.mn.us

Technology Department E-mail: itdept@bagley.k12.mn.us

Bagley Elementary School 2026-2027

Student/Parent Agreement Form

(Students and Parents should initial each statement for clarification on expectations)

_____ I will follow class directions and stay on task when using my device. (Class time is NOT for gaming).

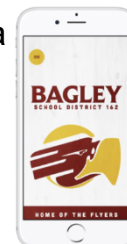
_____ I will not use another student's log in, change their password, or ~~touch another student's ipad~~ use another student's device for any reason.

_____ I understand that if I am seen mistreating my ~~ipad~~ school issued device (punching the screen, tossing it carelessly, throwing it around), I will be written up by teachers who witness it. Consequences will follow as written in the Code of Conduct.

_____ I understand that if I remove the screen protector from my iPad I will be charged \$5.00.

_____ I understand that if I don't follow the agreement I may end up losing my ~~ipad~~ technology privileges for a set period of time.

_____ I understand that if I get 3 or more disciplinary referrals related to my ~~ipad~~ technology use in a school year my insurance fee will double the following school year



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I have reviewed and I agree to follow Bagley Public School's 1:1 Learning Initiative expectations and acknowledge that I have read and understand Bagley's Acceptable Use Policy. I agree to treat my ~~Chromebook~~ school issued device with respect and care and to have it charged and ready to use daily.

(Print) Student Name: _____ Date: _____
Student Signature: _____ Grade _____
(Print) Parent/Guardian Name: _____ Date: _____
Parent/Guardian Signature: _____