

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

6141.327

## Instruction

### Electronic Resources: Assistive Technology Devices

The Lisbon Board of Education believes that students need to be proficient users of information, media, and technology in a digital world. The use of technology at both the school and at home environments provides an opportunity to enhance each student's overall learning experience.

Use of technology can be especially beneficial to those students with an Individualized Education Plan (IEP) or 504 Plan. As part of those plans it may be necessary for students to have access to assistive technology devices during non-school hours.

The following policy and its' attachments and information apply to all district owned technology.

### Use and Care

- Students must use protective cases provided by the district for assistive technology devices at all times
- Never drop or place heavy objects on assistive technology devices
- Keep food and beverages away from assistive technology devices
- Do not subject assistive technology devices to extreme heat or cold, do not store in vehicles
- Batteries for assistive technology devices are required to be charged overnight and ready for use in school
- Administration will authorize school district IT staff to install software to the hard drive as required by IEPs/504 plans. Students may not install software without permission from school personnel.
- The assistive technology device shall not be used by anyone other than the student to whom it is assigned
- The whereabouts of the assistive technology device should be known at all times. It is the student's responsibility to keep their assigned assistive technology device safe and secure
- Students and parents/guardians will review and sign the User Agreement before taking possession of assistive technology devices. See Attachment A
- Students will not access prohibited material. Students are not allowed to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Parents are responsible for the setting up and use of any home internet connection and no support will be provided by the District.

### Lost, Damaged, and Stolen Assistive Technology Devices

If the assistive technology device is lost, damaged, or stolen the Special Education office/ Principal's office must be notified immediately.

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### Lost, Damaged, and Stolen Assistive Technology Devices (continued)

Leaving the assistive technology device unattended, failing to secure it per District recommendations, leaving it in an unlocked vehicle, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in a replacement cost being assessed.

Accidental damage includes damage resulting purely by accident despite following all guidelines for use and care of the assistive technology device. The following are not considered accidental damage:

- Excessive scratches or wear caused by failure to regularly use the provided protective case
- Intentionally marking, defacing, and/or abusing assistive technology devices, including placing of stickers or decals
- Damage caused by tampering with hardware components or operating systems to alter district configuration

Students will be charged the fair market value of the assistive technology device if lost, deliberately damaged, or vandalized. See Attachment B: Fair Market Value Chart and Table of Estimated Repair Pricing.

If stolen, parent or guardian will notify school administration no later than within 48 hours of occurrence. A police report will be filed by the District immediately.

The Superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, provide appropriate staff development opportunities, and develop procedures to support this policy.

Policy adopted – 02/23/15 – Lisbon Board of Education

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Attachment A  
6141.327

## Instruction

### Electronic Resources: Assistive Technology Devices

#### Student Pledge for Assistive Technology Devices

1. I will take good care of my assistive technology device.
2. I will never leave the assistive technology device unattended in public.
3. I will never loan my assistive technology device to other individuals.
4. I will charge my assistive technology device daily.
5. I will keep food and beverages away from my assistive technology device.
6. I will not disassemble any part of my assistive technology device or attempt any repairs.
7. I will protect my assistive technology device by using the district provided case at all times.
8. I will not place decorations (such as stickers, markers, etc) on the assistive technology device or deface the serial number.
9. I understand that my assistive technology device is subject to inspection at any time without notice.
10. I will follow the policies for the assistive technology device and applicable district technology policies while at school, as well as outside the school day.
11. I will not load extra software/apps on to my assistive technology device without consent from administration.
12. I will not access prohibited material including anything containing offensive, threatening, pornographic, obscene, or sexually explicit materials.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District assistive technology device, case, and power cords in good working condition.
15. I will notify school officials in case of theft, vandalism, or loss immediately.
16. I understand that a police report will be filed by the school if necessary.

I agree to the stipulations set forth in the above documents including the Electronic Resources: Assistive Technology Device Policy (# 6141.327), the Acceptable Use of the Internet Policy(#6141.321), and Internet Acceptable Use: Filtering Policy (#3414.323).

Student Name (Please Print):\_\_\_\_\_

Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Attachment B  
6141.327

## Instruction

### Electronic Resources: Assistive Technology Devices

#### **Fair Market Value Chart and Table of Repairs**

The pricing of replacement and repairs will be updated on a yearly basis or when deemed necessary by Administration and the IT Department.

#### **Fair Market Value I-Pads**

AGE OF I-PAD	VALUE
1 year or less	\$599.00
2 years	\$399.00
3 years	\$299.00
4 years	\$199.00

#### **Table of Estimated Repair Pricing Tablets**

REPAIR	LOSS, DELIBERATE DAMAGE, NEGLECT
Keyboard and case	\$130.00
Power adaptor and cord	\$75.00
Abandonment fee (if eventually found)	\$15.00

#### **Fair Market Value Laptops**

AGE OF LAPTOP	VALUE
1 year or less	\$899.00
2 years	\$699.00
3 years	\$499.00
4 years	\$299.00

#### **Table of Estimated Repair Pricing Laptops**

REPAIR	LOSS, DELIBERATE DAMAGE, NEGLECT
Cracked or damaged screen	\$180.00
Power adaptor and cord	\$95.00
Abandonment fee (if eventually found)	\$15.00
Keyboard/TrackPad/Case/Optical Drive	\$125.00
Battery Replacement	\$75.00

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