

Franklin Public Schools

Office of the Superintendent of Schools
355 East Central Street
Franklin, Massachusetts 02038

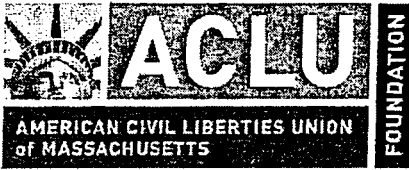
Telephone: (508) 541-5243

FAX: (508) 553-0321



December 8, 2014

Here is the rest of the documentation from Franklin HS as per your request.



DEC 1 2014

Mason Kortz, Legal Fellow
ACLU of Massachusetts
211 Congress Street
Boston, MA 02110
mkortz@aclum.org
(617) 482-3170 x314

November 26, 2014

Maureen Sabolinski
Superintendent of Schools
355 East Central Street
Suite 3
Franklin, MA 02038

Re: Request for Public Records Relating to 1:1 Technology Programs

Dear Ms. Sabolinski,

This is a request for public records under M.G.L. ch. 66, § 10 made on behalf of the American Civil Liberties Union Foundation of Massachusetts (ACLUM). ACLUM seeks public records relating to the use of personal technology by students in your school district. We are not requesting any personally identifiable student information.

An increasing number of schools provide students with a laptop, notebook, tablet, eBook reader, or other portable computer ("1:1 device") that a single student will regularly use for at least half the academic year ("1:1 program"). ACLUM understands that your district has a 1:1 program.

We request the following documents relating to 1:1 programs and devices:

1. Any contracts, agreements, receipts, invoices, grants, or Memoranda of Understanding for:
 - a. The purchase or acquisition of 1:1 devices.
 - b. The purchase or acquisition of software to be installed on 1:1 devices.
2. Any rules, regulations, guidelines, handbooks, training materials, student and parent handouts, or other policy records that describe policies relating to:
 - a. Prevention of unauthorized access to 1:1 devices.
 - b. Remote access to the contents, functionality, use, or location of a 1:1 device.
 - c. Limitations on the applications or software that may be installed on a 1:1 device.
 - d. Limitations on the websites that may be accessed by a 1:1 device.
 - e. Distribution of 1:1 devices to students by purchase, lease, or loan.
 - f. Use of 1:1 devices by students on or off school grounds.
 - g. Inspection of the contents of a 1:1 device by anyone other than the student, whether by physical inspection, remote access, or both.

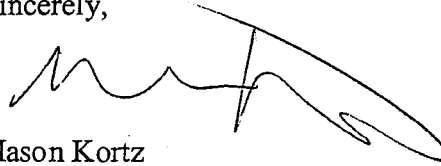
h. Notification in case of unauthorized access to a 1:1 device.

Because this request involves a matter of public concern and because it is made on behalf of a nonprofit organization, we ask that you waive any copying costs pursuant to 950 C.M.R. § 32.06(5), which encourages all custodians of public records to “waive fees where disclosure would benefit the public interest.” ACLUM is a nonprofit §501(c)(3) organization dedicated to the protection of civil rights and liberties for all persons in the Commonwealth of Massachusetts.

Whenever possible, we prefer to receive the documents electronically rather than in paper form. As you know, a custodian of public records shall comply with a request within ten days after receipt. If any part of this request is unclear, please contact me at 617-482-3170 ext. 314.

Thank you for your assistance. We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mason Kortz', with a long horizontal flourish extending to the right.

Mason Kortz
Legal Fellow
ACLU of Massachusetts

FHS 1:1 Program Participation Form

This form is required of all students and is used to enroll in or opt out of the school's 1:1 Chromebook Program. No Chromebooks will be issued to students unless the form has been complete by the student and parent.

* Required

1:1 Chromebook Program Information

Ethical use of technology

Students at Franklin High School understand that technology must be used in ethical ways that promote a respectful, nurturing and supportive environment. As such, students are expected to use technology in compliance with the acceptable use policy and the code of conduct. The use of technology to harm, demean, or to create a hostile learning environment for others will not be tolerated.

1:1 devices and student responsibilities

All students at Franklin High School are provided a Chromebook for use throughout their four years at FHS. Once issued, the device becomes the responsibility of the student and any damage or loss will be the financial responsibility of the student. Students will be expected to return their device in good working order, free from damage prior to commencement during their senior year. The replacement cost of each school issued Chromebook is approximately \$300.00. Insurance covering the full replacement cost of the device is optional and may be purchased by the student at a cost of \$25 per year. The device remains the property of the Franklin Public Schools and the school reserves the right to periodically inspect devices (including the contents of devices) throughout the school year. Students should not have an expectation of privacy in the school-provided Chromebook or its contents.

It is expected that each student brings their device to school each day fully charged. There are charging locations in each classroom, but access to these may be limited during class time. Students should clearly label their device so that it may be easily identified.

Insurance

Optional insurance for Chromebooks is made available to students on an annual basis, for a \$25 fee, through the school district. This insurance covers accidental damage and theft of the device. The program does not cover lost or misplaced devices. For purposes of this policy, a device is considered stolen only after the student has filed a report directly with the Franklin Police.

Insurance may only be purchased online via the link on the FHS website under STUDENTS or PARENTS/ Online Payments

In the event a device is lost or stolen, and insurance was previously purchased students may file a claim using the form found on the FHS website Under STUDENTS/ Forms

Opt-out

Students may elect to opt out of the school's 1:1 program, but will be responsible for providing their own electronic device each day. Electronic devices must comply with the following requirements:

- > Ability to access wifi network.
- > Access full web-browsing capabilities via the Google Chrome Browser, including Google Drive and all related Google Applications.
- > Have a cover or case that can be closed at a staff member's direction.
- > Have full-day charge capability.
- > Cell phones are not compliant devices for the purposes of this policy.

Students who elect to opt out of the school 1:1 program understand that content on personal devices that are brought into school or access the schools network must comply with the acceptable use policy and violations of this policy may be subject to disciplinary action.

Parental Sign-off

All students attending FHS must have a parent complete the parental sign-off at which time the parent will indicate whether or not the student will participate in the program, and agree to the policies governing the use and responsibility for the Chromebooks, or if the student will opt-out of the program and provide his or her own device for school purposes.

Google Educational Accounts

Each student will be provided with a free Google account that provides access to Gmail, Calendar, Google Drive and Google Applications such as Docs, spreadsheets and others. The accounts provided are educationally based accounts and privacy rights are protected to a greater degree than with google accounts available to the public. To read more about Google privacy rights for educational accounts, click the link below

<http://www.google.com/edu/privacy.html>

It is important that students remember that the google account provided to them is for educational use and remains the property of the Franklin Public Schools. As such, students may not use the account for purposes that do not comply with the acceptable use policy or the code of conduct.

Gmail

Each student is provided with a Gmail account for school use. This will be the only account that will be used for communication among students and staff at FHS. Students are expected to check their email account daily to ensure they remain up to date with all communications. Parents who wish to monitor communications for their student should request the password to the google account from their child. Parents will continue to receive communications from the school through the regular email account that each parent provided to the school which is visible in the Aspen Portal.

Content Filtering

Franklin High School employs a content filtering system that is applied to all computers in the school that access the network which limits students' access to content inappropriate for educational purposes. This same system is applied to all Chromebooks while students are at school and at home. Any attempt by a student to bypass this system will be considered a violation of the Acceptable Use Policy and may result in disciplinary action. Students who opt-out of the 1:1 program will not have content filtering available to them when not using the school's network.

Technical Assistance

Franklin High School has a student technology help desk available to students throughout the day in the media center. Assistance is available before and after school as staffing allows. Students who

experience problems with Chromebooks should seek help from the Technology Help Desk. If an issue is unable to be resolved, a tech support specialist can escalate the problem to the appropriate personnel. The school stocks a limited number of Chromebooks for loan in the event of a technical problem, but these items are not intended for use by students who forget to bring Chromebooks to school

*Program Participation **

- My student will participate in the FHS Chromebook program. I understand that once I receive the device, I am responsible for its care and appropriate use as outlined in the above policies. The chromebook will not be insured under the district's optional insurance program until such time as I have paid for the optional insurance coverage.
- I am electing not to participate in the school's Chromebook program. I understand that I am responsible for providing my own device each day at school in accordance with the opt-out section above.

*Parent Signature **

*Student Signature **


*Student 7 Digit Network ID **

Submit

Never submit passwords through Google Forms.



This form was created inside of Franklin Public Schools.
Report Abuse - Terms of Service - Additional Terms



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Technical Assistance

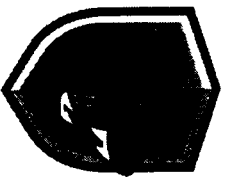
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FRANKLIN HIGH SCHOOL



Student Orientation

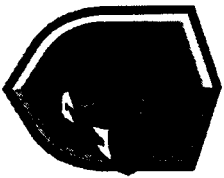
August 2014



AGENDA

PART I

- WELCOME & AGENDA
- VALUES OF THE SCHOOL
- OVERVIEW OF THE SCHOOL
- TAKING CARE OF THE SCHOOL
- ID CARDS
- CHROMEBOOKS & REPOSNIBILTIES
- ANP
- CLOSING



CORE VALUES

WE ARE...

PASSIONATE

ACTIVE

NURTURING

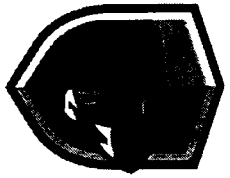
THOUGHTFUL & RESPECTFUL

HIGH PERFORMING

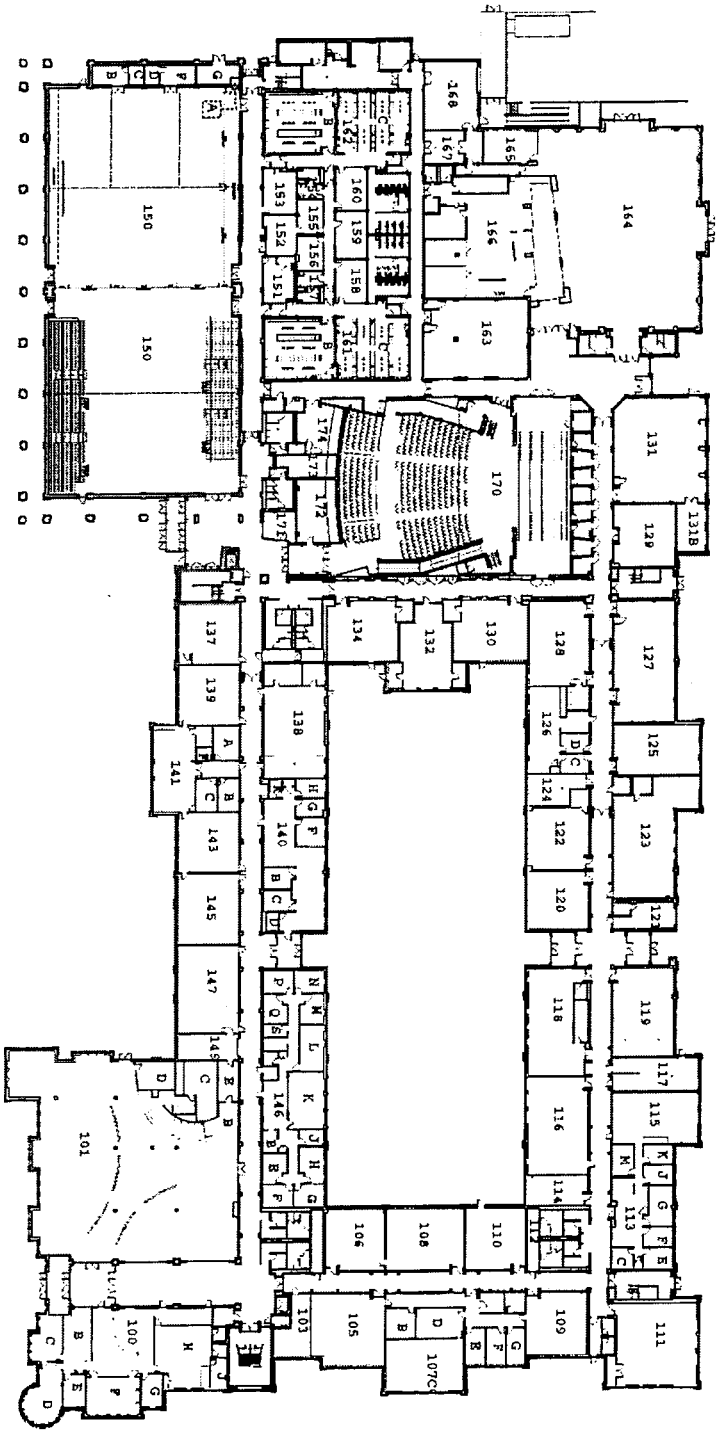
ENGAGED

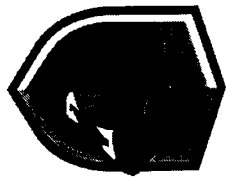
RESPONSIBLE

SUPPORTIVE

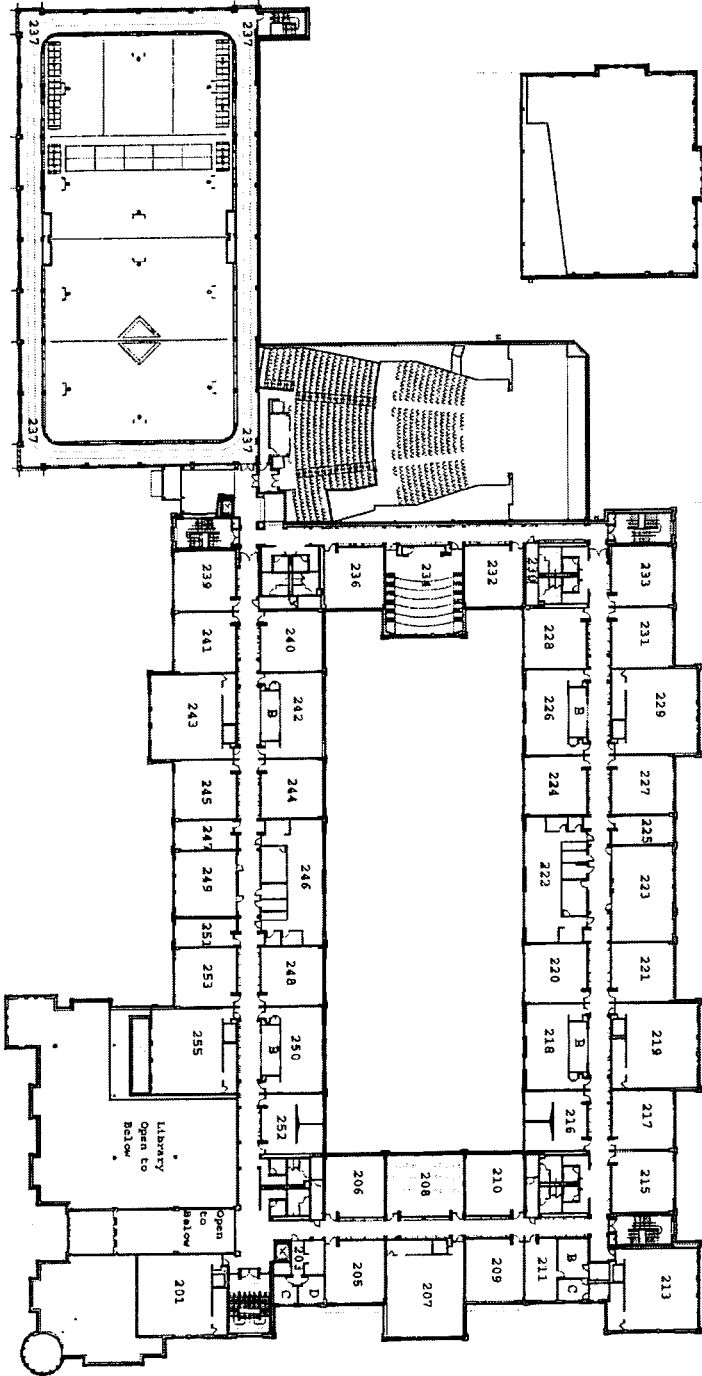


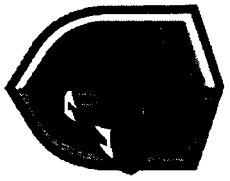
1ST FLOOR



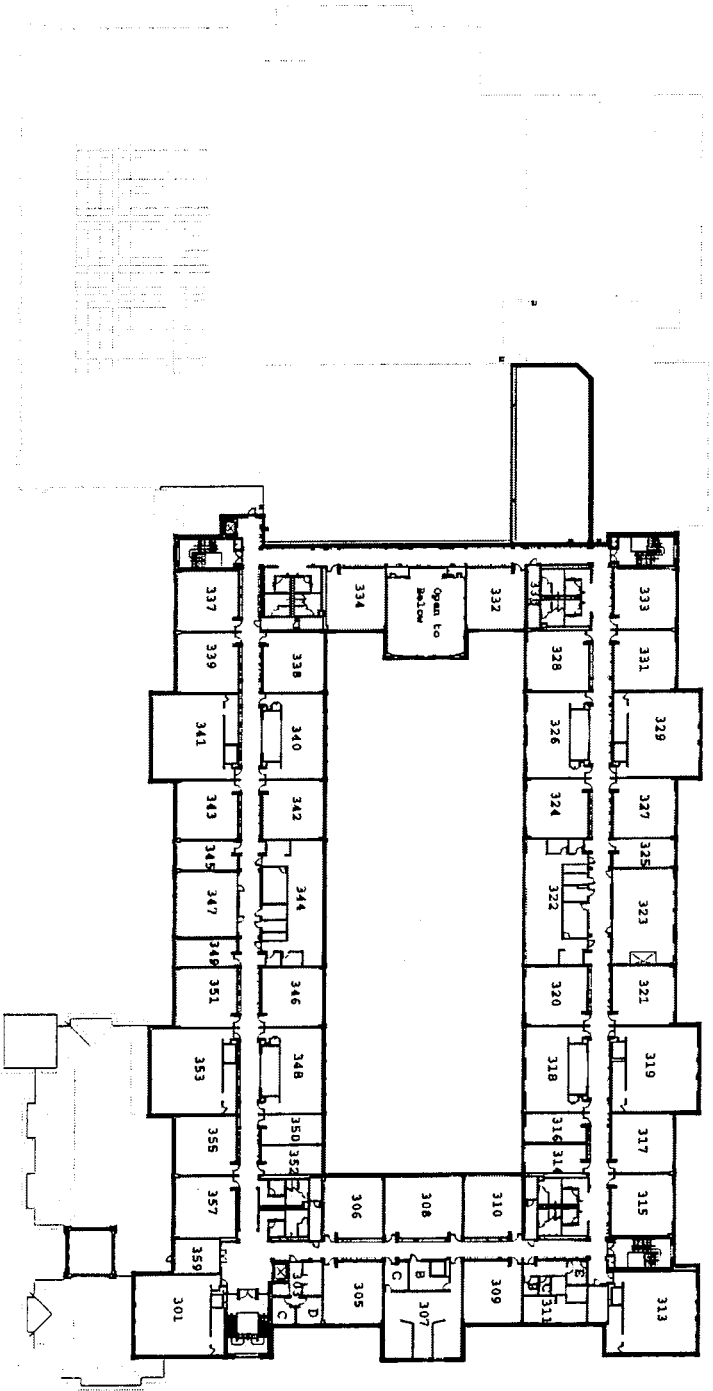


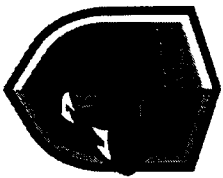
2ND FLOOR





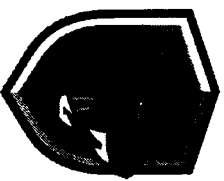
3RD FLOOR





TAKING CARE OF THE BUILDING

- STEWARDS OF THE SCHOOL
- FOOD & DRINK POLICY
- CLEANING UP AFTER YOURSELVES
(students)



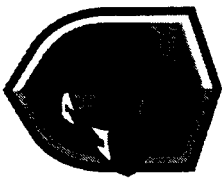
ID CARDS & RESPONSIBILITIES

- *WORN AROUND NECK AT ALL TIMES & VISIBLE*
- *ACCESS TO OUTSIDE DOORS IN MORNING & AFTERNOON*
 - *MAIN ENTRANCE*
 - *GYMNASIUM ENTRANCE*
 - *CAFETERIA & MUSIC ENTRANCE (Back of school)*
- *CAFETERIA & CAFÉ PURCHASES*
- *LIBRARY/MEDIA CENTER*
- *\$10 DOLLAR REPLACEMENT*



CHROMEBOOK RESPONSIBILITIES

- ALL STUDENTS MUST HAVE 1:1 DEVICE (SEE POLICY)
- MUST BE CHARGED EVERY DAY
- ALL USE (HOME & SCHOOL) SUBJECT TO SCHOOL POLICY
- \$300 REPLACEMENT COST
- INSURANCE OPTIONAL (\$25/YEAR)
 - COVERED: THEFT (WITH POLICE REPORT) & DAMAGE
 - NOT COVERED: LOST DEVICE
- MUST HAVE COMPLETED FORM TO RECEIVE DEVICE



ALL NIGHT PARTY

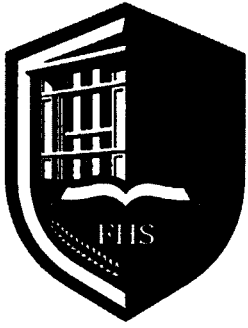
- *ALL NIGHT PARTY?*
- *LOCATION*
- *IMPACT*

FRANKLIN HIGH SCHOOL



NEXT:

- HSE STUDENTS TO FIELD
- NON-HSE TO LIBRARY
- FOR CHROMEBOOKS



FRANKLIN HIGH SCHOOL

PETER LIGHT, PRINCIPAL

SHAINA SQUIRES, ASST PRINCIPAL FOR ACADEMICS
ERIN MILLER, ASST PRINCIPAL FOR SPECIAL EDUCATION
LUCAS GIGUERE, ASST PRINCIPAL FOR STUDENT SVCS
NICOLE HABERMAN, ASST PRINCIPAL FOR STUDENT SVCS
CHRISTOPHER SCHMIDT, ASST PRINCIPAL FOR STUDENT SVCS

REPLACEMENT CHROMEBOOK AUTHORIZATION FORM & OPTIONAL INSURANCE CLAIM

Student Name: _____

YOG: _____

Student ID: _____

Date: _____

Parent Name: _____

We are requesting a replacement Chromebook because the original Chromebook issued to the above students is (check one only):

- Lost (not eligible for insurance claim)
- Damaged
- Stolen (must attach Police Report in order to process FPS insurance claim)

Did you purchase insurance through the Franklin Public Schools for this device?

- No
- Yes

**** If you purchased insurance through the Franklin Public Schools, this form will be reviewed by school administration. Once approved, a credit in the amount of \$300 will appear on your billing statement as "insurance claim."**

I understand that I will be billed \$300 for the lost/stolen/damaged device and that Select one option from below:

- Please issue a new device to the above named student. I will incur additional fees if the new device is lost/stolen/damaged.
- I am declining to obtain a new device, we will be responsible for providing our own 1:1 device as required by the student handbook.

Parent Signature

Student Signature