

Bagley Public Schools School Board Meeting Agenda

Monday, November 23, 2015 at 7:30 PM
Special School Board Meeting/Public Hearing
High School Room 101

1. CALL TO ORDER

A. Pledge - Chairman Broden

2. PUBLIC HEARING

- | | |
|--------------------------------|----|
| A. Elementary Device Handbook | 2 |
| B. High School Device Handbook | 20 |
| C. RFP for 1 to 1 Pricing | 43 |
| D. Proposed Budget | 68 |

3. ADJOURNMENT

* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

BAGLEY ELEMENTARY SCHOOL



1:1 DEVICE HANDBOOK

November 23, 2015

-Draft-

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 provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they live. To accomplish this vision, the District is making iPad technology available to all student in grades K-6 as described below. The following requirements and guidelines apply to the iPad implementation initiative.

1. Students Responsibilities

- a. Students are expected to use the iPads appropriately for educational purposes.
- b. Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
- c. Students will not have the ability to set or change screen passcodes or security settings. This will all be set up by technology staff.
- d. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.

2. Teacher Responsibilities

- a. Teachers are expected to set up classroom routines to insure the proper care of the iPads.
- b. Teachers will always model digital citizenship at an age appropriate level when teaching with District technology.
- c. Teachers will charge and secure iPads daily and/or have routines that include the students in this process. Teachers will lock iPads in a secure location and/or lock their classroom door when they leave each day.
- d. Teachers will make the technology staff aware of any issues of malfunctioning or broken devices in a timely manner.
- e. Teachers will be trained on best practice for teaching with iPads.

3. Technology Staff Responsibilities

- a. Tech staff at BES will manage the iPads with a Mobile Device Management (MDM) which will set restrictions, install and remove apps based on teacher request and run updates.
- b. Tech staff will work diligently to ensure timely repair of any devices as needed.
- c. Tech staff will work closely with staff to provide needed training on best practice for teaching with iPads.

OUR MISSION

The Bagley Elementary School's mission with our 1:1 Technology is to provide another dimension to teaching and learning in our building. We believe that in our ever changing world, providing students opportunities for learning and demonstrating learning through the use of a variety of tools will better prepare them for the future. Adding technology serves as another tool to show learning and engage students.

Literacy: With the goal of having proficient readers at Bagley Elementary School, technology will be used to enhance literacy instruction.

Mathematics: As with many schools, Bagley Elementary students have a wide range of learning needs. Technology will help teachers support student understanding of mathematical concepts and increase achievement by meeting those individual needs.

Curriculum: Up to date and quality curriculum is vital to student success. Technology integration will be used to update and enrich the way our students access and interact with curriculum material. District Policies relating to selection and review of curricular materials and resources will be followed by staff.

Assessment: In order to monitor and improve student achievement, technology integration will be used to improve the quality of both formative and summative assessments of learning in the classroom.

Differentiation: When considering the variety of skill levels, interests, and learning styles of our student, technology integration will be used to increase differentiation in the classroom.

21st Century Skills: Our students need to be prepared to function competently in the 21st century global community. Technology integration will be used to increase students' skills: creativity and innovation, critical thinking, problem solving, communication, and collaboration.

STEM: STEM is an acronym for Science, Technology, Engineering and Math education. We focus on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively.

Student Internet Safety: While students are in our building the network is protected by a filter which blocks inappropriate content. This is in compliance with the Children's Internet Protection Act (CIPA). We also have procedures in place under the acceptable use policy for monitoring internet use. If in the future, devices go home with students, they will not be protected under our filter. However restrictions will be set on each device to block explicit content including music, movies, TV shows, books, podcasts, websites.

WHY 1:1?

Depth of Understanding: Interactive simulations and illustrations can produce a much greater depth of understanding of a concept. When virtual manipulatives are used in a classroom setting, they can go far beyond chalk and talk. The teacher can conduct onscreen investigations and demonstrate concepts far more easily and in greater depth than verbally and/or written text.

Learning vs. Teaching: Technology allows the tables to be turned. Instead of teaching (push), students can be given projects that require them to learn (pull) the necessary materials themselves. Key to this is the

ability to get the information they need anytime, anywhere. This project-based pull approach makes learning far more interesting for the student and thus the student becomes much more engaged in their learning. Remember to keep in mind, that this approach won't be used every minute of the school day, but certainly when the skills and/or objectives are best met by this method.

Expansion of time and place: Using the "textbook classroom" approach, learning is limited. On the other hand, a wireless iPad has access to the teacher's course material and the Internet almost anywhere. There is also a vastly larger resource opportunity for students than can be practically expected from a paper or books. Information technology allows learning anywhere, anytime, and not just in one particular classroom for a few minutes each day.

New media for self-expression: Using modern technology students do such things as make a presentation, record and edit spoken word, do digital photography, make a video, run a class newspaper, run a web based school radio or TV station, do a claymation, compose digital music on a synthesizer, make a website, or create a blog. The possibilities are endless!

Collaboration: A vital skill in the digital world is the ability to work collaboratively on projects with others who may not be physically close. This can best be done using computer tools such as the web, email, instant messaging and cell phone. Rather than laboring alone on homework, students can work in small groups wherever they happen to be at any time. They are doing this already. However it can now be formalized through technology and taught as a vital skill. Many university projects are undertaken by teams spread around the world. Students need to be prepared for this.

Going Global: The worldview of the student can be expanded because of the zero cost of contacting and communicating with other people around the globe. The Internet permits free video conferencing which permits interaction in real time with sister schools and people in other countries. From an educational viewpoint, this is a very important component that helps students understand other cultures through direct dialog and collaboration! This type of activity would be very enriching for our students and if used will be supervised by staff. (An example could be a student in Bagley Skyping with a teacher in China to learn about the Chinese Culture.)

Individual pacing and sequence: Students are unique and learn differently. Information technologies can permit students to break step with the class and go at a pace and order that suits them better. Without disrupting the class, students can repeat difficult lessons and explore what they find interesting. With time, it will become more like having a private tutor rather than being lost in a large class.

Personal Productivity: Students need productivity tools for the same reasons you do. Students need to write, read, communicate, organize and schedule, iPads will allow these tasks to happen more efficiently.

BAGLEY DISTRICT ACCEPTABLE USE POLICY

524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy

Board Adopted: September 2, 2008

Board Revised: March 16, 2015

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District’s Internet Policy.

II. GENERAL STATEMENT OF POLICY

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

III. EDUCATIONAL PURPOSE

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District’s electronic technologies is a

valued resource to our community. All electronic technologies, including personal devices using the district's connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

IV. DEFINITIONS

The term "users" refers to any person using the District's electronic technologies. The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

V. UNACCEPTABLE USES

Users are responsible for anything set on the network with their name or other individual identified, e.g. IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's electronic technologies. Specifically, the following uses of the District's electronic technologies are considered unacceptable:

- A. Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;

3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 4. Information or materials that could cause damage or danger of disruption to the educational process;
 5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 6. Orders made by shopping online during time designated as off-limits by the District.
 7. Personal photos, files or music not related to educational purposes for any extended length of time.
 8. Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.
- B. Users will not use the District's electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.
- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.
- E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
 2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
 3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.

4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
- I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.

Note: Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.

- J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
 1. Users will not use another person's property without the person's prior approval or proper citation,
 2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
 3. Users will not plagiarize works they find on the Internet or other information resources.

- K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The District is obligated to monitor and/or review filtering activities.

VII. INTERNET SAFETY POLICY EDUCATION

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
2. Cyberbullying awareness and response
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Unauthorized access, including “hacking” and other unlawful activities by minors online.
5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

VIII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the District’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District’s electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.
- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District’s electronic technologies

VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.□
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

X. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

XI. USER NOTIFICATION

- A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.
- B. This notification shall include the following:

1. Notification of Unacceptable Use of District Electronic Technologies.
2. Internet Safety Protection
3. Notification that Internet use is subject to compliance with District policies.
4. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device:
 - b. Information retrieved through the District's computers, networks or online resources;
 - c. Personal property used to access the District's computers, networks or online resources;
 - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
 - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
5. Notification of password ownership and password protection procedures.
6. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
7. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.
9. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
10. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
 - 2. A description of parent/guardian responsibilities;
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
 - 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
 - 5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

XIII. IMPLEMENTATION AND POLICY REVIEW

- A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.

ACCEPTABLE USE ACKNOWLEDGEMENT FORM

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

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 respond to any unsolicited
 - 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.

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

Students in grades 4-12 may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as instant messaging if approved by a teacher for class purposes.
3. Use the resources for any educational purpose.

Students in grades k-3 may

1. Access previewed websites through the use of links on the District Website.

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.

----- Please sign and return to your child's teacher. -----

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student _____ Date _____

Parent/Guardian _____ Date _____

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 the it's 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.

STUDENT and Parent Agreement

1:1 Learning Initiative: Student and Parent Agreement

Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District’s electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District’s Bullying Policy and Acceptable Use and Safety Policy or the guidelines stated in the Student Device Handbook for use may result in the loss of privilege. The device is the property of the Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for the cost associated with intentional damage of their device and damage due to carelessness.

Student Agreement

I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.

(Print) Student Name: _____ Date: _____

Student Signature: _____ Grade _____

Parent Agreement

I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a *managed email through the Bagley Schools, and if applicable to create user accounts in Khan Academy, Nearpod, and/or applications of the like managed by the classroom teacher and/or the Bagley Technology Department.

*mangaged email-Elementary student gmail accounts will be restricted to mail only within our bagley.k12.mn.us domain.

(Print) Parent Name: _____ Date: _____

Parent Signature: _____

(Please sign and return to your child’s teacher.)

CONTACT INFORMATION

Technology Department

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

This handbook is also attached to the district website.

BAGLEY HIGH SCHOOL



DEVICE HANDBOOK

November 23, 2015

-Draft-

MISSION STATEMENT

We pledge to develop within students the appropriate skills, knowledge, and understanding that will enable them to be successful in the next phase of their lives.

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 provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they live. To accomplish this vision, the District is making Chromebooks available to all student in grades 7-12 as described below. The following requirements and guidelines apply to the Chromebook Implementation initiative. Students in grades 9-12 will have the option of taking Chromebooks home when procedures have been followed. There will be two sets of procedures; one for students with devices that remain in the building and one for students who opt to take the device home.

DEVICE REMAINS IN BUILDING

● Students Responsibilities:

- Students are expected to use the Chromebooks appropriately for educational purposes.
- Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
- Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions.
- The Chromebooks will be managed by the District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.
- 7th and 8th grade Chromebooks will remain in carts in the 7th and 8th grade pod areas.
- Student in grades 9-12 who opt to keep their device in school will check in and check out each day in the Media Center where charging stations and security will be provided.

● Teacher Responsibilities:

- Teachers are expected to set up classroom routines to insure the proper care of the Chromebooks.

- Teachers will always model digital citizenship when teaching with District technology.
- Teachers will charge and secure Chromebooks in charging carts daily and/or have routines that include the students in this process. Teachers will lock Chromebook carts securely at the end of 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 Chromebooks.

● **Technology Staff Responsibilities:**

- Tech staff at BHS will manage the Chromebooks through our Google School Management System.
- Tech staff will work diligently to ensure timely repair of any devices as needed.
- Tech staff will work closely with staff to provide needed training on best practice for teaching with Chromebooks.

DEVICE GOES HOME

● **Student Responsibilities:**

- Students are expected to use the Chromebooks appropriately for educational purposes.
- Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
- Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions. The use of music on the Chromebook during classroom time will be at the discretion of the classroom teacher.
- The Chromebooks will be managed by the District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.

- Students are expected to have their Chromebook in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting a Chromebook or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who opt not to take their Chromebook home. Repeated failure to bring the Chromebook to school or failing to charge the battery may result in the loss of home privileges for the student.
- Students will not be allowed to personalize the Chromebook by adding stickers to the device. Cases will not be provided by the district as the selected Chromebook is designed with durability. Students may choose to buy and use their own case if they would like.
- Students will make technology staff aware of any issues of malfunctioning or broken devices in a timely manner.

● **Parent Responsibilities:**

- Parents are required to attend a Parent Chromebook Orientation session.
- The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the Chromebooks at home.
- Parents are responsible for filling out and signing the Student-Parent Agreement form found at the end of this handbook.
- If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- Parents are encouraged to become familiar with the Chromebook and to ensure the use of the technology to track their child's progress. The Chromebooks allow parents and students to view teachers' assignments calendars, track homework, and monitor progress toward coursework completion.
- The Chromebook will not be lent out to other .

● **Terms of the Chromebook Loan**

- Chromebooks will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology

Insurance Cost has been received or a scholarship agreement has been met. Insurance cost are non-refundable.

- Legal ownership of the Chromebooks remains with the District. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy and all other District policies.
- Student Chromebooks and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early transfer, withdraw or are suspended or expelled will return the Chromebook and accessories at the time of withdrawal. Students returning to school the following year will be issued the same Chromebook that was previously assigned to them.
- The District reserves the right to repossess the Chromebook and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- Failure to return the property in a timely fashion may result in payment of the device and/or the involvement of law enforcement.
- The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Bagley Public School's equipment or technology systems.
- Each Chromebook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the Chromebook in any fashion.
- The use of the Chromebooks during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

● **General Care Instructions:**

- Chromebooks should be cleaned with a soft, clean cloth. Chemical cleaners or liquids including water, should not be used on the Chromebooks.
- Charging cables/cords should be inserted carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting to the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.

- Students should never put weight on Chromebooks, stack items on top of them or wedge them tightly into a backpack or case. The Chromebooks should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- Liquids, food and other debris can damage Chromebooks. Chromebooks should be away from food and liquids when students are eating.
- Chromebooks should not be exposed to temperature extremes. Students should not leave the Chromebook in any location where the temperatures falls below freezing or exceeds 95 degrees Fahrenheit. If the Chromebook is cold, it should be allowed to warm up to room temperature before use. A Chromebook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

● **Protection Plan:**

- An annual “Insurance Cost” of \$40 (\$120 per household maximum) will be assessed to all students in grades 9-12 who opt to take the Chromebook home. For those families qualifying for “Free and Reduced Lunch” the Insurance Cost will be \$20 (\$60 per household maximum). Financial scholarships may be requested from the building principal. All requests will be held in the strictest confidence.
- The proceeds of the Insurance Cost shall be used to offset expenditures associated with maintaining accidental damage coverage on student devices that go home.

● **Security and Theft Protection:**

- The Chromebook may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student, friend, or family member.
- The student is responsible for the security of the Chromebook at all times. The Chromebook should never be left unsecured. When not with the student, the Chromebook should be secured or stored in a secure locked location. During after-school activities and/or away events, students are still responsible for securing the Chromebook.

● **Damage, Theft, Repair:**

- Damage or hardware issues must be reported immediately to the appropriate technology staff. For cases of hardware failure or accidental damage, a loaner may be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
- Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the Chromebook. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.
 - Lost or Missing- \$250.00
 - Damaged or Broken (1st Time within school year)- Covered by Insurance
 - Damaged or Broken (2nd Time within same school year)- \$40.00
 - Damaged or Broken (3rd Time within same school year)-Device stays in school.
 - Replacement Charging Cord- \$20.00

OUR MISSION

The Bagley High School's mission with our 1:1 Technology is to provide another dimension to teaching and learning in our building. We believe that in our ever changing world that providing students opportunities for learning and demonstrating learning through the use of a variety of tools will better prepare them for the future. Adding technology serves as another tool to show learning and engage students.

World's Best Workforce: Technology will help meet our District's goals of closing the racial and economic achievement gaps between students, ensuring that all students are ready for career and college and ensuring that all students graduate from high school.

Literacy: With the goal of having proficient readers at Bagley High School, technology will be used to enhance literacy instruction and close the achievement gap.

Mathematics: As with many schools, Bagley High School students have a wide range of learning needs. Technology will help teachers support student understanding of mathematical concepts and close the achievement gap by meeting those individual needs.

Curriculum: Up to date and quality curriculum is vital to student success. Technology integration will be used to update and enrich the way our students access and interact with curriculum material. District Policies relating to selection and review of curricular materials and resources will be followed by staff.

Assessment: In order to monitor and improve student achievement, technology integration will be used to improve the quality of both formative and summative assessments of learning in the classroom.

Differentiation: When considering the variety of skill levels, interests, and learning styles of our student, technology integration will be used to increase differentiation in the classroom.

21st Century Skills: Our students need to be prepared to function competently in the 21st century global community. Technology integration will be used to increase students' skills: creativity and innovation, critical thinking, problem solving, communication, and collaboration.

STEM: STEM is an acronym for Science, Technology, Engineering and Math education. We focus on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively.

Student Internet Safety: While students are in our building the network is protected by a filter or firewall which blocks inappropriate content. This is in compliance with the Children's Internet Protection Act (CIPA). We also have procedures in place under the acceptable use policy for monitoring internet use. When devices go home with students, they will not be protected under our filter. However restrictions will be set on each device to block explicit content including music, movies, TV shows, books, podcasts, websites and applications.

WHY 1:1?

Depth of Understanding: Interactive simulations and illustrations can produce a much greater depth of understanding of a concept. When virtual manipulatives are used in a classroom setting, they can go far beyond chalk and talk. The teacher can conduct onscreen investigations and demonstrate concepts far more easily and in greater depth than just verbally and/or written text.

Learning vs. Teaching: Technology allows the tables to be turned. Instead of teaching (push), students can be given projects that require them to learn (pull) the necessary materials themselves. Key to this is the ability to get the information they need anytime, anywhere. This project-based pull approach makes learning far more interesting for the student and thus the student becomes much more engaged in their learning. Remember to keep in mind, that this approach won't be used every minute of the school day, but certainly when the skills and/or objectives are best met by this method.

Expansion of time and place: Using the "textbook classroom" approach, learning is limited. On the other hand, a wireless Chromebook has access to the teacher's course material and the Internet almost anywhere. There is also a vastly larger resource opportunity for students than can be practically expected from a paper or books. Information technology allows learning anywhere, anytime, and not just in one particular classroom for a few minutes each day.

New media for self-expression: Using modern technology students do such things as make a presentation, record and edit spoken word, do digital photography, make a video, run a class newspaper, run a web based school radio or TV station, do a claymation, compose digital music on a synthesizer, make a website, or create a blog. The possibilities are endless!

Collaboration: A vital skill in the digital world is the ability to work collaboratively on projects with others who may not be physically close. This can best be done using computer tools such as the web, email, instant messaging and cell phone. Rather than laboring alone on homework, students can work in small groups wherever they happen to be at any time. They are doing this already. However, through technology, it can now be formalized

and taught as a vital skill. Many university projects are undertaken by teams spread around the world. Students need to be prepared for this.

Going Global: The worldview of the student can be expanded because of the zero cost of contacting and communicating with other people around the globe. The Internet permits free video conferencing which permits interaction in real time with sister schools in other countries. From an educational viewpoint, this is a very important component that helps students understand other cultures through direct dialog and collaboration! This type of activity would be very enriching for our students and if used will be supervised by staff. (An example could be a student in Bagley Skyping with a teacher in China to learn about the Chinese Culture.)

Individual pacing and sequence: Students are unique and learn differently. Information technologies can permit students to break step with the class and go at a pace and order that suits them better. Without disrupting the class, students can repeat difficult lessons and explore what they find interesting. With time, it will become more like having a private tutor rather than being lost in a large class.

Personal Productivity: Students need productivity tools for the same reasons you do. Students need to write, read, communicate, organize and schedule, Chromebooks will allow these tasks to happen more efficiently.

BAGLEY DISTRICT ACCEPTABLE USE POLICY

524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy

Board Adopted: September 2, 2008

Board Revised: March 16, 2015

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District's Internet Policy.

II. GENERAL STATEMENT OF POLICY

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

III. EDUCATIONAL PURPOSE

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies, including personal devices using the district's connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or civil or

criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

IV. DEFINITIONS

The term “users” refers to any person using the District’s electronic technologies. The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term “intranet” refers to the District’s network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

V. UNACCEPTABLE USES

Users are responsible for anything set on the network with their name or other individual identified, e.g, IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District’s electronic technologies. Specifically, the following uses of the District’s electronic technologies are considered unacceptable:

- A. Users will not use the District’s electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
 3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 4. Information or materials that could cause damage or danger of disruption to the educational process;
 5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 6. Orders made by shopping online during time designated as off-limits by the District.

7. Personal photos, files or music not related to educational purposes for any extended length of time.
 8. Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.
- B. Users will not use the District's electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.
- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.
- E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
 2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
 3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
 4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that

was sent to the user privately without permission of the person who sent the message.

- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
- I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.

Note: Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.

- J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
 - 1. Users will not use another person's property without the person's prior approval or proper citation,
 - 2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
 - 3. Users will not plagiarize works they find on the Internet or other information resources.
- K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry

standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The District is obligated to monitor and/or review filtering activities.

VII. INTERNET SAFETY POLICY EDUCATION

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

- 1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- 2. Cyberbullying awareness and response
- 3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- 4. Unauthorized access, including “hacking” and other unlawful activities by minors online.
- 5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

VIII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the

network or contained in files. Users should expect only limited privacy in the contents of personal files on the District's electronic technologies.

- A. Routine maintenance and monitoring of the District's electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.
- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.□
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

X. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

XI. USER NOTIFICATION

- A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.
- B. This notification shall include the following:
 - 1. Notification of Unacceptable Use of District Electronic Technologies.
 - 2. Internet Safety Protection
 - 3. Notification that Internet use is subject to compliance with District policies.
 - 4. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device:
 - b. Information retrieved through the District's computers, networks or online resources;

- c. Personal property used to access the District's computers, networks or online resources;
 - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
 - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
5. Notification of password ownership and password protection procedures.
 6. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
 7. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.
 9. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 10. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
2. A description of parent/guardian responsibilities;
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

XIII. IMPLEMENTATION AND POLICY REVIEW

- A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.

ACCEPTABLE USE ACKNOWLEDGEMENT FORM

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

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 respond to any unsolicited
 - 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.

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

Students in grades 4-12 may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as instant messaging if approved by a teacher for class purposes.
3. Use the resources for any educational purpose.

Students in grades K-3 may

1. Access previewed websites through the use of links on the District Website.

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.

----- Please sign and return to your child's teacher.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student _____ Date _____

Parent/Guardian _____ Date _____

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 the it's 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.

Name: _____

Grade Level: _____

Insurance Cost: _____

Cash-Check # _____

STUDENT AND PARENT AGREEMENT

1:1 Learning Initiative: Student and Parent Agreement

Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District’s electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District’s Bullying Policy and Acceptable Use and Safety Policy or the guidelines stated in the Student Device Handbook for use may result in the loss of privilege. The device is the property of the Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for the cost associated with intentional damage of their device or damage resulting from improper care.

-----Please sign and return to High School Office-----

Student Agreement

I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.

(Print) Student Name: _____

Date: _____

Student Signature: _____

Grade _____

Parent Agreement

I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a managed email through the Bagley Schools which includes Google Classroom, and if applicable to create user accounts in in Khan Academy, Nearpod, and/or applications of the like managed by the classroom teacher and/or the Bagley Technology Department.

(Print) Parent Name: _____

Date: _____

Parent Signature: _____

CONTACT INFORMATION

Technology Department

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E-mail: bdukek@bagley.k12.mn.us

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

This handbook is also attached to the district website.

INDEPENDENT SCHOOL DISTRICT NO. 162
District Technology Department
202 Bagley Avenue
Bagley, MN 56621

INVITATION TO BID

(This invitation is issued for the purpose of establishing a contract to supply Independent School District No. 162 with the commodity or service in accordance with these specifications.)

- BID NUMBER: 2015-1
SPECIFICATIONS FOR: 480 Chromebooks
- BID NUMBER: 2015-2
SPECIFICATIONS FOR: 680 iPads
- BID NUMBER: 2015-3
SPECIFICATIONS FOR: MacBook Air Laptops
- BID NUMBER: 2015-4
SPECIFICATIONS FOR: iPad Cases
- BID NUMBER: 2015-5
SPECIFICATIONS FOR: Apple TV's
- BID NUMBER: 2015-6
SPECIFICATIONS FOR: Chromebook Carts
- BID NUMBER: 2015-7
SPECIFICATIONS FOR: Laptops (PLTW)
- BID NUMBER: 2015-8
SPECIFICATIONS FOR: Laptops (Staff)
- BID NUMBER: 2015-9
SPECIFICATIONS FOR: Desktop PC's
- BID NUMBER: 2015-10
SPECIFICATIONS FOR: Smart Interactive Panel

BID DUE DATE AND OPENING: December 11, 2015 9am EST

OPENING LOCATION: Bagley District Offices
202 Bagley Avenue
Bagley, MN 56621

NOTE: If your company wishes to be retained on the bid list for the above category of commodities, please return a bid or a no bid with this solicitation.

(This cover sheet is to be considered an integral part of the bidding documents)

GENERAL CONDITIONS
INDEPENDENT SCHOOL DISTRICT NO. 162
Bagley, MN
1:1 Technology Purchases
Bid # 2015-1 to Bid # 2015-10

SUBMISSION OF BIDS:

Sealed proposals for products and related items will be received by the Independent School District No. 162, Bagley, MN until December 9, 2015, 9:00 am EST 2015 at the District Office, 202 Bagley Avenue, Bagley, MN 56621.

Envelopes containing bids must be sealed, marked "1:1 Technology Initiative" together with the name and address of the Bidder and addressed to:

Independent School District No. 162
Technology Department
ATTN: Casey Norden Director of Technology
202 Bagley Avenue
Bagley, MN 56621

TIMELINE:

November 23, 2015-Release and distribution of RFP

November 27, 2015 - Deadline for vendors to submit written questions and/or non-mandatory notice of intent

December 2, 2015 - Questions with written answers provided to all interested vendors published on our web site.

December 11, 2015, 9:00 am EST - Deadline for submitting bids/BID OPENING
Location: District Office

December 21, 2015 - Vendors selected and Bids Awarded

PROPOSAL FORM

Bidders shall submit their proposals upon the Proposal Form included with the specifications. The Bagley Public Schools' School Board reserves the right to accept or reject any or all bids or parts of such bids and waive any formalities or irregularities in bidding. All quotations are to be F.O.B., Bagley, MN.

ADDENDA

Should there be any question regarding the intent of the specifications, Bidders shall notify the Director of Technology via email before bidding and an addendum will be posted on the District's website for all Bidders clarifying the intent in question. Questions must be submitted on or before November 27, 2015. Questions and answers will be posted to the District's website on December 2, 2015.

Director of Technology email: cnorden@bagley.k12.mn.us

EXAMINATION OF SPECIFICATIONS

It shall be the Bidder's responsibility to carefully examine the contents of the specifications to be completely familiar with all requirements specified.

SIMILAR OR APPROVED EQUAL:

Where certain brands, type or grade of product is specified, it is not the intent to discriminate against any approved equal, but to inform the Bidder of the function and general quality desired by the Bagley District. The Bidder may submit a proposal upon any similar equipment which will serve the purpose and size specified, providing that equipment is equal to or better than the specified. Where such items are proposed, the Bidder must submit catalog data with such specifications and indicate on the proposal form in order to make it clear to the Bagley District what item has been bid upon.

Any deviation from the specifications or bids on alternates to items specified to the Bagley District must be indicated on the proposal form.

QUANTITIES:

All quantities shown in the specifications shall be considered on a more or less basis. The Bagley District reserves the right to increase or decrease the quantities by a reasonable amount.

PACKING AND DELIVERY

All products shall be delivered F.O.B. to the specified delivery point in first class condition, free from any defects of processing or damage due to handling in shipping or delivery. Items which are delivered in packages, cartons, or crates will be accepted only upon the guarantee that upon removal from packaging by the owner they are found to be in first class condition without any defects either incurred in transit or process. Any items which are rejected because of any kind of damage or defect prior to acceptance by the Bagley District must be removed and replaced at no additional cost to the Bagley District. It is the responsibility of the supplier to monitor all items to ensure specifications are met.

PAYMENTS:

The district intends to purchase all devices outright.

TAXES:

The Bidder shall pay all taxes imposed on any items to be furnished so that there will be no liability on the part of the Bagley District for any type of tax assessed.

EVALUATION AND AWARD:

Contracts will be awarded after confirmation by the Bagley District of the Bidder's ability to comply with all requirements called for in the general provisions and specifications.

The Bagley District reserves the right to evaluate all proposals and determined whether the District's specifications and requirements are satisfied and to award contracts as the Bagley District determines to be in its best interest. In general the following criteria will be used for evaluating bids

Cost for product and/or service	51%
Ability to deliver product in January.	25%
Including additional optional items at the lowest cost.	24%

Independent School District 162 reserves the right to award the contract based on its investigation of bidders; reject all bids; waive informalities or minor irregularities in bids and waive minor irregularities or discrepancies in bidding procedure.

CANCELLATION OF CONTRACT:

The Bagley District reserves the right to cancel a contract entered into with the successful Bidder any time during the life of the contract, if the Bagley District deems the Bidder's product or service fails to meet the standards established by the detailed specifications or the general provisions of the solicitation.

COLLUSION:

Collusion is grounds for bid rejection of all collusive bidders.

ASSIGNMENTS:

The Bidder shall not assign the whole or any part of this contract or any monies due or to become due without written consent of the Bagley District. In case the Bidder assigns all or any part of any monies due or to become due under this contract, the instrument of assignment shall contain a clause stating that the right of the assignee to any monies due or to become due to the Bidder shall be subject or prior liens of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

Minn. Stat. Section 471.425 Subd. 4a requires that if the prime contractor assigns any part of the contract to a subcontractor, the prime contractor must pay the subcontractor within ten day of the receipt of payment from the school district for the undisputed services provided by the subcontractor. The contract must require the prime contractor pay interest of 1-1/2 percent per month or any part of the month to the subcontractor on any undisputed amount not paid on time to the subcontractor.

ACCEPTANCE:

The Vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement.

INSURANCE:

Distributor shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance.

Distributor shall provide certificates of insurance. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the School.

DETAILED SPECIFICATIONS

CHROMEBOOKS

BID # 2015-1

GENERAL

It is the intent of the Bagley School District No. 162 to acquire 480 Dell Chromebook 11's, 480 Google Management licenses, and accessories as described in these specifications.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

Each Chromebook must come with the ability to enroll the device in our Google Apps for Education management console.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

480 NEW DELL CHROMEBOOK 11

The specific Chromebook under consideration by the Bagley District is the Dell brand Chromebook 11.

DETAILED CHROMEBOOK BID SPECIFICATIONS

Product: New Dell Chromebook 11, Wifi, Operating System: most current Chrome OS Network: Wifi (not 3G) with at least 4G of RAM.

Included Accessories: Power adapter for DELL Chromebook

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

480 GOOGLE MANAGEMENT LICENSE

Management: Each Chromebook should have an accompanying Google Management license. Chromebooks must be able to be enrolled in our management console at initial login.

INDEPENDENT SCHOOL DISTRICT NO. 162
 202 Bagley Avenue
 Bagley, MN 56621
 OFFICIAL BID FORM

BID # 2015-1

480 NEW DELL CHROMEBOOK 11 and associated items

BID DUE DATE: December 11, 2015 at 9am EST

Required Items for Bid

CHROMEBOOK

Price per Unit

F.O.B. Bagley, MN \$ _____

GOOGLE MANAGEMENT LICENSES

Price per Unit

F.O.B. Bagley, MN \$ _____

<u>Qty</u>	<u>Product</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
	Chromebook		
	Google License		

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of
 Chromebooks after bid award: _____

Bidders will deliver Chromebooks, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

IPADS

BID # 2015-2

GENERAL

It is the intent of the Bagley School District No. 162 to acquire 680 iPads.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

Each iPad must come with the ability to enroll the device in our Mobile Device Manager.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

680 iPad Air 2 Wifi 16 GB

The specific iPad under consideration by the Bagley District is the iPad Air 2 in Silver or Space Gray.

DETAILED iPad BID SPECIFICATIONS:

Product: iPad Air 2, Wifi, 16GB

Included Accessories: USB Power Adapter, Lightning to USB Cable

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162

202 Bagley Avenue

Bagley, MN 56621

OFFICIAL BID FORM

BID # 2015-2

680 IPAD AIR 2 16GB

BID DUE DATE: December 11, 2015 at 9am EST

Required Items for Bid

IPAD AIR 2 16G

Price per Unit

F.O.B. Bagley, MN \$_____

QTY	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of iPads after bid award: _____

Bidders will deliver iPads, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

MACBOOK AIR LAPTOPS

BID # 2015-3

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 60 Macbook Air Laptops

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

Each Macbook Air must come with the ability to enroll in or Mobile Device Management System.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

13-inch MacBook Air

The specific Laptop under consideration by the Bagley District is the 13-inch MacBook Air.

DETAILED MacBook Air BID SPECIFICATIONS:

Product: 13-inch MacBook Air, OS X El Capitan, Minimum of 128GB Storage, and Minimum of 1.7GHz Intel Core i5 Processor, Minimum of 4GB Memory, 720p FaceTime HD Camera

Included Accessories: Power Adaptor, AC wall plug, Power Cord

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162

202 Bagley Avenue

Bagley, MN 56621

OFFICIAL BID FORM

BID # 2015-3

13" MACBOOK AIR LAPTOPS

BID DUE DATE: December 11, 2015 at 9am EST

Required Items for Bid

13" MACBOOK AIR LAPTOP

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of Laptops after bid award: _____

Bidders will deliver iPads, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

IPAD CASES

BID # 2015-4

GENERAL

It is the intent of the Bagley School District No. 162 to acquire 680 iPad cases

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

680 iPad Air 2 Cases

The specific iPad Case under consideration by the Bagley District is the iPad Air 2 case is the Kensington BlackBelt 1st Degree Rugged Case or equivalent.

DETAILED iPad 2 CASES BID SPECIFICATIONS:

Product: iPad Air 2 case Kensington BlackBelt 1st Degree Rugged Case, Rubber, Scratch-proof, camera lens cutout, rugged, port cut-outs, drop proof, non-slip grip

INDEPENDENT SCHOOL DISTRICT NO. 162

202 Bagley Avenue

Bagley, MN 56621

OFFICIAL BID FORM

BID # 2015-4

IPAD 2 CASES

BID DUE DATE: December 11, 2015 at 9am EST

Required Items for Bid

IPAD 2 CASE

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Approximate number of weeks between receipt of order and delivery of Cases after bid award: _____

Bidders will deliver Cases, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

47 APPLE TV'S

BID # 2015-5

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 47 Apple TV Units.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

47 Apple TV UNIT (3rd Generation)

The specific Apple TV Unit under consideration by the Bagley District is the Apple TV 3rd Generation

DETAILED APPLE TV UNIT BID SPECIFICATIONS:

Product: Apple TV Unit 3rd Generation

Included Accessories: Apple TV Unit, Apple Remote, AC Power Cord

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162
202 Bagley Avenue
Bagley, MN 56621
OFFICIAL BID FORM

BID # 2015-5
47 APPLE TV UNITS

BID DUE DATE: December 11, 2015 at 9am EST
Required Items for Bid

Apple TV Unit (3rd Generation)

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of Apple TV
Units after bid award: _____

Bidders will deliver Cases, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

CHROMEBOOK CARTS

BID # 2015-6

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 5 Chromebook Carts and accessories as described in these specifications.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

5 CHROMEBOOK CARTS

The specific laptop under consideration by the Bagley District is the Luxor LLTM30-B Tablet & Chromebook Charging Cart or equivalent.

DETAILED CHROMEBOOK CARTS BID SPECIFICATIONS:

Product: Chromebook Charging Cart, Minimum Capacity 30 Chromebooks
Included Accessories: Power strips

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162

202 Bagley Avenue

Bagley, MN 56621

OFFICIAL BID FORM

BID # 2015-6

CHROMEBOOK CARTS

BID DUE DATE: December 11, 2015 at 9am EST

Required Items for Bid

CHROMEBOOK CART

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Specify Warranty: _____

Approximate number of weeks between receipt of order and delivery of Chromebook Carts after bid award: _____

Bidders will deliver Carts, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

PLTW LAPTOPS

BID # 2015-7

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 75 Dell Precision M2800 CTO or compatible laptop computers and accessories as described in these specifications.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

75 NEW DELL PRECISION M2800 CTO

The specific laptop under consideration by the Bagley District is the Dell brand Precision M2800 CTO.

DETAILED PLTW LAPTOP BID SPECIFICATIONS

Product: New Dell Precision M2800 CTO laptop, Intel i7-4610 3.0GHZ Dual Core, minimum 12GB DDR3 RAM, minimum 1GB Video card, Solid state hard drive, 802.11n Wifi, 15.6 inch FHD 1920x1080 LED screen, 8x DVD-ROM

Included Accessories: Power adapter for DELL laptop and external full size mouse.

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162
 202 Bagley Avenue
Bagley, MN 56621
 OFFICIAL BID FORM

BID # 2015-7
DELL PRECISION M2800 CTO

BID DUE DATE: December 11, 2015 at 9am EST
 Required Items for Bid

DELL PRECISION M2800 CTO

Price per Unit
 F.O.B. Bagley, MN \$ _____

OPTIONAL ADDITIONAL WARRANTY

Price per Unit
 F.O.B. Bagley, MN \$ _____

PRODUCT	QTY	PRICE	EXTENDED PRICE
Dell brand Precision M2800 CTO			
(Optional Additional Warranty)			

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of Laptops after bid award: _____

Bidders will deliver Laptops, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

STAFF LAPTOPS

BID # 2015-8

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 33 Lenovo T540p or compatible laptop computers and accessories as described in these specifications.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

33 NEW LENOVO T540P

The specific laptop under consideration by the Bagley District is the Lenovo brand T540p laptop or compatible.

DETAILED STAFF LAPTOP BID SPECIFICATIONS

Product: New Lenovo T540p laptop, minimum Intel i7-4300 Dual Core, minimum 4GB DDR3 RAM, Solid state hard drive, 802.11n Wifi, 15.6 inch FHD 1920x1080 LED screen, 8x DVD-RW, 6 cell battery

Included Accessories: Power adapter for Lenovo laptop.

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162
202 Bagley Avenue
Bagley, MN 56621
OFFICIAL BID FORM

BID # 2015-8
LENOVO T540P

BID DUE DATE: December 11, 2015 at 9am EST
Required Items for Bid

LENOVO T540P

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	SPECIFY MODEL	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of Lenovo T540P Laptops after bid award: _____

Bidders will deliver Laptops, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

DESKTOP PC'S

BID # 2015-9

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 16 Lenovo ThinkCentre M83 or compatible PC computers and accessories as described in these specifications.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

16 NEW LENOVO THINKCENTRE M83

The computer under consideration by the Bagley District is the Lenovo brand ThinkCentre M83 tower PC or compatible.

DETAILED DESKTOP PC BID SPECIFICATIONS

Product: New Tower PC system, minimum Intel i5-4500 Quad Core, minimum 4GB DDR3 RAM, hard drive, 1GB Ethernet, integrated sound and video, minimum 22 inch LED screen, 8x DVD-RW

Included Accessories: American English Keyboard, Mouse

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162
202 Bagley Avenue
Bagley, MN 56621
OFFICIAL BID FORM

BID # 2015-9
LENOVO THINKCENTRE M83

BID DUE DATE: December 11, 2015 at 9am EST
Required Items for Bid

LENOVO THINKCENTRE M83

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of
ThinkCentre M83 Tower PC after bid award: _____

Bidders will deliver Desktops, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

DETAILED SPECIFICATIONS

SMART INTERACTIVE PANELS

BID # 2015-10

GENERAL:

It is the intent of the Bagley School District No. 162 to acquire 39 SMART Interactive Panels (Model 4065) with Smart Notebook Licensure.

All equipment supplied pursuant to this solicitation shall be new, 2015 or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The bidder shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts or workmanship and/or inadequate design at no cost to the purchaser. Bid price shall be all-inclusive so that no other charges shall be applicable to the Bagley School District.

39 SMART INTERACTIVE PANEL Model # 4065

The specific computer under consideration by the Bagley District is the SMART Interactive Panel Model #4065 with SMART Notebook Licensure.

DETAILED SMART INTERACTIVE PANEL SPECIFICATIONS

Product: New SMART Interactive Panel 4065 with Smart Notebook licensure.

Included Accessories: Pens and Pen Tray, Power Cord, Remote Control, VGA Cable (6' 1.8m D-sub 15 pin connector), USB Cable (16' 5m USB A/B Type)

Warranty: Provide warranty service on purchased devices through period of manufacturer warranty (please specify).

INDEPENDENT SCHOOL DISTRICT NO. 162
202 Bagley Avenue
Bagley, MN 56621
OFFICIAL BID FORM

BID # 2015-10
SMART INTERACTIVE PANEL Model # 4065

BID DUE DATE: December 11, 2015 at 9am EST
Required Items for Bid

SMART INTERACTIVE PANEL Model # 4065

Price per Unit

F.O.B. Bagley, MN \$ _____

QTY	PRICE	EXTENDED PRICE

Specify Warranty and/or Telephone Support: _____

Approximate number of weeks between receipt of order and delivery of Smart Panels after bid award: _____

Bidders will deliver SMART Interactive Panels, F.O.B. Bagley, MN

Company Name: _____

Address: _____

Phone Number: (____) _____

Bid Submitted by: _____

Title: _____

Date: _____

ISD Technology Needs										
	Smart Pane	Accessories	AppleTV	Laptops	PLTW Laptops	Desktop PC's	MacBook Air	iPad	Chromebook	TOTAL
Model #	Series 4065	Details on Next Page	Apple TV 4	Lenovo T540p	Dell Precision M2800 CTO	Lenovo M83	13 inch 4 GB	iPad Air 2	Dell 11"	
Device qty	39		47	32	75	16	61	680	480	
Total	\$136,500.00	\$104,505	\$3,243.00	\$22,688	\$127,500	\$9,280	\$56,669	\$254,320.0	\$120,000.00	\$834,705.00
									4 year	\$208,676.25
									5 year	\$166,941.00

5	Carts for Chromebooks HS	\$2,500
5970	HS MAC Lab Photo Shop (30) Up-date.	\$6,000
	MDM software	\$27,800
	Licensing	\$0
	iPad Apps	\$5,970
13	Large Flat Panel Mobile AV Cart	\$7,800
	Insurance Smart Panel	\$0
	Applecare iPads	\$0
	Applecare MacBook	\$0
1	Flat Screen TV	\$1,000
608	iPad Case	\$17,670
2	Projector	\$2,000
	Access Points	\$16,000
	Wiring	\$17,765
	Total Accessories	\$104,505