



BRANT HALDIMAND NORFOLK Catholic District School Board

Board-Issued Student Devices

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring students can effectively access their temporary online learning program. This protocol outlines the distribution of loaned devices to students for use during the school closure period, beginning January 4, 2020.

Any Board-issued devices are **not yours to keep**, rather are being loaned to students for the sole purpose of accessing their learning during periods of school closures. Any device (including accessories) must be returned to the Board, in good repair, at such time that the virtual learning period is over, at the end of the school year, or at the request of the Board.

Please understand that we do not have the resources to provide devices to every student, as a result, this round of distribution will initially prioritize one device per family for those who do not have devices at home or limited access to devices. We ask that those families with devices at home or access to devices not submit requests at this time. Additional requests for devices may/will be received later.

Families must schedule a pickup time at certain locations throughout the Board. You must schedule and a time and location for pickup to receive a loaned device, walk-ons will not be provided a device. You can schedule a date, time and location by:

- Accessing the Board's scheduling tool, prior to Tuesday, December 29th at 4pm: [BHNCD SB Device Pickup](#)
- If you cannot access the above link, contact ITS Helpdesk (519-765-6505 ext. 711 or helpdesk@bhncdsb.ca), for an available date and time. Helpdesk is available to assist on December 22, 23, 29 from 8am – 4pm. If you cannot get through, please leave your name and number, someone will return your call.

The following dates and locations are being made available for pre-scheduled device pickup. Be aware of your pick-up location. Not all schools are being made available and your pick-up location may not be the student's home school. You will not be permitted to pick-up a laptop should you show up at the wrong location:

- December 30, 2020 – Notre Dame, Caledonia or Sacred Heart, Paris
- December 31, 2020 – St. Joseph's, Simcoe
- January 2, 2021 – IT Services Building, Brantford (344 Erie Ave.) or Our Lady of Providence, Brantford

The above dates are the only days for distribution. Timeslots will be available from 9am – 4pm and must be adhered to and parents/guardians vacate the premises immediately after confirming the device is functional. **Board-issued laptops will not be available for pick-up on a continual basis and the Board cannot guarantee the issuance of a device once this process is complete.**

Mandatory Preventative Health Measures

All current preventative health measures remain in effect for anyone accessing the school for device pickup and **must** be followed at all times:

- Self-Assessment - Prior to picking up your device, anyone must first conduct an online self-assessment (i.e. have you travelled in the 14 days?, have you been in contact with a confirmed or probable case of COVID-19?, etc.). Device pickup will only be permitted to parents/guardians who have passed the self-assessment with no COVID-19 symptoms.

- Physical Distancing - Throughout this process, all individuals must practice physical distancing and remain at least 2 metres (6 feet) apart from any other individual. Only one parent/guardian is permitted onsite for device pickup
- Hand Washing Etiquette - Prior to entering and exiting the lobby of the pickup location, everyone must hand their hands warm water and soap or in the absence of this utilize hand sanitizer.
- Face Mask or Covering - Anyone on Board property must wear a face mask or covering, at a minimum

Other Guidelines

- To ensure the safety of our students and the security of Board-issued equipment, a parent/guardian must be present to retrieve the device from a school
- Parent/Guardian must be prepared to show photo identification. Under no circumstance will a Board-issued device be provided to an individual whose identity cannot be confirmed
- At no time should a student or parent/guardian enter the building beyond the front lobby of the school. The device will be on a table set up just inside the front doors of the school at your designated pick-up time
- Students may be required to login to the assigned Board-issued device prior to leaving, to ensure functionality
- Parents (on behalf of the student if under 18) will complete a Board-Issued Student Device for Virtual Learning Agreement