

Bushland ISD



Student Technology Handbook
and Acceptable Use Policy

In an effort to align our vision and key ideas, Bushland ISD is providing students and teachers the tools they need to achieve measurable success and foster critical thinking.

Students in kindergarten through 2nd grade will receive school-owned iPads to be used for school-related activities, projects and assignments. All iPads (grades kindergarten-2nd grade) will remain at school.

Students in 11th and 12th grades will receive school-owned laptops, and students in 3rd-10th grades will receive school-owned Chromebooks to be used for school-related activities, projects, and assignments. 7th through 12th grade students will be allowed to take their devices home.

This document will serve as an informative resource for all stakeholders working with Bushland devices. This document also serves as an agreement between the school district, parents/guardians, and students with regard to proper use and care of Bushland ISD devices and networks.

The signature page must be filled out completely, signed, and returned to the school upon student registration in order for appropriate accounts to be created and a device to be issued.

Technology Handbook/AUP, Permissions, and ADPC Parent/Student Signature Page

Please complete one signature page per child.

Please indicate your choice by checking the appropriate blank, then sign the appropriate locations.

Acknowledgement of Electronic Distribution of Student Technology Handbook and Acceptable Use Policy
The Bushland ISD Student Technology Handbook is now available online on the Bushland ISD website at www.bushlandisd.net. Hard copies are also available for viewing in each campus office.

I have chosen to:

Accept responsibility for accessing the Student Technology Handbook and Acceptable Use Policy by visiting the web address listed above.

View a hard copy of the Student Technology Handbook and Acceptable Use Policy at my student's campus.

Permissions:

1. My student has permission to receive a Bushland ISD network account:
____ Yes ____ No
2. My student has permission to use Web 2.0 tools, such as Edmodo and others to complete assignments required for classwork (**Permission required for students under 13. Refer to pg. 7**).
____ Yes ____ No
3. My student has permission to participate in distance learning opportunities (refer to pg. 7).
____ Yes ____ No
4. Bushland ISD has permission to use audio, photos, and videos of my student and list his/her name for publication (district website, news articles, interviews, honor roll, district sponsored Facebook/Twitter accounts).
____ Yes ____ No

Accidental Damage and Protection Coverage: (7th-12th grade only)

I choose to purchase the Accidental Damage and Protection Coverage for \$30 for my student's device. This coverage does not cover loss/theft of device (refer to pg. 8).

____ Yes (**\$30 payment must be made upon submission of Signature Page**)

____ No (refer to pg. 8)

____ I am applying for a waiver. I meet the criteria referred to on pg. 9.

____ Declining a Device

Having read the section on Declining a Device (pg. 8), and understanding responsibilities, please initial here _____

Grade: _____

Student Name (please print): _____

Student Signature (K-12th required): _____

Parent Name (please print): _____

Parent Signature: _____

Photography, Audio, and Video Release Terms and Conditions

By checking yes to permission 4 and signing the form, you are giving consent to Bushland Independent School District and its designees to photograph, audio record, and/or video record your student. You understand that any such photographs, audio recordings, and/or video recordings become the property of Bushland Independent School District.

You understand that the school district may use and/or reproduce the photographs, likeness or the voice of your student for any internal or external educational, instructional, or promotional activities determined by the district in broadcast and electronic media formats now existing or in the future created.

You further understand that external educational, instructional, or promotional activities may include the release of the photographs, audio recordings, and/or video recordings to be posted on the internet.

You agree to allow your student's work and/or photograph to be published on the Bushland Independent School District internet, intranet, and/or Bushland ISD publications. By signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s).

By checking yes, you release the Bushland Independent School District, its Board of Trustees, agents, employees or other representatives from any liabilities, known or unknown, arising out of the use of this material. You have read the photography, audio, and video release and fully understand the terms and conditions outlined. You certify that you have legal capacity to sign the release on behalf of yourself and your student.

ISSUING DEVICES:

- Laptops and iPads will be distributed within the first few weeks of school. “Device Distribution” dates will be determined by each campus and announced each year during the first week of school.
- Parents and students must sign and return the signature page of the handbook before a device will be issued to the student and before any network accounts will be created. Please carefully read and make sure you and your student understand these documents before signing them.
- Devices will be collected at the end of each school year for maintenance, cleaning, and app/software installations.
- All devices and accessories issued will be returned to Bushland ISD when students leave for summer break or withdraw from the district. Failure to do so will result in the filing of theft charges.

TAKING CARE OF THE DEVICE:

All devices are the property of Bushland ISD. Students are expected to treat these devices with the same respect and care they would treat any district owned property. The use of these devices is a privilege, not a right. Students are responsible for the care of the device they have been issued by the school. This includes the care of any chargers, cases, or backpacks that have been issued to the student. Devices that are broken or fail to work properly must be taken to the school library, within 5 school days, where repairs will be set up accordingly.

NEVER TRY TO REPAIR THE DEVICE YOURSELF OR HAVE ANYONE OUTSIDE THE DISTRICT WORK ON IT, AS THIS COULD VOID ANY WARRANTY AND CAUSE YOU TO INCUR ADDITIONAL CHARGES.

General Precautions

- No food or drink is allowed near your device.
- Do not decorate the device, case, or school backpack with markers, glitter, stickers, etc.
- Power cords, storage devices and other cables MUST be plugged in and removed correctly.
- Devices, power cords, backpacks, cases, and other storage devices should be kept out of reach of younger children and pets. Damage caused by pets is not covered under ADPC (refer to ADPC section).
- Do not leave a device in a vehicle. Loss/Theft of a device is not covered under ADPC (refer to ADPC section).

Transporting the Device:

- All laptops and Chromebooks will be issued in a portfolio-style carrying case. The device will remain in the case. Students should not remove the case for any reason. The Technology Department will remove the case should it be required for repairs.
- **Removing the device from the carrying case will result in disciplinary action and forfeiture of ADPC insurance.**
- Students may request a backpack from the Technology Department or carry their own.

- Any personal backpack used must have sufficient padding to protect the laptop/chromebook from normal treatment and provide a suitable means for carrying the device.
- Backpacks were not intended to hold everything the student owns. Care should be taken to not overload the backpack. This will cause damage to the device.
- NEVER carry the laptop while the screen is open, or carry the device by the screen.
- DO NOT bend your screen back too far.
- Griffin Survivor cases provide the iPad with sufficient padding to protect it from normal treatment and provide suitable means for carrying the device. Students are not to remove the iPad from the case.
- Do not place anything on top of the iPad. Doing so could cause damage to the device.
- The iPad should be stored on the top shelf of the student's locker with the locker locked when not in use (ex. When students are in P.E. or at lunch).

Screen Care:

- Do not lean on top of the device for any reason.
- Do not place anything near or on top of the device that could place pressure on the screen.
- Do not place anything in the backpack or book bag that will press against the screen.
- Clean the screen with only a soft, dry anti-static cloth.
- Do not use any glass cleaner or other harsh chemicals to clean the screen.
- Do not place anything on the keyboard (papers, pencils, pens, paperclips, etc.) before closing the lid.

USING THE DEVICE AT SCHOOL:

Available Wireless Access:

The BISD Technology Department has implemented a wireless network for all users at BISD. All classrooms, common areas, libraries, gymnasiums, and cafeterias will have wireless access for Bushland ISD devices.

- Only a Bushland ISD device will be permitted for use at school or on the district network
- Students are allowed to join their school devices to their home wifi
- It is the responsibility of the parent/guardian to monitor device usage when away from school
- All Bushland ISD devices with access to the Internet will be filtered at school as required by state and federal mandates.
- All Bushland ISD devices will remain filtered at home through the school's filtering system.

Devices Left at Home:

These devices are similar to textbooks or any other school supplies that are required on a daily basis. Students 7th-12th are required to bring their laptops/chromebooks to school fully charged every day. Students are encouraged to use a surge protector when charging laptops at home. If a student leaves his/her laptop at home or brings the laptop to school uncharged, disciplinary actions (as determined by campus administration) will be taken as the student is unprepared for class. Loaner laptops will not be provided for left at home or uncharged laptops.

Screensavers, Backgrounds & Images:

7th-12th grade students may change their backgrounds and screensavers on the laptop. Inappropriate media or images may not be saved to devices. The presence of images of weapons, pornographic

materials, inappropriate language, alcohol, drugs, R-rated or gang-related symbols or images will result in disciplinary actions.

Sound:

Each student may bring their own earbuds/headphones and use with teacher permission. Remember, cords should be plugged in and removed correctly. Never transport the device wearing earbuds/headphones. Never carry the device by the cord or store the device in a backpack or book bag with earbuds/headphones plugged in to the device.

Printing:

Students will need to print to the location nearest their classroom. Students are expected to go straight to the printer and back to class with minimum disruption while in the hallways.

MANAGING FILES AND SAVING WORK:

- All Bushland ISD students will have a district managed network Google account. Students are encouraged to save any and all files to their Google Drive. 11th and 12th grade students have the option to save to Google Drive or to a flash drive which can be purchased from a local retailer. Documents saved to the “Desktop” or “My Documents” folder cannot be retrieved should the device malfunction.
- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. A computer malfunction is not an acceptable excuse for not submitting work on time.
- Students have no expectation of privacy. BISD devices, files, folders, and flash drives connected to our network may be searched at any time.

APPS/SOFTWARE:

Originally Installed Apps/Software:

- The individual device assigned to the student is owned by BISD. The district must also retain licenses for any software or apps loaded on a device.
- The addition of any type of game or program not approved by the Technology department is a direct violation of the AUP and will result in disciplinary action.
- Any attempt of any kind to bypass filtering at any campus is a direct violation of the AUP and will result in disciplinary action.

REPORTING LOSS/THEFT/VANDALISM:

- Students must report loss/theft/vandalism to campus librarian immediately upon discovery.
- All reports will be assessed on an individual basis.
- If it is determined that a device or accessory has been stolen or vandalized, further action will be taken in conjunction with the School Liaison Officer.
- Loss/Theft of device is not covered by ADPC (refer to ADPC information at the end of this document).

TECHNICAL SUPPORT:

- In the case of damage to the device, or if the device is not functioning properly it is the responsibility of the student to report this information to the campus librarian within 5 school days.
- The campus librarian will then submit the proper information to the Technology Department through Help Desk to arrange for repair/replacement.

- A letter will be sent home to the parent/guardian with information about the action taken to repair/replace the device and include any charges for repair/replacement.

ACCEPTABLE USE:

All BISD students are required to abide by and comply with Acceptable Use Policy. Access to BISD devices (of any kind), and the network/wi-fi access is a privilege, not a right.

General Guidelines:

- Students will have access to all available forms of electronic media and communication, as approved by the Technology Department that support the educational goals and objectives of Bushland ISD.
- Students are responsible for the ethical and educational use of technology resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to: confidential information, copyrighted material, threatening or obscene material, hacking, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user without the consent of the individual, campus administrator, or the Technology Department will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Web 2.0 tools, such as, but not limited to, Google Apps for Education, blogs, Edmodo, school/teacher websites, apps, etc. may be used in the classroom as a tool to enhance content.
- Streaming of any kind for personal entertainment is strictly prohibited.
- Use of social media sites is strictly prohibited at school and on school issued devices unless approved for specific educational objectives. Violation of this policy will result in disciplinary action.
- Students are expected to display appropriate digital citizenship when participating in online discussions, assignments, or projects for educational purposes. Use of swear words, vulgarity, and/or any other inappropriate language will not be tolerated and will result in disciplinary action.
- Cyber-bullying will not be tolerated, and appropriate disciplinary action will be taken immediately by campus administration.

Privacy and Safety:

- Do not reveal your name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- All Bushland ISD devices with access to the Internet will be filtered at school as required by state and federal mandates.
- All Bushland ISD devices will remain filtered at home through the school's filtering system.
- Users will be restricted from access to inappropriate materials. However, no filter is 100%.
- If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, the student must notify a teacher or an administrator immediately so that such sites can be blocked. Students reporting will not be disciplined for breaking the Acceptable Use Policy. This is not a request, it is a responsibility.

Legal Propriety:

- Users should comply with trademark and copyright laws and all license agreements. If the student is unsure ask a teacher or parent.
- Users must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as but not limited to graphics, images, movies, music, and text.
- Use of hacking/tracing sites or possession of hacking/tracing software, or attempting to hack any system, district or otherwise with a school device or personal device is strictly prohibited and violators will be subject to disciplinary actions.
- Using school and/or personal devices to control or attempt to control/manipulate district owned devices is strictly prohibited and will be subject to disciplinary actions.

CONSEQUENCES:

Bushland ISD believes that all of the policies and procedures for acceptable use of devices and networks are intended to make access more reliable for all users. Use of Bushland ISD devices and networks is a privilege, not a right. Violation of these policies and procedures set forth by Bushland ISD will result in consequences as determined by the staff and/or administration of Bushland ISD.

DECLINING A DEVICE:

A parent/guardian may decline a device for their student. By declining a device the parent/guardian understands the following:

- **The parent/guardian must indicate the decision to decline a device on the signature page of this document to be returned at registration.**
- The student will be issued a device to use at school only. The device is to be checked out by the campus librarian at the beginning of the day and checked in by the campus librarian at the end of the day.
- It is the student's responsibility to make proper arrangements with their teacher/teachers to complete all assignments as they are assigned for each of their classes and turned in on the assigned due date.
- Teachers are not required to alter lesson plans, projects, assignments or activities that require the use of the device, specific apps, or specific software.
- Not having a device to take home or access to apps/software is not an acceptable excuse for lack of assignments.

ACCIDENTAL DAMAGE AND PROTECTION COVERAGE (ADPC)

Bushland ISD recommends that parents of 7th – 12th graders purchase Accidental Damage and Protection Coverage for the 2016-2017 school year. Insurance can be purchased at registration.

Cost of Accidental Damage and Protection Coverage:

- ADPC for 7th through 12th grade \$30.
- No family is to pay more than \$100 to purchase Accidental Damage and Protection Coverage for all of their students.

Coverage Information:

- Chargers, backpacks and other accessories are not covered by ADPC.
- Damage to devices caused by pets is not covered by ADPC.
- Coverage includes one instance of accidental damage per year (August 2016-May 2017).

- Any instance after the first covered instance will be the financial responsibility of the parent/guardian/student.
- Damage that is intentional or loss/theft of the device is not covered by Accidental Damage and Protection Coverage, therefore the complete cost of replacement or repair of the device is the responsibility of the parent/guardian/student.
- Costs must be paid in full before a replacement device is issued to the student.
- During this time it is the responsibility of the parent/guardian to provide the student with a means of completing any/all assignments/projects assigned to the student required by the course.

Waiver Qualifications:

- Families who qualify for Free/Reduced lunch qualify for a waiver. A waiver covers one instance of damage. Any damage after the first instance is the responsibility of the parent/guardian/student.
- Waiver does not cover loss/theft of device.
- Waiver does not cover damage to device caused by pets.
- Waiver does not cover replacement cost of chargers, backpacks or other accessories.
- This must be indicated on the ADPC payment page and turned in at registration.