

**Bartlett ISD**

**Technology**

**Handbook**

# Table of Contents

Handbook Overview	3
Terms of Bartlett ISD Chromebook/Laptop Use	
Allowed Devices	
Chromebook/Laptop Security	
Social Media Guidelines	
Parent Responsibilities	
Repair Cost Information	
Bartlett ISD Chromebook/Laptop Guidelines	
Student Responsibilities	
Care of the Chromebook/Laptop	
Screen Care	
Repair Down Time	
Bartlett ISD Acceptable Use Policy	8-9

# Handbook Overview

This handbook is intended to provide essential information about the use of student Chromebook/Laptops in Bartlett ISD. The one-to-one student and teacher Chromebook/Laptop program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- Bartlett ISD Chromebook/Laptops not returned when students leave for the summer or withdraw from school will be considered stolen. Theft charges will be filed.
- Internet content is filtered on all Bartlett ISD Chromebook/Laptops. This includes use at school and off campus. Attempts to bypass the filter are considered abuse and can result in loss of Chromebook/Laptop and internet privileges. *Students will still be responsible for completing all classwork.*
- If a Chromebook/Laptop needs to be repaired or is lost, the student must report the need for repair or replacement to the Technology Department. The student's report must be filed within 5 school days from the time of breakage or loss.

**This handbook should be read carefully by students and parents/guardians. The agreement form included in this Technology Handbook is a copy of what you and your student must sign prior to the student receiving the Chromebook/Laptop.**

## Terms of Bartlett ISD Chromebook/Laptop Use

**Acceptable Use:** All students must comply at all times with the *Bartlett ISD Acceptable Use Policy* along with the guidelines outlined in this Technology Handbook. Failure to comply will result in disciplinary action and could end the rights of possession effective immediately.

**Liability:** If the Chromebook/Laptop is accidentally damaged, lost, or stolen the parent/guardian will be responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, the parent/guardian or the student must immediately notify school administration. Chromebook/Laptops not returned, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Theft charges will be filed.

**Scheduled Evaluations:** Each Chromebook/Laptop may be evaluated each nine weeks or randomly checked to verify condition and compliance with district policy.

### Chromebook/Laptop Security

Various security measures are used on Bartlett ISD Chromebook/Laptops. Security measures are not only used to protect Bartlett ISD assets, but measures are also taken to protect Bartlett ISD students. Two primary forms of security exist:

**Chromebook/Laptop Security:** Security is in place on each system to prevent certain activities. These include, but are not limited to tampering with the configuration and changing system settings.

**Filtering Software:** Internet filtering software automatically filters all access to the Internet. Since no filtering software can filter 100% of improper content, parents are responsible for monitoring their child's access to the Internet when the student is at home.

**Management Software:** Teachers will have the ability to monitor their classes while students are using the Chromebook/Laptops in class.

**Attempts to bypass these will result in disciplinary action and could result loss of Chromebook/Laptop and / or internet privileges. (Example: VPN's)**

**Students will still be responsible for getting assignments completed,**

### Social Media Guidelines

- Students will be expected to use some social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include *Google Apps for Education*, and others.
- Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- When using social media tools, teachers are responsible for educating our students on internet safety and digital citizenship to protect and assure the safety of all students.
- Use of these tools must be in accordance with Bartlett ISD's Policies and Procedures including but not limited to the Acceptable Use Policy.

## Parental Responsibilities

- Parents must review with their student the Acceptable Use Policy at the end of this Technology Handbook.

## Repair Cost Information

All Chromebook/Laptops are in good working order. Students are expected to keep the Chromebook/Laptop in good condition. Failure to do so could result in out-of-pocket costs. All monies owed must be paid in full or arrangements with the Technology Director for a payment plan before a Chromebook/Laptop will be issued.

## Bartlett ISD Chromebook/Laptop Guidelines

- *Students should have no expectation of privacy* on any information stored on, accessed from, or used with the Chromebook/Laptop. The Chromebook/Laptop belongs to Bartlett ISD, and appropriate district and school officials may monitor a Chromebook/Laptop or access its contents at any time.
- All students will be issued a Bartlett ISD Chromebook/Laptop and charger.
- If technical issues arise, students must report to the HS office, Elementary Office, or the Technology Department and should be done no later than 5 school days after discovering that issue.
- Each Chromebook/Laptop and Charger is identified by a specific number and assigned to an individual student. To ensure that a student always has his/her assigned Chromebook/Laptop, **they should never be removed.**
- Under no circumstances may a Chromebook/Laptop be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, gym, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student's home. Any Chromebook/Laptop left in these areas will be collected by staff and taken to the Technology Department. Disciplinary action will be taken for leaving a Chromebook/Laptop in unsupervised locations.
- Students may not download or install any unauthorized programs/applications to the Chromebook/Laptop.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Chromebook/Laptop with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.

## Student Responsibilities

As the primary users, students have specific responsibilities when using their Bartlett ISD -issued Chromebook/Laptops.

- At all times, students are responsible for their Chromebook/Laptop, while at school.
- Students are responsible for logging in under their assigned google account and may not at any time have a personal google account/profile on the school issued Chromebook/Laptop.
- Students may not share their password with other individuals.
- Students should not loan their Chromebook/Laptop nor any Chromebook/Laptop component to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. on the Chromebook/Laptop unless instructed by a teacher to do so.
- When a Chromebook/Laptop is lost or stolen, the student must immediately notify the student's Teacher or the Technology Department no later than 5 school days after discovering that the device is missing.
- When a Chromebook/Laptop is damaged or functioning improperly, the student must immediately notify the student's Teacher or the Technology Department and submit the required paperwork no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the Chromebook/Laptop, the student will receive disciplinary action. The district has the right to place certain restrictions on the student's use or access of district technology.
- Sound will be muted at all times unless teachers grant permission.

### Care of the Chromebook/Laptop

Students are responsible for the general care of the Chromebook/Laptop. Please follow these precautions:

- Do not place food and/or liquids near the Chromebook/Laptop.
- Do not stack any objects on top of the Chromebook/Laptop.
- **Never** attempt to repair or reconfigure the Chromebook/Laptop.
- Do not write, draw, stick or adhere anything to the Chromebook/Laptop.
- Do not decorate the Chromebook/Laptop using markers, personalized stickers, etc.
- Keep the Chromebook/Laptop and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data. Examples include radios, TV's, cell phones and microwaves.
- Do not expose the Chromebook/Laptop to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Chromebook/Laptop in any vehicle.

- Do not obstruct the Chromebook/Laptop's vents, and do not place the Chromebook/Laptop on carpet while it is turned on.
- When walking from class to class, the Chromebook/Laptop must be properly closed and stored or carried.
- The power cord must not be plugged into the Chromebook/Laptop while carrying or storing the Chromebook/Laptop. This will cause damage to the Chromebook/Laptop.

## Screen Care

The Chromebook/Laptop screen is particularly sensitive to excessive pressure. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Chromebook/Laptop or lean on it when it is closed.
- Do not place anything in the bag that may press against the cover of the Chromebook/Laptop.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).

## Repair Cost & Down-time

Bartlett ISD is committed to student use of technology to aid academic success. When a student's Chromebook/Laptop is being repaired, there are several options available for continued use of technology.

### **Google Drive Folders**

All students have a Google Drive in which to store digital files. Students can save important work in this folder, and access their work from any Chromebook/Laptop or Computer on Campus.

**Removal of Stickers placed on Chromebook \$5.00 each to remove**

**Broken Screens \$60.00**

**Lost / Broken Chargers \$30.00**

**Keyboard / missing keys \$95.00**

**Lost / Damaged Chromebook/Laptop \$300.00**

### **Loaner/Chromebook/Laptop Replacement**

If a student's Chromebook/Laptop is damaged, it will be repaired or replaced as quickly as possible. *If available*, a loaner/ replacement Chromebook/Laptop will be issued. The policies in this handbook also apply to loaner/replacement Chromebook/Laptops. A loaner/replacement Chromebook/Laptop may not be provided if the damage is determined to be intentional or the result of gross neglect.

# Bartlett ISD ACCEPTABLE USE POLICY (AUP)

## Acceptable Use Policy

Bartlett Independent School District is pleased to offer students access to a Chromebook/Laptop network for file sharing, storage, printing, email and the Internet. Should a parent prefer that a student not have email and Internet access, then the parent should send a request in writing to the campus principal. Any dispute involving Acceptable Use of district resources will be settled at the discretion of district personnel.

## Monitored Use

Email transmissions and any other use of the electronic communications by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes. **Students are only allowed to use their district-issued email accounts while on school Chromebook/Laptops NO personal accounts.**

It is all staff member's responsibility to monitor and educate students on internet safety, acceptable use and appropriate behavior when using electronic communications, including interactions with other individuals on social networking sites and messaging, plus awareness of and response to cyber-bullying on an annual basis per district curriculum.

Access to district approved email accounts and the Internet will allow students to explore thousands of libraries, databases, museums, and other repositories of information and to collaborate with other Internet users around the world. The district filters the Internet for objectionable material. However, families should be aware that we do filter content from the internet, but some material might still contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the district are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the educational benefits, access to informational resources, and opportunities for global collaboration, exceed the disadvantages. The district considers Chromebook/Laptop and guided Internet use a part of the instructional program just like a textbook.

## What is expected?

The BISD Student Code of Conduct applies to electronic interaction, just as it would in any face to face interaction. Communications on the network are public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's Chromebook/Laptop resources. The students are advised never to access or send anything that they would not want their parents or teachers to see.

**Privacy/Security** — Network storage and Google Apps accounts may be treated like school lockers. Students are prohibited from accessing accounts, network folders and/or files that are not theirs, unless they have been given specific instructions to do so from an administrator. Students will not intentionally or maliciously circumvent District security measures. Network administrators may review communications and content to maintain system integrity and to ensure that students are using the system responsibly.

**Storage** — Users are expected to remain within allocated disk space for all district owned resources. Students should never download or install any software onto network drives or disks, unless they have written permission from the Network Administrator. Network storage of music files is not allowed.

**Inappropriate materials or language**— Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Inappropriate files will be removed immediately.



## General Guidelines

These are guidelines to follow to prevent the loss of Chromebook/Laptop privileges at school.

1. Students are responsible for logging in under their assigned google account and may NOT at any time have a personal google account/profile on the school issued Chromebook/Laptop.
2. Do not use a Chromebook/Laptop to harm other people or their work.
3. Do not damage the Chromebook/Laptop or the network in any way.
4. Do not interfere with the operation of the network by downloading or uploading anything that isn't directly related to an academic activity.
5. Ensure Fair Use Guidelines are utilized for Copyright protected material.
6. Do not view, send, or display offensive content.
7. Keep user accounts and passwords secure and private.
8. Do not waste limited resources such as disk space or printing capacity.
9. Do not trespass in another's folders, work, accounts or files.
10. Users of any District Electronic Communication System shall not use it in any way that would be considered:  
(a) damaging to another's reputation; (b) abusive; (c) obscene; (e) offensive; (f) threatening; (g) harassing;  
(h) illegal; or (i) contrary to district policy.
11. Users may not use any District Electronic Communication System for any illegal activity, including but not limited to violation of copyright laws.
12. Email or any other District Electronic Communication System may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
13. Notify an adult immediately if you receive materials or encounter them on any Chromebook/Laptop that violates the rules of appropriate use.
14. Be prepared to be held accountable for your actions and for the loss of privileges if these rules of appropriate use are violated. Deliberate attempts to violate the rules of appropriate use may be viewed as violations of District policy and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of Chromebook/Laptop viruses.

## \_\_\_\_\_ I HAVE READ AND UNDERSTAND THE ACCEPTABLE USE POLICY FOR BARTLETT ISD

(Initials)

Grade: \_\_\_\_\_

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

Student Name: (print) \_\_\_\_\_

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

Date: \_\_\_\_\_

### Note Regarding Signatures-

Students will be allowed to use Bartlett ISD Chromebook/Laptops and Chromebook/Laptop services as prescribed by the teacher. The student signature may be required by some teachers. The signature shows that the student has been informed of the Acceptable Use Policy. Chromebook/Laptop usage is an integral part of the learning process just like text books. For this reason, Bartlett ISD grants student access to Chromebook/Laptop services without written parent approval. Parents may submit a request to the principal that their child should have limited or no access to Internet resources. The state of Texas requires that all students reach a minimal skill level. Therefore, it is paramount that students have access. Access to Chromebook/Laptops, Chromebook/Laptop services, and the Internet is monitored by teachers, monitored electronically, and filtered electronically for inappropriate material. Parents must notify the campus principal by letter if they do not wish their child to have access.