

Boys Ranch ISD



Student Technology Handbook and Acceptable Use Policy

Boys Ranch ISD is providing students and teachers the tools they need to achieve measurable success and foster critical thinking.

Students in Kindergarten through 5th grade will receive school-owned iPads to be used for school-related activities, projects and assignments. All iPads (grades Kindergarten through 5th grade) will remain at school.

Students in 6th - 8th grade will have devices available to them at school to complete school-related activities, projects and assignments.

Students in 9th-12th grades will receive school-owned Chromebooks to be used for school-related activities, projects, and assignments. Students will be allowed to take their devices home, and are encouraged to do so.

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

ISSUING DEVICES:

- Chromebooks and iPads will be distributed within the first few weeks of school/during the summer.
- 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, and cleaning.
- All devices and accessories issued will be returned to Boys Ranch ISD when students leave for summer break or withdraw from the district. Failure to do so will result in an invoice for full payment to cover the cost of the device being issued to the student and the bank.

TAKING CARE OF THE DEVICE:

- All devices are the property of Boys Ranch 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 reported using a Chromebook Help ticket submitted 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.
- Do not leave a device in a vehicle.

TRANSPORTING THE DEVICE:

- All Chromebooks will be issued in a protective sleeve. We strongly encourage students to carry the device in the sleeve for protection.

- Any personal backpack used must have sufficient padding to protect the 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.
- Protective 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.

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 bookbag 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:

- All Boys Ranch ISD devices with access to the Internet will be filtered at school as required by state and federal mandates.
- All Boys Ranch 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 9th - 12th grades are required to bring their chromebooks to school fully charged every day. If a student leaves his/her laptop at home or brings the laptop to school uncharged, disciplinary actions (as determined by campus administration/teachers) 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:

- 9th - 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 bookbag with earbuds/headphones plugged in to the device.

MANAGING FILES AND SAVING WORK:

- All Boys Ranch ISD students will have a district managed network Google account. Students are encouraged to save any and all files to their Google Drive or a flash drive.
- 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. BRISD devices, files, folders, and flash drives connected to our network may be searched at any time.

APPS/SOFTWARE:

- The individual device assigned to the student is owned by BIRD. 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.

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 as soon as possible.
- 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.

REPAIR COST:

Any damage to a school issued device caused by neglect of the student will be repaired at the expense of the student.

SCREEN REPLACEMENT:

- If damage should occur to the screen of a student’s Chromebook, the \$90 fee will be applied to replacing the damaged screen.
- If there is a second damaged screen, the student will be responsible for paying for the full replacement price of \$180.
- In the event of a third breakage, the student would lose “take home” privileges and would be provided with a Chromebook for school use only during the day if approved by a school administrator and/or the district Google administrator.

REPLACEMENT PARTS COST FOR CHROMEBOOKS:

- Dell Chromebook 13 (3380) 13.3" complete replacement \$550.00
- Dell Chromebook 13 (3380) 13.3" Touchscreen \$180.00
- Dell Chromebook 13 (3380) Chromebook 13 Keyboard \$30.00
- Dell Chromebook 13 (3380) 65-watt AC Power Adapter \$65.00
- Dell Chromebook 13 (3380) Palmrest Touchpad Assembly \$50.00
- Dell Chromebook 13 (3380) Hinge Kit for Touchscreen \$15.00
- Dell Chromebook Sleeve \$30.00

REPLACEMENT PARTS FOR IPAD AIRS:

- Screen Replacement \$175.00
- Case \$35.00
- Charge Cord \$30.00

ACCEPTABLE USE POLICY

All Boys Ranch ISD students are required to abide by and comply with Acceptable Use Policy. Access to Boys Ranch ISD 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 Boys Ranch 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 distant learning for 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 Boys Ranch ISD devices with access to the Internet will be filtered at school as required by state and federal mandates. As part of our consistent effort to engage students in rigorous learning experiences and to support our inclusion of digital learning, Boys Ranch ISD continually seeks supplementary tools that will assist in the learning process.
- All Boys Ranch 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:

Boys Ranch 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 Boys Ranch ISD devices and networks is a privilege, not a right. Violation of these policies and procedures set forth by Boys Ranch ISD will result in consequences as determined by the staff and/or administration of Boys Ranch ISD.

TECHNOLOGY HANDBOOK, ACCEPTABLE USE POLICY AND PERMISSIONS

Please complete one signature page per child.

Acknowledgement of Technology Handbook and AUP.

The Boys Ranch ISD Technology Handbook is now available online on the Boys Ranch ISD website under District Information/Handbooks.

PERMISSIONS

1. My student has permission to receive a Boys Ranch 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.

Yes No

3. My student has permission to participate in distance learning opportunities.

Yes No

Grade: _____

Student Name (print): _____

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____