# Burkeville ISD
# Technology Lending Handbook

Burkeville ISD has initiated a device lending program for students enrolled in the district to ensure that all students have access to technology. The policies, procedures, and information within this document apply to all Chromebook, laptops, calculators and MiFi devices used at Burkeville Independent School District by students, staff, or guests.

## Participation in this program is subject to the following terms and conditions:

- The technology devices are on loan and are the property of Burkeville Independent School District.
- Both student and parent/guardian agree to adhere to the terms and conditions of the District Technology Acceptable Use Guidelines (located on the district website) and the Technology Lending Agreement.
- The student shall be the exclusive user of this device and shall not grant access to any other individual, including family members.
- Parents are to monitor student's use of school issued devices while at home.
- Technology will be returned in good condition with reasonable wear and tear.
- Burkeville ISD maintains an Internet filter package that operates both within the district and while at home. Parents may request a log of student usage at any time.

## Screen Care:

- Do not lean on the top of your Chromebook
- Do not place anything near your Chromebook that could place pressure on the screen
- Do not place anything in the case or on the keyboard that will press against the screen
- Do not poke the screen, unless it is not a touch screen.
- Do not use glass cleaner or any chemicals to clean your Chromebook.
- Do clean the screen with a soft, dry anti-static or micro-fiber cloth.

## General Precautions:

- Students are responsible for the general care of their device that they have been issued.
- No food or drink is allowed next to your Chromebook/Laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/Laptop.
- Students should never carry their Chromebook/Laptop while the screen is open.
- Chromebooks/Laptops should never be shoved into a locker or wedged into a bookbag as this may break the screen. They may be placed CAREFULLY in bags but not under books.
- Do not expose your Chromebook/Laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- **Chromebooks/Laptops must be brought to school each day in a fully charged condition.** No charging will be allowed in class due to tripping hazard and possible damage.
- **Chromebooks/Laptops, cases and accessories must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of BISD. There will be a $5 charge per sticker or marking. Spot checks for compliance will be done at any time.**
- Chromebooks/Laptops will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels.
- Under no circumstances should a Chromebook/Laptop be stored in an unsupervised area. (Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.)

## Using Your Chromebook/Laptop:

- The Chromebook/Laptop is intended for use at school each and every day. In addition to teacher expectations for Chromebook/Laptop use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook/Laptop. Students must be responsible for bringing their Chromebook/Laptop to all classes unless specifically advised not to do so by their teacher.
- All students in grades 9th-12th are required to take their Chromebook/Laptop home each night throughout the duration of the issue for charging.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/Headphones must be used if sound is needed while in the classroom.
- Students will work in Google Drive. This program will automatically save students' work. It is accessible anywhere the internet is available. Students may choose to also save their work to an external device. Students are responsible for keeping up with these devices as well as proper use of the devices.

## Wireless Hotspots/MiFi Devices:

- These devices fall under the same terms and conditions as Chromebooks/Laptops.
- Damaged Hotspots/MiFis will result in delay of issuing access points until the original can be repaired or replaced.

## Returning Devices:

Student Chromebooks/Laptops and accessories (MiFi Access point, case, AC adapter, and power cord) will be collected during the last week of school.

Any student who transfers out of Burkeville ISD will be required to return their Chromebook/Laptop and accessories prior to withdrawal papers being issued. If a Chromebook/Laptop, MiFi and/or accessories are not returned, the parent/guardian will be held responsible for payment in full.

## Damaged Devices:

Chromebooks/Laptops that are broken or fail to work properly must be reported to a teacher, who will email the technology department. If a loaner Chromebook/Laptop is needed, one will be issued to the student until their Chromebook/Laptop can be repaired or replaced provided that a loaner is available. Loaner Chromebooks/Laptops fall under the same guidelines as school-issued Chromebooks/Laptops*.*

****Repairs/replacement will be the responsibility of the student/parent if determined damage is the fault of the student.****

If a Chromebook/Laptop, MiFi, or any of its accessories that are lost or intentionally damaged is the responsibility of the student and/or parent involved in the loss of property, the user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or

accessory is paid to the school.  All equipment, whether original or parent-purchased replacement equipment, remains the property of Burkeville ISD.

- **Wireless MiFi Access Point - $60.00**
- **Replacement of the Chromebook/Laptop -  $250.00**
- **AC Adapter and Power Cord - $25.00**
- **Screen - $30.00**
- **Touch Screen- $60.00**
- **Case - $25.00**
- **Hinge Replacement - $30.00**
- **Keyboard - $60.00**
- **Graffiti/Sticker Decorations - $5 & up**

****If a device is stolen, a police report will need to be filed and presented to the school district.****

## Chromebook/Laptop Technical Support:

The Technology Department located at Central Administration will be the first point of contact for the repair of the Chromebook/Laptop.  Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebook/Laptop
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook/Laptop to factory default
- System software updates

# Chromebook/Laptop Acceptable Use

All Burkeville ISD Acceptable Use Policy Guidelines apply to the Chromebook/Laptop lending program. The Chromebook/Laptop Acceptable Use Guidelines are additional guidelines specific to the technology lending program.

**General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at BISD. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources at BISD.
- Access to BISD technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Student Code of Conduct, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school personnel to use judgment as to what is acceptable in any undefined instances that may arise.
- 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, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District Acceptable Use Policy and abide by the rules defined in the policy. This is in addition to the rules and policies (Burkeville ISD's Technology Lending Handbook) contains.

**Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's AUP.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

**Legal Property**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator or your teacher if you are in compliance with the law.
- Plagiarism is a violation of the BISD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.

**Email**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by BISD. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed.

- Email is subject to inspection at any time by school personnel.

## Consequences

- The student or staff member in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Lending Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the Student Code of Conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Burkeville ISD cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Burkeville ISD Technology Lending Handbook
# Sign-Off and Student Pledge

- I will take good care of my Chromebook/Laptop and will adhere to all guidance in this handbook.
- I will never leave my Chromebook/Laptop unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook/Laptop to other individuals.
- I will know where my Chromebook/Laptop is at all times.
- I will charge my Chromebook/Laptop's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook/Laptop since they may cause damage to the device.
- I will not disassemble any part of my Chromebook/Laptop or attempt any repairs.
- I will protect my Chromebook/Laptop by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook/Laptop in ways that are appropriate for education.
- **I will not place decoration (stickers, markers, writing, etc.) on the Chromebook/Laptop or the protective case.**
- I understand that the Chromebook/Laptop I am issued is subject to inspection at any time without notice and remains the property of BISD.
- I will follow the policies outlined in the Technology Lending Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook/Laptop, MiFi Access Point, power cord/charger, protective case, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook/Laptop, power cord/charger, protective case in good working condition at the turn-in date as designated by Burkeville ISD.

Student Name: _____

Student Signature:_____

Parent Name: _____

Parent Signature: _____
Date: _____

**Department use only!!**

| | | |
|---|---|---|
| **Yes/No** | | |

***If you would like a copy of the handbook, please email hhoagland@burkevilleisd.org**

# Burkeville ISD Technology Lending Handbook
# Sign-Off and Student Pledge

## Mobile Hotspot Agreement Form

**A mobile hotspot will be provided to the student named in this document under the following conditions:**

- **Use of this equipment is intended for educational purposes outside of the school setting.**
- **The District prohibits unethical use of the Internet, email, and other media. Violation of this policy may result in the loss of equipment and privileges, and disciplinary action by the campus.**
- **The mobile hotspot is CIPA compliant and the content filter prevents access to adult content. Altering the configuration of the equipment is prohibited.**
- **The student is responsible for the return of the mobile hotspot and the power adapter at the end of the semester.**
- **The parent/guardian accepts financial responsibility for loss and/or damage resulting from purposeful action or gross negligence. The replacement cost of the mobile hotspot is $250 and is payable to the campus. Replacement Micro-USB power adapters may be purchased by the user via Amazon or local retailers.**
- **The student has read the Technology Handbook for Students (located on the website).**

**We, the undersigned student and parent/guardian, wish to participate in the BISD mobile hotspot program. We do not have internet access at home and agree to return the device should we purchase internet services during the school year. We have read and understand the terms and agree to assume full responsibility for the proper care and educational use of the equipment as described in this document and to assume financial responsibility for costs accrued should the device be lost or damaged.**

_____ _____

**Parent Signature** **Date**

_____ _____

**Student Signature** **Date**