

# Berlin Brothersvalley School District Student Technology Program

GRADES K-12  
2022-23



## **BBHS Technology Integration**

The Berlin Brothersvalley School District is committed to preparing and empowering its students with 21<sup>st</sup> century skills by issuing 1:1 technology to all students in grades K-12. Students in Grades K-2 will be issued an iPad while students in Grades 3-12 will receive a Chromebook. It is our duty to ensure that our students are able to collaborate meaningfully, think critically, engage in their creativity, and communicate appropriately in a digitally-connected world. This handbook is intended to outline the District's expectations of proper handling of District-issued devices, Student Responsibilities and Care for their device, Student/Parent User Agreement, and the BBSD Acceptable Use Policy.

### **What is an iPad?**

An iPad is a tablet computer produced by Apple that utilizes an iOS operating system.

### **What is a Chromebook?**

Chromebooks are laptop devices that run a Google Chrome operating system and require a Google user account. All BBHS students are currently assigned a Google user account. Chromebooks automatically update and utilize web-based storage so users do not need to worry about hard drive storage.

### **Student Device Loan Agreement**

A device, protective case, and power supply are being loaned to the student for 2022-23 school year. The device, protective case, and power supply remain the property of the Berlin Brothersvalley School District during this time and is being loaned to the student for educational purposes only. The student may not deface or destroy this property in anyway. The equipment is for the use of the student only; family and friends should not use school-issued equipment. Inappropriate use of the device may result in the loss of student device privileges.

The student may not make, or allow others to make, any attempts to add, delete, access, or modify District owned information on any device. The BBSD network is provided for the academic use of all students and staff.

Equipment identification stickers have been placed on all student devices, cases, and power cords. The labels shall not be removed or modified. If they become damaged or missing, contact the technology department immediately. Additional stickers, labels, markings of any kind are not to be added to the device. Students are required to use only the provided protective cases.

Each student has been assigned a student Gmail account through [www.bbsd.com](http://www.bbsd.com). This email is for appropriate academic communication only and is for use only within the school district.

## Use and Care of Your Device

- **Bring your device to school every day.** You are expected to be responsible to bring your iPad or Chromebook to all classes unless specifically instructed to do otherwise by your teacher.
- **Charge your device every night.** Be sure your device is fully charged as you enter school each day.
- **Do not remove the protective case from your device.** Protective cases have been provided to minimize the chance of damaging a device throughout the course of a school year.
- **Make up work required.** If you do not have your device at school or come to class without a charged device, you are still responsible for all of your coursework. If you leave your device at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and its condition. Repeated actions of irresponsibility by not having a functioning iPad or Chromebook may be cause for disciplinary action.
- **Keep only school-appropriate media on your device.** Inappropriate media should not be on the device and may not be used as a screensaver or background image. The District-issued iPad or Chromebook should not be used to take photos unless as part of a class assignment or as instructed by school staff.
- **Do not take images, video, or audio without subject consent.** Taking pictures and recording audio or video without permission is inappropriate, and without consent, is unlawful. Taking and posting pictures to the Internet with a school-issued device is a violation of District policy and may result in disciplinary action.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your device, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Acceptable Use Policy and will result in disciplinary action.
- **Abide by media content expectations.** Parents/Guardians should partner with teachers and school administrators to set expectations for appropriate apps, content, music, videos, and games on student devices. The following are NOT allowed on student devices: apps rated 17+ or ESRB M (Mature), films rated R and NC-17, television shows with TV-MA rated content, and media rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- **Keep browsing safe through the school filter.** The District's IT department works responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter in accordance with applicable laws. Students are in violation of the Acceptable Internet Use Policy if they access sites through proxies or otherwise circumvent the school filter. At home, it is the parents' and guardians' responsibility to monitor student Internet access. For more information on Internet safety, apps, and ratings, please visit [commonsensemedia.org](http://commonsensemedia.org).
- **Leave the District-loaded apps on your device.** Do not delete any District-loaded apps, folders, files, or file-management software. Deletion of certain apps or files will interfere with your ability to complete coursework.

## **No Expectation of Privacy**

*No one should have any expectation of privacy or confidentiality with regard to any use of iPads, Chromebooks, or bbsd.com Google accounts issued by the District. Without prior notice or consent, the District may access, supervise, view, monitor, and record student use of District-issued devices at any time for any reason related to the operation of the District. Internet browsing history is always logged.*

*Monitoring Software – School personnel may use monitoring software that allows them to view screens and activity on student devices at any time during school hours. iPad and Chromebook activity will also be tracked outside of school hours.*

*Files downloaded onto student devices become the property of the Berlin Brothersvalley School District, which may include images, documents, files, and/or apps.*

## **Responsibilities**

### **Student Responsibilities:**

Student iPads and Chromebooks are a privilege and can be a valuable educational tool. It is to be used for education purposes only. In order to have technology privileges, you must be willing to accept the following responsibilities:

- ✓ When using the iPad or Chromebook at home, at school, and any other location, I will follow the policies of the Berlin Brothersvalley School District, including the Acceptable Use of Internet, Computers, and Network Resources Policy (BBSD Policy #815), and agree to abide by all local, state, and federal laws.
- ✓ I will treat my device with care by not dropping it, getting it wet, leaving it in a vehicle, outdoors, unsecured, or in a place it may become damaged or stolen.
- ✓ I will keep my protective case provided by the district on my device at all times.
- ✓ I will not lend my device to anyone, including friends and family members.
- ✓ I will not remove District-owned programs or files from the device issued to me.
- ✓ I will charge my device each night so it has a full charge at the start of every school day.
- ✓ I understand if I do not charge my device or forget it at home, I am still responsible for getting my course work completed.
- ✓ I agree that email and any other electronic communication should be used for only appropriate, legitimate and responsible communication.
- ✓ I will not disassemble or attempt to repair the device that is issued to me. If it is not working properly, I will notify my teacher, principal, or BBSD IT staff.
- ✓ I will bring my iPad or Chromebook to the BBSD IT staff if it needs repaired. If the device needs repaired, the student's record will be checked, a loaner may be provided if the student is eligible and a device is available. Appropriate fees will be charged to the student.

## **Parent/Guardian Responsibilities:**

An iPad or Chromebook is being issued to your son/daughter as an academic tool to enhance their overall educational experience. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of your student's device.

- ✓ I will support my child by supervising their device usage while they are at home.
- ✓ I will not attempt to disassemble or repair the District-issued device, nor will I attempt to clean it with anything other than a dry cloth.
- ✓ I will make a report to the school with any problems associated with the device or software.
- ✓ I will not delete any District software.
- ✓ I will make sure my child charges the device each night.
- ✓ I will return the District-issued device and provided accessories when it is requested by the school or upon my child's withdrawal from the Berlin Brothersvalley School District.

For parent safety resources and tips visit [www.google.com/safetycenter](http://www.google.com/safetycenter).

## **Distribution and Collection of Student Devices**

### Receiving/Returning your device

1. User Agreement and Parent/Guardian Agreement – All students and parent(s)/guardian(s) are required to sign the user agreement prior to the student being issued a device.
2. New Students – All new students will be able to pick up their device in the Technology Office after enrolling. Parents/Guardians will also be required to read the handbook and sign the user agreement.
3. The device and all provided accessories will be collected near the end of each school year to be assessed for damages and to complete any necessary updates.
4. Upon graduating from Berlin Brothersvalley High School, students will have the option to purchase their Chromebook, case, and power supply or return their Chromebook to the District.

## **Acceptable Use of Internet, Computers, and Network Resources**

BBSD Policy #815—Acceptable Use of Internet, Computers, and Network Resources can be found at <https://www.bbsd.com/Page/16727>.

**Incident Assessment Chart**

<b>Incident</b>	<b>Action(s) Necessary</b>	<b>Cost</b>
<p><b>1<sup>st</sup> Offense</b>  <b>Accidental Damage</b>  of Device, Adapter,  Case, or Power Cord</p>	<p>The student makes a report to the IT Department who will record the incident.</p> <p>The device is returned to the IT Department and a new/spare device may be issued.</p> <p>Parents are notified.</p>	<p>Up to \$75.00</p>
<p><b>2<sup>nd</sup> Offense</b>  <b>Accidental Damage</b>  of Device, Adapter,  Case, or Power Cord</p>	<p>The student makes a report immediately to the IT Department who will record the incident.</p> <p>The device is returned to the IT Department so a new or spare device may be issued.</p> <p>Some loss of privileges of using the device may occur such as limiting participation in the student technology program and/or not permitting the student to take the device home.</p> <p>Parents are notified.</p>	<p>Up to \$150</p> <p>*Upon review of the damage &amp; nature of the incident.</p>
<p><b>Intentional Damage</b></p>	<p>Upon notification of an intentional incident involving damage or abuse, the device must be returned to the IT Department.</p> <p>The student may lose his/her privileges of using the District-issued device.</p> <p>*Refer to BBSD student code of conduct and appropriate disciplinary response according to the type of infraction. Law enforcement may be contacted.</p> <p>Parents are notified.</p>	<p>Up to the repair or replacement cost.</p>
<p><b>Loss/Theft</b></p>	<p>The student/parent makes a report immediately to administration. Administration notifies IT Department and investigation is completed. If deemed theft, a police report must be filed. If lost, the student is responsible for replacement cost.</p>	<p>Replacement cost</p>

## Student Technology Program User Agreement Signature Page

*Complete the user information and agreement. This form must be returned prior to being issued a device. To view the BBSD Student Technology Program Handbook in its entirety, please visit [www.bbsd.com](http://www.bbsd.com).*

### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_

### Parent/Guardian Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student Agreement for iPad/Chromebook Use:	Parent/Guardian Agreement:
<p><b>I, _____ agree to the following:</b></p> <ul style="list-style-type: none"> <li>✓ While using the District-issued device, I will follow the policies of Berlin Brothersvalley School District, including the Internet Acceptable Use Policy, and I will abide by all local, state, and federal laws.</li> <li>✓ I will treat the device issued to me with care by not dropping it, getting it wet, leaving it in a vehicle, outdoors, unsecured, or in a place it may become damaged or stolen.</li> <li>✓ I will keep the protective case on my device at all times.</li> <li>✓ I will not lend my device to anyone.</li> <li>✓ I will not remove ANY District-owned programs or files.</li> <li>✓ I will charge my device each night so that it has a full charge at the start of every school day.</li> <li>✓ I understand if I do not charge it or forget it at home, I am still responsible for getting my course work completed.</li> <li>✓ I agree that any electronic communication should be used for only appropriate, legitimate and responsible communication.</li> <li>✓ I will not attempt to repair the District-issued device. If it is not working properly, I will notify my teacher, principal, or the IT department.</li> <li>✓ I will bring the device to IT support staff if it needs repaired. If the device needs repaired, the student's record will be checked. A replacement device may be provided if the student is eligible and once the appropriate fees are paid by the student to the District.</li> </ul>	<p><b>I, _____ agree to the following:</b></p> <ul style="list-style-type: none"> <li>✓ I will not attempt to repair my student's device; nor will I attempt to clean it with anything other than a dry cloth.</li> <li>✓ I will make a report to the technology department with any problems associated with the device or software.</li> <li>✓ I will not delete any District software.</li> <li>✓ I will make sure my child charges the device each night.</li> <li>✓ I will return the District-issued device when it is requested by the school or upon my child's withdrawal from the district.</li> <li>✓ I will support my child by supervising their internet and device usage while they are at home.</li> </ul>
<p><b>Student Signature</b> _____</p>	<p><b>Parent/Guardian Signature</b> _____</p>
<p><b>Date:</b> _____</p>	<p><b>Date:</b> _____</p>

