

# Boone CSD 1:1 Handbook

## *The Digital Learning Philosophy of the Boone Community School District*

*Boone Community School District provides technology to create a universal learning environment. All technology is provided in support of our mission to promote academic and extracurricular excellence. Students and staff are empowered to create, collect, and share information that enables connectivity, communication, and collaboration in a global community. The use of technology resources at Boone Community School District allows each student to learn in a manner that is thoughtful, continuous, engaging, and flexible to individual needs.*

### **Agreement Form**

An agreement form for the use of the Chromebook is required of students and their parents/guardians. The agreement form must be completed as part of the annual online registration process through Infinite Campus before receiving the Chromebook.

### **Distribution**

Chromebooks will be distributed during the Chromebook Rollout session(s) for students at Boone High School and Boone Middle School. If a Chromebook case was provided to you by the District, it is to remain with the device at all times.

### **Collection**

Students who graduate early, withdraw from school, are suspended, expelled, or otherwise terminate enrollment at Boone CSD for any reason must return their Chromebook and accessories by the date of such termination. The District may also request collection of the Chromebook and accessories at any time.

If a student fails to return the Chromebook and/or accessories upon termination of enrollment at BCSD or when requested by the District, that student and parents/guardians may be charged the replacement cost of the Chromebook and/or accessories and may be subject to criminal prosecution or civil liability.

## **Device Use and Conduct**

All use of the Chromebooks shall be subject to the terms of this handbook and other applicable BCSD policies, including the [BCSD Technology/Internet Acceptable Use policy](#). Chromebooks are intended for educational use at school each day. Students are responsible for bringing their fully-charged Chromebook to school each day to all classes.

If students do not bring their Chromebook to school, they are responsible for getting the course work completed as if they had their Chromebook present. Students who accidentally leave their Chromebook at home will NOT have access to a Chromebook that day.

The following guidelines govern the use of BCSD's devices and network resources. Students must follow these guidelines at all times when using BCSD technology.

*Network resources* in this document refers to all aspects of the BCSD owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

## **Chromebook Care, Storage and Security**

### **General Care**

Students are responsible for the safe and proper care of their Chromebook and accessories that they have been issued. Chromebooks that are not working properly are to be turned into the appropriate location for repair.

- Treat this equipment with as much care as you would your own property.
- Clean the Chromebook screen with a clean, soft cloth. Never use rubbing alcohol or any other cleanser to clean the surface of the Chromebook.
- Never force the charging connector into the wall or into the device.
- Never store the Chromebook in areas of extreme heat or cold, direct sunlight, or high moisture, as this could damage the Chromebook.
- Keep the Chromebook away from all liquids.
- Do not put the device in a position where it could be dropped, pushed or otherwise bumped.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.
- The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- Shutdown the device when it won't be used for more than a day. Putting your device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Keep your Chromebook intact. Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- Students and their parents/guardians are strongly encouraged to review the user information and all safety warnings for the Chromebook.
- When in doubt, ask for help.

### **Transporting Care**

- Do not leave the device unattended in an unlocked car or locker.
- If a Chromebook case was provided, it should remain with the device at all times.
- When not in use, the Chromebook is to remain in a book bag. Make sure that when your Chromebook is in a book bag that no heavy items press upon the device.
- Storage directions will be given for specific areas (PE, locker rooms) or events (extra-curricular).

### **Only One User**

Never allow anyone else to use your Chromebook. Parents or guardians may utilize the Chromebook for the purpose of monitoring a student's use or classwork; personal or business use of a Chromebook by a parent or guardian is prohibited.

### **Capturing Video, Audio, and Pictures**

- Using the Chromebook to capture video, audio, or pictures requires the consent of all people being recorded and they should be informed of the intended use
- The use of cameras is strictly prohibited in locker rooms and restrooms.
- The academic purpose of the recordings must be evident and clear to those involved.
- Capturing media from an assessment and/or sharing with others is considered cheating.

### **Personal Devices from Home**

Students are not allowed to bring their own computers from home to use or connect to BCSD's network. Devices at BCSD are all provisioned with the same basic programs and structures.

## Privileges & Responsibilities

Usage of BCSD's network and the internet must be directly related to education, consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations.

### Equipment Ownership

BCSD retains sole right of ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the device according to the rules and guidelines set forth in this document and the "[Acceptable Use Policy 502.12](#)". Failure to follow the terms of this policy will result in disciplinary action deemed appropriate by BCSD policy. BCSD will monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, BCSD administrative and technology staff may collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using BCSD computers, networks, or technology.

### Equipment Provided

Each student will be issued the following items: Chromebook, AC charger, and software/apps, and offered a protective case. BCSD will retain records of the serial numbers and inventory of provided equipment.

### Substitution of Equipment:

In the event the Chromebook is inoperable, BCSD has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. However, it cannot guarantee a loaner Chromebook will be available at all times. The agreement remains in effect for loaners. The student may NOT opt to keep a broken Chromebook or avoid using the Chromebook due to loss or damage. Please note that if the student forgets to bring the Chromebook to school, a substitute will not be provided.

### Student Access to the Internet

At school, students will have access to the internet through the school network. When not at school, students can access the internet on district devices at other locations. BCSD will not provide students with internet access outside of school. The device's content filter will be in place when students access the internet outside of the school. Therefore, sites that are blocked at school could also be blocked in other locations. As with any other internet-enabled devices, BCSD recommends that parents/guardians monitor their student's time and activities on the internet. Information blocked at school may not be blocked in locations outside the school's network. Students should understand that their parent's/guardian's rules about internet usage outside of school are applicable even when the student is using their district device.

### Content Filtering

BCSD monitoring of devices, in compliance with the Children's Internet Protection Act ("CIPA"), does everything practical to keep students safe when using technology. This includes installing content filtering on all devices. Filtering technology is not perfect; it is possible that restricted content may not always be stopped by filtering technology. BCSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the BCSD.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify appropriate personnel of what occurred.

BCSD expects students to use technology appropriately and follow all policies when using the internet, and believes that parent/guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. The Boone Community School District staff will encourage students to act as good digital citizens and follow acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home. Students found in violation of the [BCSD Technology/Internet Acceptable Use policy](#) will be subject to disciplinary action.

## **Google Workspace for Education**

Boone Community Schools offers all students a Google Workspace for Education account to use on a variety of school-related projects. Google Workspace provides a variety of tools that may include email and instant messaging. The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success.

## **Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary.

## **District Monitoring**

BCSD staff shall have the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to: retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third party software and information, ensuring compliance with legal and regulatory requests, and enforcement of this policy. BCSD also may review, inspect the content of, and monitor all information residing on all computers, file servers, cloud services, network, etc. for such purposes.

## **Privacy**

Students waive any right to privacy in anything they create, store, send, disseminate or receive on BCSD's computers and network systems, including the internet. Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology.

Students must share their user ID and password with their parents/ guardians. Parents can and should access their students' Google Workspace account to see "what's going on at school."

## **Disclaimer / No Warranty**

BCSD account holders take full responsibility for their access to BCSD's network resources and the internet. Specifically, BCSD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the internet
- Any consequences of service interruptions, loss of data, or delivery failures/mis deliveries, for whatever reason.

## **Legal Issues and Jurisdiction**

Because the BCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of BCSD's network resources is subject to the rules stated in this policy. BCSD monitors its network and may investigate

electronic incidents even if they happen after school hours and outside of school. BCSD may, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

### **Discipline**

Any student who violates the rules and expectations relative to this handbook and/or Acceptable Use Policy will be subject to disciplinary action. If there is evidence that a violation has occurred, a BCSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, loss of technology privileges, and up to and including suspension or expulsion from school. The interpretation, application, and modification of this policy are within the sole discretion of BCSD. Any questions or issues regarding this policy should be directed to the building principal.

### **Actions Required in the Event of Damage or Loss**

Students and parents/guardians must report any Chromebook damage, loss, or vandalism immediately to the school office.

### **Responsibility for Loss**

In the event the Chromebook and/or accessories is lost or stolen, the student and parents/guardians may be billed the full cost of replacement of the Chromebook and/or accessories. Examples of instances in which students and parents/guardians may be charged include but are not limited to loss resulting from gross negligence as determined by BCSD administrative personnel, such as leaving the Chromebook and/or accessories unattended and unlocked.

### **Device Damages & Fees**

If a device is damaged, BCSD administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident and necessity of fees. Negligence may be considered intentional conduct. Not following any of the care guidelines may be considered negligence.

The BCSD may assess a repair cost not to exceed the full cost of the repair or replacement cost for any damages due to negligence or intentional misuse. The repair cost fees may be collected before scheduling the repair or replacement.