

Tablet Computer Policy Manual

Procedures and Information

Bernalillo Public Schools

Bernalillo, New Mexico

Tablet Computer Program

We believe that the use of the tablet computers and access to available technology, integrated throughout our program of instruction, will help prepare students for their future. The use of technology will allow our students to collect, analyze, consider and communicate ideas and information from an enormous pool of available resources. Through effective planning, our staff will guide students in the analysis, synthesis and evaluation of this vast store of information and help them apply it to complex and practical real-world problems in the classroom. Through the use of the tablet computers, the teaching and learning process will change over time with students assuming more responsibility for their learning and teachers becoming coaches in the classroom rather than dispensers of knowledge.

Establishing this new environment for learning requires careful planning and consideration as well as the application of effective policies and procedures. In many ways this program will demand an increased level of responsibility on the part of all students, parents and school staff. This policy manual is intended to provide the critical information and infrastructure necessary to insure the tablet program's success. Since this is a new and complex project, the policies and procedures covered in this document are not "all inclusive" and will evolve over time.

In the 2015-2016 school year we will begin issuing Bernalillo Public Schools students Tablet/Laptop computers. The computers will be checked out and registered to the students. The computers students receive will be re-issued to them in subsequent years. Students and parents will be required to sign a computer protection agreement and also a pledge for the use of the computers. We ask that you familiarize yourselves with the content of this policy document and follow the guidelines closely in the use of the school's computer equipment.

We are excited about this opportunity to enhance learning at Bernalillo Public Schools and to help us prepare students to function effectively in a technology driven world.

TABLE OF CONTENTS

1. TABLET SPECIFICATIONS
2. RECEIVING YOUR TABLET
3. TAKING CARE OF YOUR TABLET
 - 3.1 General Precautions
 - 3.2 Carrying Tablets
 - 3.3 Screen Care
4. USING YOUR TABLET AT SCHOOL
 - 4.1 Tablets Left at Home
 - 4.2 Tablets Undergoing Repair
 - 4.3 Charging Your Tablets Battery
 - 4.4 Screensavers
 - 4.5 Sound
 - 4.6 Printing
 - 4.7 Deleting Files
 - 4.8 Music, Games, Programs
5. MANAGING YOUR FILES & SAVING YOUR WORK
 - 5.1 Saving to the Home Directory
 - 5.2 Saving data to Removable storage devices
6. SOFTWARE ON TABLET
 - 6.1 Originally Installed Software
 - 6.2 Virus Protection
 - 6.3 Additional Software
 - 6.4 Inspection
7. ACCEPTABLE USE
 - 7.1 General Guidelines
 - 7.2 Privacy and Safety
 - 7.3 Legal Propriety
 - 7.4 E-mail
 - 7.5 Consequences
 - 7.6 Student Responsibilities
 - 7.7 Parental Responsibilities
8. PROTECTING & STORING YOUR TABLET COMPUTER
 - 8.1 Tablets Identification
 - 8.2 Password Protection
 - 8.3 Storing Your Tablet
 - 8.4 Tablets Left in Unsupervised Areas

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 School District Protection

9.2 Claims

10. TABLET TECHNICAL SUPPORT

11. TABLET FAQ'S

12. USE OF TECHNOLOGY RESOURCES POLICY

13. TABLET COMPUTER PROTECTION

14. STUDENT PLEDGE FOR TABLET USE

The policies, procedures and information within this document apply to all tablets used at Bernalillo Public Schools. Teachers may set additional requirements for computer use in their classroom.

1. TABLET SPECIFICATIONS

Tablet PC (specifications may change yearly)

Operating System: Genuine Windows 7 Professional or District approved operating system.

Processor: Intel® or AMD Mobile Processor (processor is subject to change).

Memory: At least 2GB of memory.

Hard Drive: 148GB (hard drive size is subject to change)

Expansion Slots: As required.

Ports and Connectors: 3 USB 2.0 ports (one powered), VGA, combo headphone/microphone jack, 1394a, power connector, RJ-11/modem, RJ-45/Ethernet.

Screen: No less than 10 inches.

Audio visual: High Definition Audio, stereo speakers, combo headphone/microphone jack, integrated dual-microphone array, integrated 2 MP Webcam

Input Device: Full-sized spill-resistant keyboard with drains, dual pointing devices (touchpad with scroll zone, Webcam).

Battery: 6-cell (44 WHr) Primary battery

Weight: Starting at 3.8 lb (1.72 kg) with no WWAN (weight will vary by configuration)

Carrying Case: Backpack

Note: Tablet specifications are subject to change.

2. RECEIVING YOUR TABLET

Tablets will be distributed each fall before school begins. **Parents & students must sign and return the Tablet Computer Protection plan and Student Pledge documents before the tablet can be issued to their child.** The Tablet Computer Protection plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook (see pg. 18). Tablets will be collected at the end of each school year for maintenance, cleaning and software installations. **Students will retain their original tablet each year while enrolled at BPS.**

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the technology Help Desk located in the Technology Center Building 700 top floor.

3.1 General Precautions

- No food or drink is allowed in close proximity to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet and should be removed before tablets are placed in carrying cases.
- Students should **never** carry their tablets while the screen is open or by the battery.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Bernalillo Public School District. All Bernalillo Public School District and vendor identification labels must remain on the computer.
- Tablets must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.

3.2 Carrying Tablets

The protective backpacks provided with tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Students must transport their tablets in the protective backpack provided.
- Cords, cables, and removable storage devices should be removed before tablets are placed in the backpack.
- The stylus (if provided) should be stored in the computer when not in use.

3.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Always return the screen towards the keyboard when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with an approved cleaning cloth - **never use chemical cleaners on your tablet screen.**

4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules may be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Tablets Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the Help Desk building 700. Loaner tablets will be issued from the school library.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or exchange batteries at the Help Desk located in the Technology Center building 700.

4.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and backgrounds are prohibited.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students will use designated printers in various locations around the school with teachers' permission. Limits will be established to the number of pages students will be allowed to print during the course of the school year.

4.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your tablets performance.

There will be a \$25 Re-Image Fee to Correct These Problems

4.8 Music, Games

Music and games are not allowed on the tablet during school hours without written permission from the teacher. All software must be district provided.

There will be a \$25 Re-Image Fee to Correct These Problems

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the My Documents Folder

Students will save school related files under *My Documents Directory*. Students also have the option of saving their work on the network. When students are logged on to the network they have the option to save files on network drives. The students work can be saved to their home drive. The home drive is the “H:” drive on their tablet. Do not store data which is not school related on the network. **All documents will be deleted at the end of each school year.**

5.2 Saving data to Removable storage devices

Students may also backup all of their work using removable file storage. Removable USB devices may be purchased at a local retailer. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed must remain on the tablet and it must be easily accessible at all times. The tablet is supplied with the vendor’s proprietary version of Microsoft Windows operating system and with additional software. From time to time the school may add software applications for use in a particular course. Periodic checks of tablets will be made to ensure that only appropriate software is installed on student’s computers.

6.2 Virus Protection

The tablet has virus protection software. This software will scan the hard drive for known viruses. The virus software will be periodically upgraded from the network.

6.3 Additional Software

It is the responsibility of individual students to ensure that no additional software or files are installed on their tablets without the Bernalillo Public School Districts permission. Any software installed, but not approved by the district will require a system re-image and may be subject to disciplinary consequences.

There will be a \$25 Re-Image Fee to Correct These Problems

6.4 Inspection

Students may be selected at random to provide their tablet for inspection.

7. ACCEPTABLE USE

7.1 General Guidelines

- 1) Students will have access to all available forms of electronic media and communication to support the educational goals and objectives of the Bernalillo Public School District.
- 2) Students are responsible for their ethical and educational use of the technology resources of the Bernalillo Public School District.
- 3) Access to the Bernalillo Public School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the User Terms and Conditions portion of this policy. (See pgs. 15-17.)
- 4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

7.2 Privacy and Safety

- Do not access chat rooms or send chain letters.
- Do not access, 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, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential; **the district may access anything on your computer at anytime.**
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Bernalillo Public School's disciplinary procedures. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7.4 Although The District does not supply students with E-mail the following should be adhered to.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam, no private chatting during class.
- Students should maintain high integrity with regard to e-mail content.
- Student e-mail is subject to inspection by the school officials.
- Students should check their e-mail regularly, at least weekly.

7.5 Consequences

The student 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 Tablet Computer Policy Manual or Bernalillo Public School District's Computer Acceptable Use Policy will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the New Mexico Open Records Act; proper authorities will be given access to their content.

7.6 Student Responsibilities

- Students are responsible at all times for their tablet, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All tablet components are to be carried in approved tablet cases **at all times**.
- Students may not loan tablet components to another student **for any reason**.
- Students may not play games, load or download any software, music, pictures, etc. on the tablets during school hours without permission of School staff.
- Students are responsible for charging and maintaining battery units daily.
- Tablets come with a standardized image already loaded. These images may not be altered or changed in any way. **There will be a \$25 Re-Image Fee to Correct These Problems**
- All students have access to a network drive on which to store data. **It is the responsibility of the student to see to it that critical files are backed up regularly.**
- All use of the Internet must comply with district guidelines. Log files are maintained on each tablet with a detailed history of all sites accessed. These files will be reviewed periodically.
- **Do not** leave the power cord plugged into the tablet while in the tablet bag. This will cause damage to the tablet.
- Stylus pens should always be stored in the tablet when not in use.

7.7 Parental Responsibility

- Parents will be responsible for monitoring student's use of the tablet at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. All Bernalillo Public School District and tablet identification must remain on the computer.

8.2 Password Protection

Students will be given a password to the local machine and the network. Students are expected to keep the passwords confidential.

8.3 Storing Your Tablet

When students are not using or monitoring tablets, they should be stored and locked securely in their lockers. Nothing should be placed on top of the tablet when stored in the locker. Students are encouraged to take their tablet home every day after school regardless of whether or not they are needed. Tablets **should not** be stored in a student's vehicle at school or at home.

8.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left unsupervised. Disciplinary action may be taken for tablets left unsupervised.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 School District Protection

School District Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each tablet with a maximum cost of \$50.00 per family and includes a \$50.00 additional charge for each claim. Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

9.2 Claims

All insurance claims must be reported to the Technology Help Desk located in the Technology Center building 700. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Bernalillo Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. TABLET TECHNICAL SUPPORT

Students experiencing technical difficulties should take their tablets to the Help Desk in the Technology Center (building 700). Students should make an effort to address these issues before or after school whenever possible.

11. TABLET FAQ'S

1. What is the configuration of my Tablet Computer?

See page 4.

2. Can I use the Tablet Computer and software throughout my career at BPS?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at BPS. The available software will be usable in upper level as well as

entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

3. What if I already have another model or brand of tablet computer?

You will be required to use the school district issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Bernalillo Public School District is also limited to provide maintenance service or assistance for only the District tablets. For these reasons, other tablet computers will not be used on the Bernalillo Public School District network at school.

4. Can I have my tablet computer this summer?

No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets prior to school starting each fall to ensure that everyone receives necessary updates and complete information about the computer, including its warranty, insurance coverage, software usage and Bernalillo Public School's policy regarding the ethical use of computers.

5. Where do I find an authorized service technician?

Bernalillo Public Schools will work with the authorized service technicians as part of the tablet project. If you have a question or a service need, take your tablet to the Help Desk located in the Technology Center building 700.

6. What about insurance against theft or breakage through carelessness?

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Bernalillo Public School tablet protection is recommended. The protection covers the tablet for a \$25.00 payment. You will be responsible for paying an additional charge of \$50.00 for each theft or loss claim. The best insurance is to take care of your tablet. Do not leave your tablet in the building, classroom, commons, or car unattended. Always know where your tablet is! Above all, take your computer home each night.

7. Does BPS provide maintenance on my tablet computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students.

8. What will I do without a computer in my classes if my tablet unit is being repaired or while I am replacing it if it is lost or stolen?

Bernalillo Public Schools stocks a limited number of tablet computers that can be loaned out on a first come, first served basis. You will be able to apply for a loaner unit at the appropriate school library. If you are in possession of a loaner treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

9. If I purchase software in addition to the available software provided through Bernalillo Public Schools, will the Technical Help Desk staff load it for me?

Yes – but only if the software is found to be needed for a specific class.

10. Do I need a printer?

You need not own one since printers will be made available at the school as needed. If you want to use your own printer at home, you will need to visit the technology Help Desk and ask to have your printer installed.

11. Will I need to buy a modem?

No. The tablet will be wifi capable.

12. How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you maintain a wireless home network, you must set the tablet to connect to your wireless connection. Dial-up Internet connections will not work on the school tablet. Please take your tablet to the technology Help Desk in building 700 if you require assistance configuring your tablet for your home Internet access.

13. Will there be facilities to back up the files I create on my tablet?

Yes. You can copy your documents to the district network. This will be the “H:” drive on your tablet, also known as your home directory. When you are offline or not connected to the district network save your files in **My Documents**. You are also encouraged to save your documents to a removable memory card that can be inserted into the USB drive on the tablet. Only school related work should be saved to the **My Documents** folder and the network since there is limited space on the server. **All documents will be deleted at the end of each school year.**

14. What if I want to add options to my tablet later?

Only the Bernalillo Public School District is authorized to add options and upgrades to your tablet computer.

15. What if I want to run another operating system on my tablet?

Only the operating system chosen by the Bernalillo Public School District will be authorized to run on a student-issued tablet computer.

16. Will I be given a new battery if mine goes bad?

The table battery may be replaced by the manufacturer for confirmed defects.

17. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal’s Office.

18. Are Student Tablets subject to school “snooping”; what if they bring their tablet in for repairs and “objectionable data” is detected?

Inappropriate material on tablets should be reported to the classroom teacher, principal, or Help Desk immediately upon identification. Students who have “objectionable data” on their tablet, but have failed or chosen not to report it, will be referred to the Principal’s Office.

19. If the accessories to my tablet are lost or stolen, how much will it cost to replace them?

In the event that tablet accessories are stolen, you should report the lost items to the Help Desk. The cost to replace specific accessories is listed below, but is subject to change.

- a) LCD panel: \$190.00
- b) Battery: \$80.00
- c) AC adapter & power cord: \$80.00
- d) Stylus pen: \$29.00
- e) Keyboard: \$63.00
- f) Backpack \$25.00

20. What is unacceptable behavior?

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as (but not limited to) hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as (but not limited to) pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.
- R. Any form of Cyberbullying.

21. What are some general guidelines?

A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Bernalillo Public School District.

B. Students are responsible for their ethical and educational use of the computers on-line services at the Bernalillo Public School District.

- C. All policies and restrictions of computer on-line services must be followed.
- D. Transmission of any material which 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.
- E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Bernalillo Public School student disciplinary procedures.

22. What is Network Etiquette?

- A. Be polite; messages typed in ALL CAPITAL LETTERS are the computer equivalent of shouting and are considered rude.
- B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

23. Can I use my own backpack to carry my tablet or do I have to use the school issued backpack?

Students must store and carry their tablet computers in the backpack provided.

12. Use of Technology Resources Policy

Purpose

The Bernalillo Public School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Bernalillo Public School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Bernalillo Public School District.

Definition – Technology Resources

The Bernalillo Public School District's technology resources include but are not limited to the following resources: network, internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, digital images, and new technologies as they become available.

Regulations

The use of the Bernalillo Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Bernalillo School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology

resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bernalillo Public School District's adopted student policies shall be applied to student infractions.

User Terms and Conditions

The use of Bernalillo Public School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Bernalillo Public School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:
Computer Tablet Violations:

a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

b. Downloading or transmitting multi-player game, music, or video files using the school network.

c. Vandalizing, damaging, or disabling property of the school or another individual or organization.

d. Accessing another individual's materials, information, or files without permission.

e. Using the network or Internet for commercial, political campaign, or financial gain purposes.

f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

g. Promoting or soliciting for illegal activities.

h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

i. Violating copyright or other protected material laws.

j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

k. Intentionally wasting school resources.

Consequences

Consequences for violations will be determined by the administration following consultation with the technical staff and may include suspension of computer privileges and other disciplinary consequences.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.
- f. Tablets may not be used for file sharing.

Consequences: Suspension of tablet computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Bernalillo Public School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Help Desk or Principal’s Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- a. Computer batteries must be charged and ready for school each day.
- b. Only labels or stickers approved by the Bernalillo Public School District may be applied to the computer.
- c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
- d. Computers that malfunction or are damaged must first be reported to the Help Desk located in the Technology Center building 700. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental tablet damage: Students who have recorded 3 or more instances of accidental tablet damage may be asked to check their tablet in at the school library school. Tablets may be checked out again before classes begin the next day. Special permission to take a tablet home for class work may be permitted by the administration.

- e. Computers that are stolen must be reported immediately to the Principal’s Office and the Police Department.

f. Individual school tablet computers and accessories must be returned to the appropriate school Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school tablet computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at Bernalillo Public Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Bernalillo Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the Bernalillo Public Schools Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

13. TABLET COMPUTER PROTECTION

The Bernalillo Public School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various options for insurance coverage.

INSURANCE FOR THEFT, LOSS OR FIRE: Following are the three options that are available for theft, loss or damage by fire. Student/Parent must commit to one by circling the appropriate option.

No Insurance:

You agree to pay for the replacement of the tablet computer at a cost not to exceed the current value of the device should the tablet be stolen, lost or damaged by fire.

Personal Insurance:

You will cover the tablet computer under your own insurance policy and in the case of a theft, loss or damage by fire you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed the current value of the device.

School District Protection:

You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in school using tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a **\$50.00** additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$50.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablets including negligence in the use and care of the computers. School District Tablet Protection **DOES NOT** cover intentional damage of the tablets.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Name: _____ (Please Print)

Parent Signature: _____ Date: _____

14. Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will have my tablet's battery charged fully when I arrive at school and charge it as necessary throughout the day.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District tablet.
11. I understand that my tablet and accounts are subject to inspection at any time without notice and remains the property of the Bernalillo Public School District.
12. I will follow the policies outlined in the *Tablet Computer Policy Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will immediately report to the help desk in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, stylus or tablet case in the event any of these items are lost or stolen.
16. I agree to return the District tablet and power cords in good working condition.
17. I will not reveal my own or anyone else's personal address, phone number, or passwords using the schools computer network.
18. I agree to abide by all copyright and license agreements.

19. I agree that no financial transactions of any kind will be allowed using the school account.
20. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

Please circle items received:

Tablet/Laptop Back Pack/Bag Stylus A/C Adapter/Power Cord

Other _____

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Name: _____ (Please Print)

Parent Signature: _____ Date: _____