



**STUDENT**  
**TECHNOLOGY HANDBOOK**  
**AND**  
**RESPONSIBLE USE GUIDELINES**  
2019-2020

## Our Vision

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We are committed to providing the essential tools and resources to enhance critical thinking and create opportunities for global learning.

### *General Precautions*

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- Never carry the Chromebook while the screen is open.
- Avoid food and drink while Chromebook it is in use.
- Cords and cables must be inserted carefully.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
- Always support a Chromebook from the bottom with lid closed. Never move a Chromebook by lifting from the screen.

### *Background Images*

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- Inappropriate media including the digital presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### *Sound*

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- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.

### *Account Access*

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- Students will only login using their BHISD issued account.
- Students are required to use their Barbers Hill user ID and password to protect their accounts and are required to keep that password confidential.
- Students should only use their assigned desktop/Chromebook.

## Responsible Use Guidelines

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### *General Guidelines*

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- Students are responsible for their ethical and educational use of the technology resources of BHISD.
- Access to Barbers Hill ISD technology resources is a privilege and not a right. Students are required to follow the Responsible Use Guidelines.
- Transmission of any material that is in violation of any federal or state law is prohibited. Including but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and potential viruses.
- Any attempt to alter data, the configuration of a desktop/Chromebook, or the files of another user, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. Criminal charges may apply.
- No personal devices will be allowed on the District wireless network.

### *Privacy and Safety*

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- Do not open, use, or change files that do not belong to you.
- Do not reveal online your full name, phone number, home address, social security number, credit card numbers, or passwords to other people.
- Remember that storage is not private or confidential; Technology equipment is the property of BHISD.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the incident to a responsible adult.

### *Legal Property*

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- Violation of policy may result in loss of the Chromebook/desktop privileges.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes 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 discipline and/or legal action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### *Electronic Communication*

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- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive.

- Do not send mass e-mails or spam.
- Communications sent/received should be related to educational needs.
- Communications are subject to inspection by the school.

### *Consequences*

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- Violation of the policies of this document will result in disciplinary action.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### *At Home Use (if a Chromebook is checked out- Middle School and High School only)*

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- The student will be responsible for the Chromebook in the transport and the care of the Chromebook while at home. Fines can be levied if damage is done.
- Chromebooks for middle school and high school students will be available for check out on an as needed basis.
- Always transport your Chromebook in the school provided case and nothing should be set on top of the Chromebook.
- Chromebooks should not be used on a bus or in an unsupervised area.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.
- If your Chromebook is lost, report it immediately to the school office.
- In case of theft, a police report must be filed and a copy provided to the technology department within 48 hours.

### *Chromebooks left in Unsupervised Areas*

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- Under no circumstances should Chromebooks be left in an unsupervised area which includes the school grounds / campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff.

## **Repairing/Replacing the Chromebook**

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### *Fines and Repair Costs*

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- Students are expected to keep the Chromebook in good condition. Failure to do so will result in possible disciplinary action and fines.
- Fines will be determined by the Technology Department and communicated to campus administration.

### *Chromebook Technical Support*

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Technical support will be available through the Technology Department.