

BUTLER AREA SCHOOL DISTRICT

District-Issued Student Device Guidelines

Student Responsibilities:

- Bring the device to school every day
- Make sure the device is fully charged
- Care for the device properly
- Keep the device in good repair
- Keep the device secure
- Never leave the device unattended
- If storing device, lock locker
- Report a missing or damaged device IMMEDIATELY to the school office
- Student is responsible for password security
- No one other than student to whom the device is issued is permitted to use the device
- Student is responsible for backing up data
- Adhere to Policy 237 - Electronic Devices and Personal Technology Resources
- Follow device guidelines or be subjected to Policy 218-Student Discipline
- Return the device in good condition upon withdrawal from school, at the end of the school year, or prior to graduation, as directed

Care of Device:

- Carry and/or handle the device with care
- The device should be used on a flat, solid surface
- Never apply stickers, marker, or anything to any part of the device
- Do not put the device in a position where there is any pressure on the device or anything on top; in a backpack or case of any kind where the device is squeezed (any situation where the device is under any pressure)
- Keep the device away from food and liquids (e.g., water, beverages, ink, paint, etc.) as to avoid spills that may damage the device

Chargers:

- Chargers will be repaired only if defective. If the wire is torn or frayed, or if the device has visible damage that is considered accidental damage. Any damage that is intentional or misuse will not be covered by the District. The student must pay for a replacement adapter that will be provided by the District.

Educational Use:

- Students are NOT permitted to load software or modify configuration of the device
- Common example of Prohibited Software:
 - File Sharing (Limewire, BitTorrent)
 - Utilities/OS (OSX or other upgrades)
 - Games (Halo, Emulators)
 - Proxy Servers
- Devices are subject to spot checks for compliance by Administration. Personal information stored on District-owned devices will be deleted.

Privacy Rights:

- Teachers/staff members and/or building administrators have the right to read or view anything on a District-issued device

Safety:

- Student should not post any identifiable information about him/herself on the Internet
- Student is not permitted to share their passwords with anyone
- Student should notify a Building Principal immediately of any online harassment or security concerns

Parent & Student Responsibilities

- Parent(s)/student is responsible for the proper use and care of the device
 - Theft or loss, intentional damage and/or misuse of the device is the sole financial responsibility of the parent(s)/student
 - Intentional damage to the computer will be determined solely by the manufacturer (Microsoft/Apple/etc.)
 - The actual cost to repair or replace the device will be the responsibility of the parent(s)/student

The District provides filtering for inappropriate materials and websites on the Internet. Parents are responsible for monitoring their student's use of the device when at home to ensure that the student does not alter the device settings or bypass the Internet filters.

- Under no circumstances should the parent(s)/student attempt to repair a District- issued device

By my signature, I acknowledge that I have read and understand the guidelines and procedures outlined in this policy and agree to all of its terms and conditions.

Student Name: _____

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

BUTLER AREA SCHOOL DISTRICT

District-Issued Student Device (Grades 7-12) Technology Fee Payments & Distribution/Collection Information

*** The Butler Area School District is waiving the Technology Fee for the 2020-2021 school year ***

Butler Area School District provides each student with a District-issued computer that may include a keyboard. Butler Area High School parent(s)/student(s) have the option of bringing their own device or to pay an annual fee for a District-issued device.

Annual Payment Any Butler Area High School Parent(s)/Student who is not providing their own device is required to make an annual payment of One Hundred Dollars (\$100.00) in order for the student to be permitted to take a District-issued device home. Payment is required by September 16 of the corresponding school year. Payment will be accepted online or checks may be made payable to "Butler Area School District" and may be turned into the school's main office. Students who qualify for free or reduced lunch programs are exempt from paying the annual fee.

The District will return any damaged District-issued devices to Microsoft on a weekly basis. The Student may be without a District-issued device during the repair period. (The cost to replace a stylus pen and/or keyboard will be determined by the actual retail price of comparable replacement items.)

Device Distribution/Collection Prior to the beginning and end of each school year, Butler Area High School will notify all Parent(s)/Student(s) in writing of all dates and procedures for the distribution/collection of District- issued devices.

Summer Retainment Program The Parent(s)/Student may opt to retain possession of a District-issued device throughout the summer months.

The option may be selected by completing the appropriate information on the End-of-School-Year Student 1:1 Device Collection Form (an attachment to Policy 237), which must be submitted during the designated device collection period at the end of the corresponding school year. By signing the form, the student agrees that by taking the District-issued device home, he/she is beholden to all District policies and guidelines regarding device usage. Any violations may result in disciplinary action and/or confiscation of the device.

If the Parent(s)/Student opts to take the device home during summer break, the parent(s)/student are still obligated to make the annual payment of One Hundred Dollars (\$100.00) by September 16 for the next school year. Failure to do so will result in the disabling of the student's access to the device. Once the payment is received, the account will be re-enabled.

No Payment If the Parent(s)/Student does not pay the One Hundred Dollar (\$100.00) fee, the Student will receive a District-issued device for use during the school day ONLY. The student will not be permitted to take the device home and must check his/her device in/out each day at a designated area within the High School. Students who do not pay the One Hundred Dollar (\$100.00) annual fee and accidentally and/or intentionally damage the District-issued device will be held financially responsible for the full repair and/or replacement cost.

By my signature, I acknowledge that I have read and understand the guidelines and procedures outlined in this policy and agree to all of its terms and conditions. Student Name:

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

BUTLER AREA SCHOOL DISTRICT

Bring Your Own Technology Student Guidelines

As part of its goal to integrate technology, the Butler Area School District will allow students to bring personally-owned mobile technology devices to school for educational purposes. These conditions apply:

1. Students may use personally-owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher.
2. Refer to Board Policy 815-Acceptable Use of Internet, Computers and Network Resources for a list of acceptable devices.
3. Before bringing a personally-owned mobile technology device to school, students should record its serial number and maintain that information at home. Students should clearly label the device and its peripherals, such as cables or headphones, with the student's first and last names.
4. Any mobile technology device that is brought to school should have a fully charged battery at the beginning of the day. Students should take the device home on a daily basis to recharge the battery.
5. Students are responsible at all times for complying with the District's Technology policies and guidelines, and the conditions outlined in this document.
6. Students may not disable or attempt to disable the Butler Area School District's technology settings or filters.
7. Students must use Butler Area School District's wireless network connection when on campus/or in District buildings. The District is not responsible for charges that may occur from accessing other connections.
8. Students must keep electronic comments and posts relevant to the course content and consistent with educational purposes.
9. Students must obtain permission from a teacher or administrator before recording, taking pictures, or publishing images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance.
10. Personal technology devices must be silent during class except when used for educational purposes with teacher permission.
11. No student will be required to bring a personally-owned technology device to school.

12. The District, its schools, and/or employees are not responsible for lost, damaged, or stolen items.
13. District employees are not responsible for troubleshooting, repairing/replacing student- owned devices during the school day. Students should check the owner's manual of the device for information about network connectivity or specific features.
14. A District teacher/staff member or building administrator may confiscate any technology device that is used for non-educational purposes during class or any device that is a disruption at any time.
15. Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for disciplinary action, and if necessary, provided to law enforcement authorities.
16. Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
17. Use of student-owned technology devices for personal purposes will be determined by District administration.
18. It is the owner's responsibility to install District-provided management software(s) so that the device can operate and access any District network. Failure to comply will result in immediate removal from the District network.

By my signature, I acknowledge that I have read the guidelines and procedures outlined in this policy and agree to all of its terms and conditions. I understand that I may face legal and/or disciplinary action in accordance with applicable law or written District policies for any violation of the above guidelines and/or procedures.

Student Name: _____

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

