



# **BOAZ CITY SCHOOL SYSTEM**

## **DEVICE PROCEDURES**

### **2022-2023**

#### **Boaz City Schools 1:1 Device Program**

The focus of the device program at Boaz City Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of mobile devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrate technology into the curriculum anytime, anyplace. With the effects and uncertainty of COVID-19, this integration is more critical than ever.

The policies, procedures, and information within this document apply to all technology devices used at Boaz City Schools and considered by the administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

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# 1. GENERAL INFORMATION

## 1.1 RECEIVING YOUR DEVICE

- Chromebooks or iPads are assigned to students by the individual school. Records are maintained of the devices assigned to each student.
- Elementary and Middle School Students will be able to utilize devices at home with the approval of the school principal.
- High School Students will maintain a single device through their HS career. The device will be the responsibility of the student at all times during the school year and throughout the summer.

## 1.2 DEVICE CHECK-IN

- Devices will be returned prior to the end of the school year on a date to be provided, or as requested by the school principal, so they can be checked for serviceability and to be stored for the summer.
- Students who transfer, withdraw, are expelled, or terminate enrollment at Boaz City Schools for any reason must return their assigned school device, charger, and any other peripheral devices/tools provided on the final date of enrollment.
- If a student fails to return the device, charger, and/or any other peripheral devices/tools provided when requested or upon termination of enrollment in Boaz City Schools, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the device, charger, and/or any other peripheral devices/tools provided. Failure to return the device, charger, and/or any other peripheral devices/tools provided can result in a theft report being filed with the Boaz Police Department.
- Furthermore, the student will be responsible for any damage to the device or accessories and must return the device and accessories to Boaz City Schools in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

## 1.3 FINES

- If at any point during the school year there is damage, loss, or theft of a device the student (or parent/guardian) must contact their teacher or school administration immediately.
- Any technical issue with the device must be reported to teacher who will contact the district's technology support.
- Hardware/software repairs that are deemed to be due to misuse or neglect may incur repair costs, fines, and disciplinary action. Fines or disciplinary actions will be imposed in accordance with the student code of conduct or as the circumstances may warrant at the discretion of Boaz City Schools and its administrators. Repair costs will be determined by market cost of replacement part at the time of damage.
- All reports will be investigated and addressed on a case-by-case basis.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device that they have been issued by the school.

### 2.1 GENERAL PRECAUTIONS

- The device is school property, and all users will follow this policy and the Boaz City Schools Internet Usage and Equipment Policy.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Boaz City Schools.
- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.
- Electronic devices can be very sensitive to extreme heat and cold, moisture, etc. Therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions are potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the devices as it could cause the device to break.
- Only chargers provided by BCSS may be used with the device. No aftermarket chargers may be used as they can over/undercharge the device and cause uncovered damage.

### 2.2 CARRYING DEVICES

- iPads must remain in their protective keyboard cases at all times. Cases should only be removed by school personnel.
- Devices should remain in padded cases/bags during transport and when not in use.
- Do not drop devices into carrying cases even if padded.

### 2.3 SCREEN CARE

- Device 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 device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually damage the screen.
- Remove all pencils, pens, or other objects that may be laying on the keyboard before closing the device.

## **3. USING YOUR DEVICE AT SCHOOL**

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

### **3.1 DEVICES LEFT AT HOME**

- If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.

### **3.2 DEVICES UNDERGOING REPAIR**

- Replacement devices may be issued to students when devices are being repaired. Please note that there may be a delay in getting a device should the school not have enough to distribute.
- Replacement devices may only be issued for use in school. The student's device may not be available to be taken home until any fines have been paid.
- Depending on availability, replacement devices may not be the same make/model as the original device issued.

### **3.3 CHARGING YOUR DEVICE BATTERY**

- Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.
- In cases where use of the device has caused batteries to become discharged during the school day, students may be able to connect their devices to a power outlet in class.
- Only chargers provided by BCSS may be used with the device. No aftermarket chargers may be used as they can over/undercharge the device and cause uncovered damage.

### **3.4 PHOTO LIBRARY/SCREENSAVERS/BACKGROUND PHOTOS**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. Possession of such media could result in disciplinary action.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

### **3.5 SOUND, MUSIC, GAMES, OR PROGRAMS**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data storage on the device is limited and should be managed by the students so that the full educational potential of the device is available. Any instance of downloading apps that have not been approved by the district are carefully monitored. Students may be directed by school personnel to remove apps, music, or videos if the storage of instructional materials are compromised.

## **3.6 PRINTING**

- Printing will not be available at school with the device. Students should submit assignments to their teachers electronically through the system's learning management system or according to the teacher's instructions.

## **3.7 HOME INTERNET ACCESS**

- Students are allowed to connect to home wireless networks on their device. This will assist students with the ability to complete, retrieve, and access educational content used in classes with the device successfully.
- Students may set up home printing capabilities for their device. District personnel cannot assist or support this capability, and students may be required to remove personal printers should they cause interference or technical issues.
- The school may provide content filtering/monitoring at home using a variety of tools. If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

# **4. MANAGING YOUR FILES & SAVING YOUR WORK**

## **4.1 SAVING WORK**

- Students may save work to their Google Drive or MS OneDrive accounts.
- Storage space may be available on the device, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that devices will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and, therefore, not lost due to mechanical failure or accidental deletion.
- Device malfunctions are not an acceptable excuse for not submitting work.

## **4.2 NETWORK CONNECTIVITY**

- Boaz City Schools makes every effort but cannot guarantee that their network will fully functioning 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., since this type of network outage will affect all students and staff in the school building.

# 5. SOFTWARE

## 5.1 ORIGINALLY INSTALLED SOFTWARE

- The Extensions/Apps originally installed by Boaz City Schools must remain on the device in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications as it sees fit.
- Periodic checks of devices may be made to ensure that students have not removed required apps/extensions.

## 5.2 ADDITIONAL SOFTWARE

- Students only allowed to install extensions/apps approved by the district. As stated in Section 3.5, the district will monitor apps and remove apps as needed.
- Any attempt to "jailbreak" the device or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Internet Usage and Equipment Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the devices. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

## 5.3 INSPECTION

- Students may be selected at random to provide their device for inspection.
- Reasons for device inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the device.

## 5.4 PROCEDURE FOR REINSTALLING SOFTWARE

- If technical difficulties occur or illegal software is discovered, the device may be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a necessary reset and/or re-image any device.
- Students are highly encouraged to create a backup of all documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

## 5.5 SOFTWARE UPGRADES

- Upgrade versions of licensed software/apps may become available from time to time. Whenever possible, such updates are installed automatically by the district's device management tools. Students may be required to check-in their devices for periodic updates.
- Students are encouraged to upgrade the apps or reboot the device if prompted.



# 6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

## 6.1 PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: [www.netsmartz.org](http://www.netsmartz.org)
  - CommonSense Media: [www.commonsensemedia.org](http://www.commonsensemedia.org)
  - Be Internet Awesome: [beinternetawesome.withgoogle.com](http://beinternetawesome.withgoogle.com)
- Ensure that siblings and other family members are not using the device for personal use.

## 6.2 SCHOOL RESPONSIBILITIES

- Provide Internet and online course material access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Devices will be treated similar to the policy surrounding school lockers. Boaz City Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Boaz City Schools owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

## 6.3 STUDENT RESPONSIBILITIES

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Boaz City Schools in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- 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.
- 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. Plagiarism is a violation of the Boaz City Schools Code of Conduct.
- Make a teacher or administrator aware immediately if a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable
- Return devices to the designated location at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Boaz City Schools for any other reason must return their individual school device and other peripherals on the date of termination.
- Monitor all activity on their account(s).

## 6.4 STUDENT ACTIVITIES STRICTLY PROHIBITED

Students are strictly prohibited from the following actions while using their device. (Boaz City Schools reserves the right to modify this list at any time.):

- Use or possession of hacking software is strictly prohibited, and violators will be subject to policies outlined in this document and the Boaz City Schools Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the district.
- Illegally installing or transmitting copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using chat rooms, sites selling term papers, book reports and other forms of student work
- Instant Messaging Services-Ex: MSN Messenger, ICQ, etc.
- Using outside data disks or external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided e-mail accounts (yahoo, Hotmail), Facebook, other social media sites, etc. (NOTE: It is unlawful for children under the age of 13 to enter into contracts used by social media and e-mail account user agreements.)
- Attempting to gain access to other student's accounts, files, and/or data.
- Using the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment will not be allowed.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass any Boaz City Schools web filtering.
- Participating in any other items deemed inappropriate by administration.
- Participating in any action that violates an applicable existing or future Board policy and any applicable laws.

## 6.5 DEVICE CARE

- Students will be held responsible for maintaining their assigned devices and keeping them in good working order as outlined in Section 2.
- Only labels or stickers approved by Boaz City Schools may be applied to the device.
- Students must store the device in a sleeve/case, backpack, or assigned school location when not in use to protect the device from excessive wear.
- Devices that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student.
- Students may be responsible for any and all damage as circumstances warrant.
- Devices that are stolen must be reported immediately to the Boaz Police Department or local law enforcement and to school administration.

## **6.6 LEGAL PROPRIETY**

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Boaz City Schools Student Handbook. 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 Boaz City Schools Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **6.7 STUDENT DISCIPLINE**

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook, or district policies, he/she will be disciplined in accordance with the school's discipline policy (outlined in the student handbook). See Section 9 below for more details.

# 7. PROTECTING & STORING YOUR DEVICE

## 7.1 DEVICE IDENTIFICATION

- Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:
  - Record of serial number
  - Boaz City Schools District label
  - Other Labels applied by school administration

## 7.2 STORING YOUR DEVICE

- When students are not using their devices during the school day, they should be stored in their backpacks, in a protective case, or in a location assigned by the teacher. During gym periods, there will be a designated area to place the backpacks.
- To prevent damage, nothing should be placed on top of the device.

## 7.3 DEVICES LEFT IN UNSUPERVISED AREAS

- Under no circumstances should a device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the school office and may result in disciplinary action.

# 8. REPAIRING OR REPLACING YOUR DEVICE

## 8.1 WARRANTY COVERAGE

- Boaz City Schools has purchased extended warranty coverage to cover manufacturer defects and some accidental damages. The coverage is limited, and as described in Section 1.3, the student will be responsible for the fees imposed due to damage.
- The fee for a lost device will be the replacement cost of the device and accessories.
- Repairs must be completed by the Boaz City Schools Technology Department, or its vendors. Attempted repairs by students, parents, or third parties may void warranty coverage and result in the student being responsible for replacement of the device.
- Only chargers provided by BCSS may be used with the device. No aftermarket chargers may be used as they can over/undercharge the device and cause uncovered damage.

## 8.2 PERSONAL HOME OR HOMEOWNERS COVERAGE

- Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or damage while the devices is off campus. Please consult with your insurance agent for details about your personal coverage of the device.
- Most insurance companies will require a rider for electronics and provide a coverage cap, as well as a higher deductible.

## 8.3 CLAIMS

- All personal insurance claims for school devices must be reported to the school office. Students or parents must provide a police report in instances of theft, vandalism, natural disaster, or fire related damage. A copy of this report must be submitted to school administration before a device can be repaired or replaced by Boaz City Schools.

## 9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of devices has the potential to earn disciplinary consequences such as, but not limited to detention, In-School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited, to the following:

- Downloading inappropriate apps and/or media.
- Leaving device unattended.
- Deleting school installed settings from a device.
- Not storing backpacks with devices in the appointed area in P.E.
- Lack of adequate care for device and/or charger, etc.
- Resetting device to factory defaults.
- Placing the device in developer mode.
- Adjusting settings on someone else's device.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving device at home. Lack of preparation for classes.
- Loaning of student device to other individuals inside and outside of school.
- Failure to carry the device in a backpack or protective sleeve/case when not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the device and other peripheral devices.
- Any other items deemed inappropriate by administration

# 10. DIGITAL CITIZENSHIP

School-issued devices should be used for educational purposes and students are to adhere to the Internet Usage and Equipment Agreement and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk others. I will show respect for others in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other individual's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their license.

# 11. PLEDGES FOR DEVICE USE

## 11.1 STUDENT PLEDGE FOR DEVICE USE

- I will take care of my device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery daily.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by only carrying it in a backpack or other protective case.
- I will use my device in ways that are appropriate, meet Boaz City Schools' expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I will not deface the serial number or any other identification sticker installed by Boaz City Schools on any device.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Boaz City Schools.
- I will follow the policies outlined in the *Boaz City Schools Acceptable Use Policy*, and *Boaz City Schools Student Handbook* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and/or other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the district device, power cords, and any accessories in good working condition.
- I will be a proactive digital citizen when using my device.
- I understand that my use of the device is subject to all applicable district policies and regulations, including but not limited to the *Boaz City Schools Acceptable Use Policy*, as well as any applicable provisions of the *Student Handbook* and any individual building policies and procedures.

## 11.2 STUDENT/PARENT PLEDGE FOR DEVICE USE

- I/we understand that devices are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by BCS administration.
- I/we understand my/our responsibilities with respect to the care and maintenance of the device.
- I/we understand the terms and conditions of the damage policy for the device that was purchased by Boaz City Schools.
- I/we understand that students may take devices home when approved for school related use; however, I/we understand that students must have devices in school every day.
- I/we understand that students must return devices when required in the condition it was received.
- I/we understand that I must report any problems or damage to the device to the system technology staff.
- I/we understand that Boaz City Schools reserves the right to conduct unannounced inspections of student devices.
- I/we understand that the use of devices will be governed by all terms and conditions of the Boaz City Schools' policies and regulations, including but not limited to, the Boaz City Schools Acceptable Use Policy.