

BISD LAPTOP HANDBOOK
ACCEPTABLE USE POLICY
STUDENT PLEDGE FOR LAPTOP USE



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Terms of the Laptop Loan

Title

Legal title to the property is to the District and shall at all times remain to the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

Loss or Damage

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Laptop handbook to which reference is hereby made. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation

Your failure to return the property in a timely manner and the continued use of it for nonschool purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

Use & Fees

- In case of theft, vandalism, negligence, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school by the 2nd day after the occurrence.
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will not be charged.
- Student will be charged the Fair Market Value of the laptop if lost, deliberately damaged or vandalized.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see Repair Pricing chart).

Table of Estimated Repair Pricing (Actual Cost)

Description of Repair/ Replacement	Damage Costs
Broken Screen (LCD)	\$45.00
Damaged Keyboard/Topcase	\$45.00
Damaged / Lost Power Supply	\$15.00
Re-image of Hard Drive	\$20.00
Abandonment Fee	\$15.00
Other Minor / Major Damage	Cost to Replace
Replacement Sleeve / Cover	\$25.00
Lost / Destroyed Laptop	Cost to Replace Approx. \$250.00-\$300.00

Fines/Repairs

- \$75 repair or replace fee
 - Includes lost equipment
 - If part/equipment is cheaper, student will be charged the lesser amount
- If 3 major damages are incurred, student will be issued an older laptop on the 3rd incident
 - Broken screen
 - Multiple parts damaged due to drop/neglect
 - Costly repairs that were not from regular usage
 - Student will not be eligible to purchase at the end of their Senior year
- If a computer is destroyed (BER)*, an older laptop will be reissued
 - Student will not be eligible to purchase at the end of their Senior year
 - If a second computer is destroyed (BER)*, the student will have to check out/in a laptop as needed
- If the damage is intentional, an older laptop will be reissued
 - The laptop will be used on a check out/in basis

No Payment/Refusal to Pay

- Classroom laptop should be available for use
- If no classroom laptop is available, check out as needed

Special Circumstances/Questionable

A Technology Committee will review special circumstances or challenges to determine what action should or should not be taken

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, [technology] and uniforms owned or rented by the district.

*If this fee creates a financial hardship, please contact the campus administration about payment options regarding payment of the fee. Upon proof of financial hardship, the administration may elect to create a payment plan for the student / parent to pay out fees over time.

Use of Computers and Laptops on the Network

Brownwood ISD is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem the District is providing the following:

Network Student Drives

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

No Loaning or Borrowing Laptops

- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

Classroom Assignments and Websites

Classes may have online assignments posted on the BISD website which can be accessed through any computer with Internet Access. Talk with your student's teachers about the availability of coursework and assignments on the Districts' website.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access.

Additional Sources of Internet Safety Information:

- FBI Parent's Guide to Online Safety:
<http://www.fbi.gov/publications/pguide/pguidee.htm>
- Internet Safety: <http://www.isafe.org>
- NetSmartz: <http://www.netsmartz.org/netparents.htm>

Screensavers

Inappropriate media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions. Passwords on screensavers and power-on screen are not permitted.

Sound

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. No headphones except for instructional purposes.

Deleting Files

Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.

There is a \$20 re-imaging charge. Re-imaging the laptop will result in the loss of ALL personal data.

Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be appropriate as per District policy.
- Any games streamed over the Internet must be appropriate as per District policy.
- Decisions regarding appropriate music and games will be at the discretion of the Campus Administration and the BISD Technology Department.
- All software on the system must be District approved and installed by the Technology Department.
- All copyright laws will be enforced.
- There is a \$20 re-imaging charge to remove any of the above items.

Unauthorized Access Reference District AUP

Transporting Laptops

- Laptops must be transported in school-provided sleeves.

- To prevent system damage, laptops need to be closed and placed in school provided sleeve.
- Laptops do NOT have to be shut down (turned off) between classes.
- Laptops can be left on around the clock. Batteries must be fully charged prior to arriving at school each day.

Student Acceptable Use Policy (AUP)

Brownwood Independent School District is pleased to offer technological opportunities to our students, staff, and administrators. Our goal is to promote educational excellence in the Brownwood Independent School District by facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

The smooth operation of our systems relies upon the proper conduct of all its users. Please read and discuss this acceptable use policy (AUP) with your child. Sign the attached agreement together and return it to your child's campus. If you are interested in further information, please call the appropriate school office or the administration office at 325-643-5644.

The following policy for acceptable use of the Brownwood ISD network shall apply to all Brownwood ISD students.

Electronic Communications & Data Management System:

The Brownwood ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by Brownwood ISD, networked or stand-alone
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, scanners, and digital cameras
- Any and all servers attached to the Brownwood ISD network
- Any and all network hardware comprising the Brownwood ISD network
- Any and all computer program software and/or subscriptions licensed to Brownwood ISD
- Any and all software installed (with Technology Department authorization) on any network or stand-alone computer

Network & Internet Services:

- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Brownwood ISD will make every effort to educate and guide all Brownwood ISD network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.
- Brownwood ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The district's system is provided on an "as is, as available" basis. Brownwood ISD will not be responsible for damage incurred while on this system.
- Brownwood ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- Brownwood ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

User Accounts:

- The Brownwood ISD network and Internet services are not private. Data and/or users may be monitored by the Brownwood ISD Technology Department and/or Brownwood ISD administrators at any time to ensure proper use.
- Students in pre-kindergarten through third grades may have system access only through a group account.
- Students in fourth through twelfth grades will be assigned an individual account for system access.
- Do not share your account or password with anyone.
- Do not allow anyone else to use your account and do not use someone else's account.
- Do not leave your computer unattended. If you must leave your computer for a moment, either log off or lock the computer. Always log off when you are finished.
- The user is always responsible for the proper use of his/her account.

Network Use and Content:

- Use of the Brownwood ISD network must be in support of education and research and be consistent with the educational objectives of Brownwood ISD.
- Use of the Brownwood ISD Electronic Communications & Data Management System must not interfere with the acceptable use of the network by staff or other students.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Brownwood ISD classes and/or activities often give students the opportunity to have pictures, announcements and/or examples of student work published on the Brownwood ISD web site. Images will be published without student names or with first names only and work will be given credit by initials or first names only.
- Students are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Students are prohibited from creating or intentionally obtaining files, data and/or E-mail that contain objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Students are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the supervising teacher or site administrator.
- For safety reasons, students are not allowed to access or participate in Internet chat rooms, forums, blogs or newsgroups.
- Students may not use any sort of Internet or network instant messaging program.

- Forgery or attempted forgery of E-mail messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the E-mail and/or data of other network users.
- Plagiarism and cheating using technology is prohibited.

Computer Systems:

- Students are prohibited from downloading and/or installing files or software unless permission is granted by the Brownwood ISD Technology Department. All users must respect the legal protection provided by copyright license to programs, books, articles and data. Installation of unlicensed software will not be permitted under any circumstance.
- Students are not allowed to use any external data storage system (floppy disks, CD's, Flash drives, etc.) on the Brownwood ISD network unless the supervising teacher has approved that device.
- Students are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the Brownwood ISD network unless prior approval is granted by the campus Principal and Brownwood ISD Technology Department.
- Students shall not attempt to write, produce, generate, copy, propagate or introduce any computer code designed to selfreplicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software. Such software is known as a bug, virus, worm, Trojan, or similar name.
- Vandalism is defined as any malicious attempt to harm or destroy any equipment and/or data of another user or of any other networks that are connected to the system. Deliberate attempts to degrade and/or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Inappropriate Use:

- The use of the Brownwood ISD network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies and the Student Code of Conduct. Brownwood ISD administration will rule upon inappropriate use.
- Possible Consequences of Inappropriate Use:
 - Suspension of user access to the system
 - Termination/Revocation of the system user account
 - Other disciplinary or legal actions, in accordance with district policy and applicable laws.

Network Etiquette

- Be polite.
- Use appropriate language.
- Do not reveal data (home address, phone number, or phone numbers of other people).
- Remember that the other users of the computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

Copyright

All applicable laws and statutes that protect the creative rights of intellectual material as defined in the copyright laws will be respected at all times by all students of the District and all persons employed by the District.

- Copyrighted materials, including computer software, video films, and computergenerated art, will not be utilized on any equipment owned by the District unless a license has been obtained granting such rights to the District.
- Copyrighted materials legally licensed by the District for use by its students and/or employees will not be copied or removed from the District for use on equipment owned by individuals unless the license obtained by the District specifically grants rights for such use.

- Copyrighted materials for which individual students or employees have obtained a license may not be installed or utilized on equipment owned by the District.
- The District will establish and maintain a central inventory database where all license for use of copyrighted materials will be recorded.
- If any student or employee of the District acquires the legal license to use copyrighted materials for the District, it is the responsibility of the person acquiring the materials to notify the Technology Director of such acquisition, the date of the acquisition, the source from which the materials were acquired, and the number of copies legally permitted by such license. If the acquiring individual does not properly notify the Technology Director, all copies of the software will be deleted from all District equipment.

E-Mail

- E-mail should be used for educational or administrative purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of the computer online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents of the laptop are property of the District.
- Unauthorized use of another individual's USER ID to send, receive, or read electronic mail is improper.
- Use of District e-mail facilities should NOT be extended to Non-District employees or Non-District students.
- Unauthorized alteration or deletion of e-mail is inappropriate.
- District e-mail facilities may NOT be used for any of the following purposes:
 - Sending chain letters;
 - Sending copies of documents in violation of copyright laws;
 - Forwarding e-mail messages without a legitimate District business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination;
 - Sending messages that have restricted access due to federal, state, or District regulations; or

- Sending or soliciting messages that are obscene, that harass, or that are sent to promote a religious, political, or other personal position not associated with duties as an employee of District.
- If a student, employee, or the administration is unwilling to see the message on the evening news or in the newspapers, it should not be sent.

Website and Media Publishing Standards

The following Standards will apply to all web sites developed and published in the name of Brownwood Independent School District on the World Wide Web or a District Intranet:

- Any web pages that are created and maintained in the name of any part of Brownwood Independent School District must follow all policy regulations of the school board and District even if the web pages are maintained on a server not owned and operated by Brownwood ISD.
- Web pages for educational purposes will be housed on the District web server. All District policies and regulations including those regarding the Internet must be followed.
- To access the District web server, an account will be established in the name of a school District employee. Only this employee will have access privileges.
- The Technology Department will authorize the creation of any website and verify the website meets all District policies and regulations.
- The campus or department is responsible for maintenance and upkeep of their portion of the website.
- Any links connected to a District-approved website must meet District policy and regulations.
- All copyright laws must be followed. One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.
- Students or employees must obtain a release form to electronically display original work.
- A release form must be obtained from a parent or guardian before allowing a photograph of a student or any other personally identifiable information to be posted on an Internet page under the District's control.

- The District will not host or endorse any student's personal website. If a student creates a website for educational purposes, District guidelines apply. (See Student Media Release Policy for details)
- The District may restrict the size of a website because of server space.

Technology Offenses and Disciplinary Actions

The student in whose name a system account and/or computer hardware issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published in the Student Code of Conduct and in Board Policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Level III Technology Discipline Offense of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District.

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 Texas Open Records Act; proper authorities will be given access to their content.

Level 1 Violation (Pirated games, music, movies, software, bypassing content filter, etc.)

- 1st Offense* o Reimage computer and charged \$20 fee o 1 week of computer check in and check out
- 2nd Offense* o Reimage computer and charged \$20 fee o 3 weeks of computer check in and check out
- 3rd Offense* o Reimage computer and charged \$20 fee o 3 days ISS o 3 weeks of computer check in and check out **

* - Possible legal repercussions

** - Possibly lose computer access for the remainder of the year

Level 2 Violation (Pornography, gang related material, promotion of violence, drug or alcohol material, severe profanity, etc.)

- 1st Offense* o Reimage computer and charged \$20 fee o 3 weeks of computer check in and check out
- 2nd Offense* o Reimage computer and charged \$20 fee o 3 days ISS o 3 weeks of computer check in and check out **

*- Possible legal repercussions

** - Possibly lose computer access for the remainder of the year

Level 3 Violation (Hacking, use of Admin password, malicious use, etc.)

- 1st Offense* o Reimage computer and charged \$20 fee o 3 days ISS o 3 weeks of computer check in and check out **

* - Possible legal repercussions

** - Possibly lose computer access for the remainder of the year

Note: Consequences could possibly be more severe depending upon the individual's previous disciplinary problems.

Consequences for Technology Offenses may also include the following:

- Notification of police, with filing of charges when appropriate.
- Permanent removal from the class of the teacher reporting the offense.
- Voluntary enrollment in a residential rehabilitation/treatment program.
- Withdrawal of various privileges (computer access).

Texas Penal Code 33.02. Breach of Computer Security

- A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:
 - A Class A misdemeanor if the aggregate amount involved is less than \$1,500 o A state jail felony if

- The aggregate amount involved is \$1,500 or more but less than \$20,000; or the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
- A felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000
- A felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or
- A felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.

Internet Safety Tips for Parents

LOCATION: The Laptop should be in a central location in the home where you can see it and monitor use.

- You should be able to see their computer screen while they are online.
- If they take the Laptop to other friends' homes, talk with their parents about how they monitor online access.
- Spend time with your children online. Have them teach you about their favorite online destinations.

MONITOR: Monitor your child's computer use. Limit Internet, email, instant messaging, and chat room access.

- Make sure you know where your child is going online, where he/she's been, and with whom.
- Closely monitor your child's participation in any chat room.
- Make sure you understand how your children are using the computer, what web sites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her e-mail. Be upfront with them about your access and the reasons why.

COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

Online tips to discuss with your student

- Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
- Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
- Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online services to people you do not personally know.

Additional Sources of Internet Safety Information

- FBI Parent's Guide to Online Safety:
- <http://www.fbi.gov/publications/pguide/pguidee.htm>
- Internet Safety: <http://www.isafe.org>
- NetSmartz: <http://www.netsmartz.org/netparents.htm>

Non-Discriminatory Clause

The Brownwood ISD School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

Addendum :

Google Workspace for Education & Additional Services

Brownwood ISD uses Google Workspace for Education to manage all of the district's Chromebooks. Brownwood ISD also uses "Additional Google Services" that students must have parental consent to utilize. These services include but are not limited to, (Google Books, Google Earth, Google Maps, Google News, Google Translate, Canva). Upon signing the Parent & Student Laptop Agreement, you agree to allow your child to utilize these services for educational purposes.

Student Pledge for Laptop Use

1. I will take good care of my Laptop and understand I will be issued the same Laptop each year.
2. I will never leave my Laptop unattended.
3. I will never loan out my Laptop to other individuals.
4. I will know where my Laptop is at all times.
5. I will charge my Laptop's battery daily.
6. I will keep food and beverages away from my Laptop since they may cause damage to the computer.
7. I will not disassemble any part of my Laptop or attempt any repairs.
8. I will protect my Laptop by only carrying it while in the carrying case provided by the district.
9. I will only use my Laptop in ways that are appropriate and educational.
10. I will not place decorations (stickers, markers, etc.) on the Laptop.
11. I understand that my Laptop is subject to inspection at any time without notice and remains the property of Brownwood ISD.
12. I will follow the policies outlined in Brownwood ISD's Acceptable Use Policy while at school and any other place I use my Laptop.
13. I will file a police report 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 power cords, battery, or Laptop case in the event any of these items are lost or stolen.
16. I agree to return the District Laptop and power cords in good working condition immediately upon request by the District.