

Barnwell County School District

Digital Device Guide

Introduction

Barnwell County School District (BCSD) believes technology is an important part of learning. We want all students to have access to digital tools and the internet for learning anywhere, anytime. Our goal is to help students become creative and responsible lifelong learners by using technology in smart and safe ways.

Use of Technology

This guide provides students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the digital device, and care of the digital device. Devices are for learning and should be used responsibly. All students and their respective parents/guardians must agree to all policies listed in this guide in order to receive and utilize a digital device, school network, and all other district owned technology-related items.

Ownership

BCSD retains sole right of possession and lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories loaned to the student and revocation of student access to BCSD technology, as well as any other disciplinary action deemed appropriate by BCSD policy. BCSD reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, BCSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using BCSD computers, networks, or technology.

Warranty

Devices are covered under accidental damage protection based from the date of purchase. This protection **ONLY** covers the Chromebook; power cords and protective cases are not included in this coverage. This covers normal wear and tear, mechanical breaks and accidental damage. This coverage does not apply to loss, theft, negligence, fire, or intentional damage.

Lost or Stolen Equipment

Lost devices should be reported to the school by the student or a parent/guardian within 48 hours. If the equipment is stolen, a police report must be filed and a copy of the report that lists the stolen device must be provided to the school by the student or parent/guardian in a timely manner. The student and parent/guardian will be responsible for the full cost of replacement. Please refer to the User Misuse and Abuse section for replacement costs.

User Misuse and Abuse

Incidents of loss, misuse, intentional neglect, and/or repeated incidents of digital devices and accessories become the financial responsibility of the student and parent/guardian.

Replacement costs listed below will be applied:

Replacement Cost for Digital Devices

- Chromebook \$250
- Protective Case Cover \$50
- Power Adapter \$25

NOTE:

1. Only BCSD issued chargers should be used with devices. Replacements are available at the noted fee. Please refrain from purchasing replacements from outside sources.
2. Protective cases should NOT be defaced in any manner. Inappropriate depictions, language, or misplaced/unusable cases will be subject to the noted replacement fee.

Distribution of the Device

Students will be issued a Chromebook with a protective case cover and power adapter after both the student and parent/guardian sign the agreement located in Appendix A of this guide: BCSD Digital Device Agreement.

Collection of the Device

Devices must be returned during device check-in days set by each school prior to summer break, or at the time of departure from the BCSD district should the student leave prior to the end of the school term. The student must return all issued materials (Chromebook, protective case cover, and power adapter) in working order with only normal wear. Unreturned items will be considered lost and replacement fees will be assigned.

Student Responsibilities

The guidance provided here is to make students and parents/guardians aware of the responsibilities students accept when they use a district-owned device.

- Respect and protect their privacy and the privacy of others.
 - ◆ Use only assigned accounts.
 - ◆ Do not share personal information online such as: name, address, phone number, etc.
 - ◆ Do not share passwords.
 - ◆ Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - ◆ Observe all network security practices.
 - ◆ Conserve, protect, and share these resources with other students and Internet users.
 - ◆ Treat digital technologies with care, report any damages, security risks, or violations to a teacher or administrator.
- Respect and protect the copyrighted/intellectual property of others.
 - ◆ Cite all sources appropriately.
 - ◆ Follow all copyright laws.
 - ◆ Use electronic communication devices appropriately to ensure academic integrity.
- Respect and practice the principles of community.
 - ◆ Communicate only in ways that are kind, responsible, respectful, and lawful.
 - ◆ Use electronic communication devices for school work only.
 - ◆ BCSD email should only be used for school-related email and projects.
 - ◆ Report threatening or offensive materials to a teacher or administrator.
 - ◆ Devices should be used respectfully and only for schoolwork. Inappropriate content is not allowed. Inappropriate media may not be used as backgrounds or themes on devices. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary action.

Students should bring their assigned device to school charged every day. The device should only be used by the student to whom it is assigned.

Student Accessibility

Students log in with their BCSD issued account. The majority of all student work will be stored in secure, cloud-based applications such as Google Drive.

Google Workspace for Education

BCSD uses Google Workspace for Education tools for learning. Students can access them at school and at home. Teachers will use Google apps for lessons and assignments. Google Workspace is available anywhere there is Internet access. The domain is owned by the school district and is intended for educational purposes only.

Discipline/Violations

Misuse of devices can result in losing privileges and disciplinary action. Students are expected to use technology in accordance with classroom rules, guidance from this document, and any applicable local, state, and federal laws. Illegal actions will be reported to law enforcement.

Parent/Guardian Responsibilities

The following guidelines are provided to equip parents/guardians with information to ensure safe use of the devices in the home and community. These responsibilities, assumed by the parent/guardian, are outlined below:

- A student and his/her respective parent/guardian must sign the Student and Parent/Guardian Digital Device Guide Agreement in order for the student to be issued a Chromebook.
- Monitor Student Use
- Support Internet Safety and Etiquette
- Accept Liability
 - ◆ The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:
 - Not returned
 - Intentionally damaged
 - Stolen, but not reported to school and/or police in a timely manner
 - Lost because of negligence

Appendix A
BCSD Student and Parent/Guardian
Digital Device Agreement & Signature Page

Student Agreement:

1. I will take proper care of my digital device.
2. I will not loan my digital device or charger and cords to others.
3. I will be accountable for my digital device at all times and maintain it being charged for use.
4. I will not leave my digital device in an unsecured location.
5. I will keep food and beverages away from my digital device.
6. I will not disassemble any part of my digital device nor attempt repairs.
7. I will not remove district-required applications.
8. I will not change any district settings or try to bypass content filtering.
9. I will protect my digital device by carrying it in the case provided.
10. I will not stack objects on top of my digital device.
11. I will not leave my digital device outside, or use it near water.
12. I will save school-related data to the district-assigned storage. (Google Drive)
13. I will not write, draw, or place decorations (such as stickers, markings, sharpie, etc.) on my digital device or case.
14. I will not deface the serial number, manufacturer labels or district labels on any digital device.
15. I will follow district policies outlined in the Device Guide and the District's Acceptable Use Policy.
16. I will be responsible for all damage or loss caused by negligence or abuse.
17. I agree to return my digital device and power cords in good working order on the designated date.

Parent/Guardian Agreement:

1. I will be responsible for the repair or replacement costs in the event of loss or damage of the digital device, accessories or case if damage or loss is due to negligence or deliberate.
2. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
3. I will file a police report in case of theft, vandalism or other violation within 48 hours. I will also notify the school within 48 hours.
4. I agree to immediately return the device and accessories in good working condition upon request.
5. I acknowledge that my student and I are to follow the expectations outlined in this guide and that my student is subject to discipline for violation of the outlined expectations.

I have read, understand, and agree to the stipulations set forth in the Digital Device Guide. I understand devices are subject to inspection at any time without notice and remain the property of BCSD schools.

Student Name (print) _____ Grade Level _____

Student (signature) _____ Date _____

Parent/Guardian
Name (print) _____

Parent/Guardian
(signature) _____ Date _____

Revision History	
05/02/2025	New issuance of digital device guide for BCSD.