



# Big Spring ISD

## Student Acceptable Use Policy (Chromebook and Technology Resources)

The mission of the Chromebook distribution in the Big Spring Independent School District (BSISD, the District) is to create an enriched, collaborative learning environment for all learners and to support cross-curricular technology engagement. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The purpose of this initiative is to continue our implementation of rigorous, relevant learning, while providing students with constant access to the latest educational resources. BSISD endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

The Chromebooks are a learning resource, another educational tool like a textbook or pencil, and is intended to facilitate the individual learning needs of every student. Big Spring ISD believes in providing tools to its students to prepare them for a work force and higher education environment that is inundated with technology. All students in grades K-8 will be assigned a Chromebook for use on campus and students in grades 9-12 will receive a Chromebook for their use at school and home. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials.

### Ownership of the Chromebook

BSISD retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, BSISD administrative staff, technology staff, and faculty retain the right to collect and/or inspect Chromebooks at any time and without cause, including via electronic remote access and to alter, add, delete installed software or hardware or inspect for damages and inappropriate content.

### Receiving the Chromebook

- This BSISD Student Acceptable Use Policy must be signed by the student and parent or guardian and the non-refundable Technology usage fee (grades K-8: \$0, 9-12: \$30; for families with multiple students, each additional student will pay an annual fee of \$15) must be paid before a Chromebook will be issued to the student.
- If there are any outstanding repair or replacement fees from previous years, a district Chromebook will not be issued until payment is either made in full or payment arrangements are made with the campus Assistant Principal or designee.
- Chromebooks will be distributed during selected dates at the beginning of the school year. Students in grades 9-12 will receive an AC charger with their Chromebook.
- Students that are not present on the day the Chromebooks are distributed, including new/transfer students, will be able to pick up their Chromebooks from the Campus Technology Specialist.
- The Chromebooks remain the property of BSISD.
- Chromebooks will be used in the classroom on a regular basis and are considered classroom instructional materials.

### Returning the Chromebook

- At the end of the school year, students must turn in the same Chromebooks they were issued, along with charging cords, in good working condition. Devices are expected to be in similar condition as they were when issued to them by the district. Students will be charged for Chromebooks that are damaged or defaced (includes graffiti, carvings, and stickers) based on the severity of the damage or defacement. Failure to turn in a Chromebook and accessories will result in the student and parent/guardian being charged with the full replacement cost. ([see Fee Schedule](#)) Depending on the circumstances, the District may also file a report of stolen property with the local law enforcement agency.
- If something happens to a student's Chromebook, students and their parent/guardian must inform BSISD right away by reporting it to the Campus Technology Specialist (CTS).

- If the Chromebook is stolen, the family must file a report of stolen property with the police department and promptly inform and provide a copy of the police report to BSISD.
- Students who transfer out, withdraw, are expelled from BSISD must turn in the Chromebook, and any assigned peripherals like a charging cord, before the last day of attendance to their CTS. Failure to do so will result in the student and parent/guardian being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

## Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by BSISD. Chromebooks that are broken or fail to work properly must be reported to CTS as soon as possible, but at a time when it will not interrupt classroom instruction, so they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended in an unsecure location. Chromebooks found unattended will be taken up and the student will be charged a fee to reclaim it (**see Fee Schedule**).

### General Precautions

- Give the same care to your Chromebook as you would your most valued possession.
- No food or drink is allowed next to Chromebooks. The devices are sensitive to liquids and must not be used at or near a pool, bathtub, etc.... Liquid spills can incur costly repairs, up to and including full replacement cost.
- Cords, cables, and removable storage devices must be carefully inserted into and removed from Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- No object should ever be placed on top of Chromebooks.
- Chromebooks must remain free from any stickers, labels, writing, or drawings on the device, or power cord that are not property of BSISD.
- Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, removable storage device, etc....)
- Chromebooks should only be used by the student to whom it was assigned.
- Chromebooks must never be left in an unlocked car or any unsupervised area.

### Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

### Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Keep all objects (pens, pencils, etc....) off the screen.
- Make sure there is nothing on the keyboard before closing the lid.
- Do not use Windex or other harsh chemicals to clean the screen.
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

## Chromebook Identification

- All Chromebooks will be labeled with a BSISD barcoded asset tag, a technology label, and Chromebook manufacturer's information.
- Intentionally modifying, tampering with, or removing tags and labels is prohibited and can result in disciplinary action.
- Students and parents/guardians may be charged up to the full replacement cost of a Chromebook for tampering with the barcode/asset tag.

## General Usage of Chromebook

- The student to whom the Chromebook is assigned will be responsible at all times for its appropriate use.
- The Chromebook is to be used for educational purposes only.
- The Chromebook is for student use only; they must not be loaned to friends, family, etc.... A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.

- Students are bound by this BSISD Acceptable Use Policy whenever they use their Chromebooks. Violations of this Acceptable Use Policy can result in disciplinary action.

## Using Your Chromebook on School Premises

**Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by campus administrators.**

If a student does not bring his/her Chromebook to school

- Students are expected to bring their Chromebooks to school as they are an integral part of the instructional program. Repeat violations of this policy will result in disciplinary actions that align with district policies for coming to class unprepared.
- Loaners will not be provided to students except in the case that it will be required for state-mandated testing.

## School Network

- All school devices are connected to the BSISD wireless network. School devices are required to remain on the BSISD wireless network.
- Removing devices from the BSISD wireless network can result in disciplinary action.
- Cellular hotspots are not allowed to be used at the school. Students caught using hotspots during school hours will be sent to the administration for disciplinary action.

## Chromebooks being repaired

- Loaner Chromebooks may be issued to students (based on inventory) when they leave their school-issued Chromebook for repair with the CTS, after any applicable fees (if necessary) are paid.
- A student receiving a loaner Chromebook will check it out from the CTS and will be responsible for any damage to, or loss of, the loaned device. Any damages (accidental or malicious, of fault of the student or another party) or loss will be subject to the same fee schedule as the assigned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The CTS will contact students when their assigned device is repaired and available to be picked up; the loaner device will be disabled.

## Charging Chromebooks

- Students are expected to bring a fully charged Chromebook to school. Chromebooks need to be charged every evening.
- Failure to bring Chromebook charged each day can result in disciplinary action aligning with district policies for coming to class unprepared.
- Devices that are not holding a charge due to malfunction must be reported to the CTS at the first opportunity to avoid disciplinary consequences.
- To conserve battery life:
  - Completely power off Chromebooks when not in use.
  - Reduce screen brightness to 60-80% while in use.

## Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds, avatars, or themes. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

## Sound

- Sound must be muted at all times unless permission is obtained from a teacher for instructional purposes.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

## Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

## Logging into a Chromebook

- Only BSISD students and staff can log into school Chromebooks. Students will log into the Chromebooks using **only their own** school issued Google for Education account (\*Student ID\*@student.bsisd.esc18.net).

- Students should never share their account passwords with others, unless requested by an administrator.

### Managing and Saving Your Digital Work on a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work due to mechanical failure or accidental deletion. Chromebook malfunction is not an acceptable excuse for not submitting work.
- Do not store sensitive information such as social security numbers, bank information, credit card information, or other personal details on your Google Drive. Do not share files and/or folders with others that might contain such information.

### Student Activities Prohibited

- Any action that violates existing Board policy, the BSISD campus Codes of Conduct, or public law.
- Access or use of any other e-mail program or account other than the one issued by the school.
- Use of chat rooms, instant messaging services, internet/computer games, or social media.
- Giving out personal information except in an instructional context or in the performance of the BSISD business and with permission of the school district.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Gaining unauthorized access to other student's accounts, files or data, or sharing passwords.
- Attempting to defeat computer or network security, uploading or transmitting computer viruses, and installing or uploading programs that interfere with the performance of the network, internet or hardware technology resources.

### Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.
- Cellular hotspots are not considered a reliable wireless internet connection.
- Chromebook use will be filtered and monitored both on and off the BSISD wireless network to comply with CIPA laws.
- School and District technical support staff are not responsible for supporting or troubleshooting connectivity to home networks nor personal hotspots.
- Parents/Guardians are encouraged to set limits for and monitor student Chromebook use while outside of school.
- Students are bound by this BSISD Acceptable Use Policy wherever they use their Chromebooks.

### Use of Technology Resources

#### Rules for Responsible Use

- Students must only open, view, modify, and delete their own files.
- **Account usernames and passwords must not be shared with anyone. Keep your personal information private.**
- Students must immediately report threatening messages or inappropriate Internet files/pictures/sites to a teacher.
- Internet use on a campus must be directly related to a school assignment or project.
- Use of assigned individual email accounts or other district related accounts must be limited to educational purposes only.
- Students must assume personal responsibility for their use of the district's electronic resources and should behave ethically and responsibly, even when there are opportunities to do otherwise.
- Students age 13 or younger should not sign up for online resources, applications, or individual accounts when using district resources. They should use District or Classroom accounts as applicable.
- Students, regardless of age, should not sign up for any online resource or application without prior approval from teacher or other District administrator.

#### Inappropriate Use

- Wireless Hotspots not provided by BSISD are prohibited on the BSISD network.

- Disabling or attempting to disable or bypass any system monitoring, filtering, or security measures, including deleting browser history to conceal internet patterns.
- Attempting to gain unauthorized access to restricted information or resources on the BSISD network.
- Using someone else's account credentials.
- Using resources to engage in conduct to harass or bully others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This includes material that constitutes cyberbullying and "sexting".
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Purposefully opening, viewing, modifying, or deleting files belonging to another user without permission.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Electronically posting personal information about one's self or others to include pictures, addresses, and phone numbers.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Intentionally introducing a virus or other malicious program on to the district's network.
- Defacing or damaging a district owned device. This includes but is not limited to screen breakage, removal of keys from keyboard, writing on a device, poking holes in a protective covering, etc...
- Installing software without prior authorization of the district's technology director.
- Theft.

### Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device (i.e. cell phone, computer, tablet, etc...) for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages or embarrassing pictures to cell phones, computers, or Internet-connected game consoles.
- Posting abusive or threatening comments on someone's blog, social networking site (i.e. Instagram, Twitter, Snapchat, Facebook, etc...), or via email.
- Attempting to embarrass or publicly humiliate an individual by posting their private, sensitive, or embarrassing information (i.e. videos, pictures, screen shots) online.
- Gaining or attempting to gain access to a person's social media account and impersonating them in an attempt to be funny or ruin their reputation.
- Using a fake social media account to gain the trust of an individual in order to cause physical or emotional harm.
- Encouraging an individual to harm themselves.

### Operating System and Security

Students may not install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by BSISD.

#### Updates:

- The Chromebook operating system, Chrome OS, updates itself automatically when the device is powered on. Students do not need to manually update their Chromebooks.
- Students need to regularly power off their Chromebooks when not in use, not only to conserve battery life, but to ensure automatic updates of the Chrome OS and installed Apps and extensions.

#### Virus and Malware Protection:

- Chromebooks use the principal of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

#### Children's Online Privacy Protection Act (COPPA)

- COPPA is a law dealing with how websites, apps, and other online operators collect data and personal information from children under age 13.

- For students under the age of 13, COPPA requires additional parental permission for education software tools that collect personal information about the child. **Parents wishing to deny access to these educational tools must do so in writing to the campus principal.**

### Children's Internet Protection Act (CIPA)

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). CIPA was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the internet.

- All students will receive training in compliance with CIPA.
- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it should be blocked out of school.
- Content filtering does not guarantee that all inappropriate content will be made inaccessible. Students are expected to avoid inappropriate content and will not attempt to bypass the content filter in any way.
- Any issues with content filtering should be reported to the BSISD Technology Department right away.

### Software

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Draw, and Forms, as well as other Apps. All work is stored in the cloud on the student's Google Drive.
- Students will not download or install games, applications, extensions or software that is not authorized by the BSISD Technology Department. Doing so will result in disciplinary action.
- Students will not remove BSISD installed programs, files, applications, or extensions from the BSISD issued Chromebook. Doing so will result in disciplinary actions.

### Chromebook Identification

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and Student ID number of the student assigned the device. Removing or destroying any identification markings or tags can result in disciplinary action.

### No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. BSISD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of BSISD. By using a Chromebook, students and parents/guardians agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Chromebooks may be randomly selected for inspection to check for restricted images, damages, etc....

### Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and the students are to adhere to this BSISD Acceptable Use Policy at all times. Access to Big Spring ISD technology resources is a privilege and not a right.

#### BSISD Email

Email accounts will be provided by Big Spring ISD through Google for Education (Gmail) for students in grades 3-12. Student email is limited to other BSISD addresses, Google Classroom, and other very limited, District approved domains.

- Email should be used solely for educational purposes.
- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails, stored data, transmitted data, documents, or any other use on school-owned equipment or using school accounts shall not be considered confidential and may be monitored or inspected at any time by BSISD staff to ensure appropriate use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

- Do not send out mass emails, chain letters, or spam.
- All email and email content are property of the District.
- Never assume electronic email is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

### Respect and Protect Yourself

- Students will keep passwords private and will not share them with friends or family.
- Students will be conscious of their digital footprint and careful about posting personal information.
- Students will only post text and images that are appropriate for school.
- Students will be aware of where they save files so that they can access them where and when needed. (Examples: Google Docs, network folder, thumb drive, web file locker).
- Students will be aware with whom they are sharing files (keeping them private, sharing with teachers and classmates or posting them publicly).
- Students will always log off before leaving a computer.
- Students will immediately report any inappropriate behavior directed at them to a teacher, librarian, counselor, or other adult at BSISD.

### Respect and Protect Others

- Students will use the Internet responsibly and not be hurtful to anyone.
- Students will not use computers to bully or harass other people.
- Students will not log in with another student's username and password.
- Students will not trespass into another student's network folder, documents, files or profile.
- Students will not disrupt other people's ability to use school computers.
- Students will not pretend to be someone else and will be honest in representation of themselves.
- Students will not forward inappropriate materials or hurtful comments or spread rumors.
- Students will immediately report any inappropriate behavior directed at their fellow students to their teacher, librarian, counselor, or other adult at BSISD.

### Respect and Protect the Learning Environment

- Students will limit their web browsing to school research or personal research similar to that which they would do in class.
- Students will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, they will immediately close the window or tab.
- Students will not play games on school computers without specific teacher instructions.
- Students will use email (or any other computer communication) only for appropriate, legitimate, and responsible communication.
- Students will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- Students will only change background images and screen savers to school appropriate images.

### Honor Intellectual Property

- Students are required to comply with trademark and copyright laws and all license agreements.
- Students will not plagiarize, it is a violation of the Big Spring ISD Code of Conduct, and will result in disciplinary action.
- Students will cite any and all use of media on the Internet, such as websites, images, movies, music, text, books, and other media, whether quoted or summarized.

### Expectation of Parent/Guardian Responsibility

- Parent/guardian will monitor use of the Chromebook, including email and Internet privileges and provide supervision and limits around Chromebook use at home.
- Parent/guardian will discuss appropriate use of the internet at home.
- Parent/guardian will contact the school with any questions regarding maintenance or functionality of the device. They will make sure only district personnel troubleshoot, diagnose, or repair the device. They will not allow any 3<sup>rd</sup> party service vendors to handle, service or repair the device.
- Parent/guardian will be financially responsible for replacement if there is evidence of intentional damage, negligence, or loss of the device.

## Repairing/Replacing Your Chromebook

### Manufacturer Issues

- Any damage to a BSISD device that is due to manufacturer defect in materials and workmanship (i.e. faulty wiring, recalls, bad soldering, defective motherboard, etc....) is covered by manufacturer's warranty and not be the responsibility of the student to pay.
- Students will be checked out a Loaner Device until the repairs have been made.
- Manufacturer's limited warranty does not warrant against damage caused by misuse, abuse, accidents, liquid damage, or computer viruses.

### Accidental Damage

- If accidental damage occurs, the Chromebook needs to be taken to the CTS as soon as possible.
- Damages will be assessed and an invoice will be provided by the campus Assistant Principal or designee. Damage to a Chromebook, even accidental, is the responsibility of the student (or parent/guardian) to whom the Chromebook is assigned.

### Excessive Chromebook Damage

- Willful, malicious, or negligent damage to any part of the Chromebook or charging cords could result in disciplinary action and/or financial charges to the student or parent/guardian for the repairs and/or replacement cost. These damages include, but are not limited to: physical damage and/or unauthorized alterations to the Chromebook, attempts to destroy data of other users on the network, and the uploading or creation of computer viruses.
- Students who have recorded three or more instances of Chromebook damage may be asked to check their Chromebook in to the CTS. The student will be charged a fee equal to the cost of the parts needing to be replaced after three or more instances of Chromebook damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care for the Chromebook. Future Chromebook privileges will be determined by the BSISD Technology Department and the Administration.

### Loss or Theft of Chromebook

- The student and parent/guardian will be held financially liable for the loss or theft of the Chromebook, charging cables, or case.
- If the loss is due to theft, burglary, robbery, or vandalism; the student and parent/guardian is responsible for immediately notifying local law enforcement, the CTS, and the campus Assistant Principal or designee. The official police report will be required for Chromebook replacement for any of the above reasons. Replacement will also require arrangements with the campus Assistant Principal or designee for a payment schedule. **See fee schedule for amount owed.**

### Tech Support

- Students or parents/guardians will immediately report any malfunctions, damage, or loss of Chromebook or charging cable to the Campus Technology Specialist (CTS) as soon as possible.
- The CTS will submit a request for repair and the CST or Technology Department staff will analyze and fix the problems they can.
- **STUDENTS AND PARENTS/GUARDIANS WILL MAKE NO ATTEMPT TO REPAIR THE CHROMEBOOK!**
- The student and parent/guardian will be held financially liable for damages incurred to the Chromebook, charging cables, or case which are not covered under a manufacturer's or vendor's limited warranty from defects in materials and workmanship. These warranties do not include damage caused by misuse, abuse, or accidents.

### Process for Damaged/Lost Devices

- Upon damage to or loss of BSISD device, students are required to take the damaged Chromebook to the CTS office or notify the CTS of the loss/theft.
- BSISD technology staff will assess damages to determine whether issues are covered by warranty or not and what repairs, or replacement, if necessary, need to be made.
- Once repairs are assessed, an invoice will be completed for the damages (accidental or intentional).
- Students will be required to pay the campus Assistant Principal or designee for the deductible and/or repair or replacement costs of all non-warranty repairs or replacement.



- For warranty repairs, or once payment has been made and signed off by the campus Assistant Principal or designee, a Loaner Device will be assigned to the student. For lost or stolen devices, once payment is made, a replacement device will be issued.
- Upon completion of repairs to a student's device, the student will be notified to pick up their originally issued device from the CTS office and the Loaner Device will be locked.

Fee Schedule (subject to change):

- Fees are non-refundable. Payments will be made to the campus Assistant Principal or designee.
- Payments can be made by cash, check, money order, or online payment.
- Usage fees are due before a device will be assigned to the student.
- Deductible or other fees are due before a Loaner, replacement, or repaired device will be issued.

Fee	Cost
Usage Fee (per year) – Grades K-8	\$0
Grades 9-12 (First student in immediate family)	\$30
(Additional students in immediate family)	\$15
Accidental Damage – 1 <sup>st</sup> Incident (any damage that requires replacement of parts)	\$30
Accidental Damage – Subsequent Incidents (any damage that requires replacement of parts)	100% Repair Cost
Screen Replacement (100e/300e)	\$40/\$120
Peripherals or Ports	\$120
Other Damage (Ex: Bezels/Frames/Carvings on plastic/Etc...)	\$30
Replacement Charger	\$30
Individual Key Replacement (per key)	\$5/max \$30
Defacing Chromebook - (includes graffiti, carvings, and stickers)	\$30
Intentional Damage /Replacement Chromebook	\$350

- Students who fail to pay any accrued fees or fines for damage, abuse or neglect, loss or theft of a device will receive disciplinary action that may include, but are not limited to, loss of special privileges, suspension of BSISD technology privileges, including Chromebooks and desktops, for one calendar year. This includes deactivation of all student accounts and email. All devices are BSISD property and are therefore subject to State and Federal Law in regard to theft and vandalism. Big Spring ISD will pursue any device that is not appropriately returned to the district as theft.

## Consequences for Misuse

### Types of Infractions

The following are **EXAMPLES** of levels of infractions. This list is not all inclusive and may be added to, modified, or amended at any time.

#### First Degree Infractions

- Accessing unauthorized websites, or using the internet at times when not approved by the instructor.
- Downloading, installing, or attempting to install software, files, Apps, or extensions (i.e. installing/playing games, streaming music or videos, etc...).
- Changing network setting (i.e. screen saver, background, cursor, etc...).
- Using obscene language.
- Accessing or possessing adult content.
- Using chat or other communication software or websites (i.e. chatrooms, etc...).

#### Second Degree Infractions

- Repeated First Degree Infractions
- Harassing, threatening, or attacking others through use of the network (CYBERBULLING).

- Accessing or attempting to access, sending, or displaying offensive or explicit messages, pictures, or websites (pornography or 'hate' sites).
- Intentionally damaging devices or computer systems.
- Accessing or attempting to access systems or accounts (including logging in using other student's credentials) to which the student has no authorization (i.e. hacking, spying, attempting to access proxies).
- Installing or attempting to install denial of service software (i.e. virus, sniffers).
- Stealing Big Spring ISD property (i.e. hardware, software, peripherals, etc...).
- Engaging in activity which contravenes the laws of the United States or any other applicable jurisdiction.

## Consequences for Infractions

### First Degree Infraction:

- **1<sup>st</sup> Offense** – Conference (phone or face-to-face) with parent or guardian. Loss of BSISD technology privileges, including Chromebooks and desktops, for 2 weeks (10 school days).
- **2<sup>nd</sup> Offense** – Conference (phone or face-to-face) with parent or guardian. Loss of BSISD technology privileges, including Chromebooks and desktops, for 6 weeks (30 school days).
- **3<sup>rd</sup> Offense** – Conference (phone or face-to-face) with parent or guardian. Loss of BSISD technology privileges, including Chromebooks and desktops, for one calendar year. This includes deactivation of all student accounts and email.

### Second Degree Infraction:

Automatic suspension from use of BSISD technology resources, including Chromebooks and desktops, for one calendar year. This includes deactivation of all student accounts and email.

## Disclaimer

Big Spring ISD's system is provided on an "as is, as available" basis. BSISD makes no guarantee that the system and services provided will be fault proof or without defect and will not be held responsible for the accuracy or quality of any information obtained via the Internet. The district will not be held responsible for any damage that may occur, including but not limited to loss of information, interruption of data, accuracy of data, or quality of data obtained or stored on the system. Big Spring ISD will not be held responsible for any financial obligations arising through unauthorized purchases or commercial ventures on the system.

Every possible precaution is taken with the privacy of the user in mind, but all persons should realize that the Internet is not a secure network and that electronic communication, including email, is not always completely private. The campus and BSISD accept no responsibility for any damage done directly or indirectly by the inadvertent mishandling of email or software/web-based applications.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.



Big Spring Independent School District (Campus) \_\_\_\_\_  
Student Acceptable Use Policy (Chromebook and Technology Resources)

**Student Section:**

*I understand that it is my responsibility to care for my assigned device at all times and uphold this BSISD Student Acceptable Use Policy, both at school and at home. I understand that my Chromebook and network use is not private and that the District will monitor activity on the system. I understand that I will be accountable for my actions and my use of all the technology resources BSISD provides to me. I will not engage in activities that would be damaging to the Chromebook to the BSISD System, to myself, or to my peers. I understand that a violation of these provisions may result in suspension of district technology resources. I have read and understand this Student Acceptable Use Policy and agree to follow these rules and regulations.*

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Parent/Guardian Section:**

*I have read the BSISD's Acceptable Use Policy and this agreement form. I hereby release BSISD, its operators, its personnel, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my student's use of, or inability to use, the District network and resources responsibly. I understand that all use of technology is governed by this BSISD Student Use Policy. I will instruct my student regarding the rules of use contained in this Student Acceptable Use Policy. I understand my student is subject to the same rules and agreements while not at school. I also understand BSISD encourages parents and guardians to supervise and monitor any online activity. Additionally, I agree to the replacement charges and fees as outlined in the Fee Schedule section. (Estimated Costs: 7-12 usage fee-\$30/15, 1<sup>st</sup> accidental damage-\$30, subsequent accidental-100% repair cost, Chromebook-\$250, see Fee Schedule for full details)*

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Contact Number