Birmingham Public Schools

Technology use Expectations and Responsibilities



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1:1 Initiative Goals

Expanding technologies take students and staff beyond the confines of the classroom, and provide opportunities for enhancing, extending, and rethinking the learning process. A goal in providing digital resources is to promote educational equity and excellence throughout the District so students can acquire the skills and knowledge to learn effectively, collaborate efficiently, communicate creatively and live productively in a digital world.

Technologies Issued

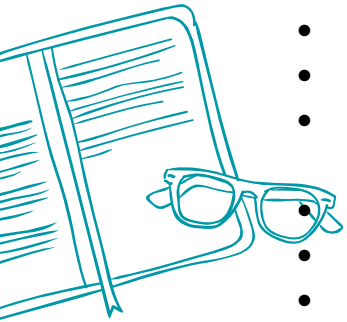
The student is the only authorized user of their assigned District Technology. Students may not share or trade their computers or other District Technology with others. Use of the district's technologies is not private, and the district reserves the right to monitor and apply filters to ensure the technologies are used in a safe and responsible manner consistent with the district's code of conduct and expectations.

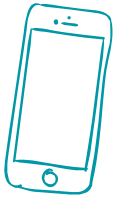
- Laptop
- Power Adapter and Power Cord
- Protective Case
- Google Account
- Office 365 Account
- Schoology Account
- Additional Curriculum Related Accounts

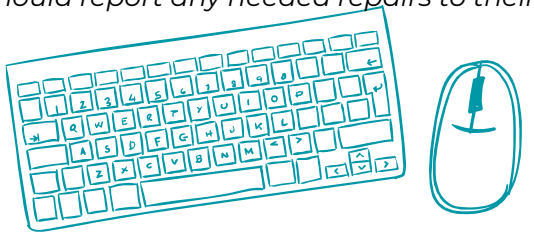
Device Care

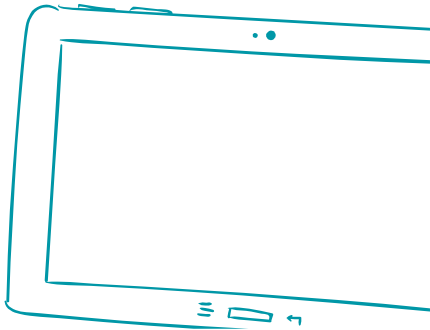
Students and their parents or guardians must take reasonable care to protect and properly use District Technology at all times. This includes but is not limited to the following actions.

- *District Technology must not be personalized with markers, stickers or other similar materials.*
- *District applied labels, asset tags and other identifiers may not be removed*
- *Food and drink should not be used near computers or other District Technology.*
- *Removal or changing of the physical structure is prohibited. (ie. removing/changing keys, casing, etc.)*
- *District Technology should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.*
- *Protective cases should remain on District devices at all times.*
- *District Technology should never be left unattended.*
- *Students should report any needed repairs to their building's TOA.*









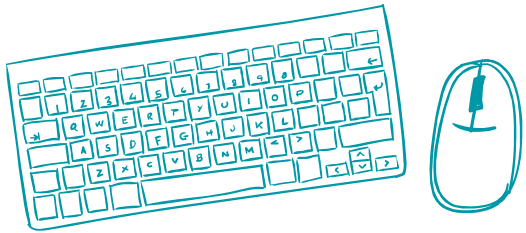
Expectations for Use

1. Exercise good judgment and discretion when using digital resources and users will accept full responsibility for all actions performed under their user login.
2. Use technology...

- To complete educational tasks and seek academic excellence.
- To support academic research.
- In a manner consistent with the educational objectives of the District.
- In a manner consistent with BPS Student Code of Conduct, Board Policy and Guidelines and federal, state and local laws and ordinances.
    - Offline behavior expectations also apply to online conduct.

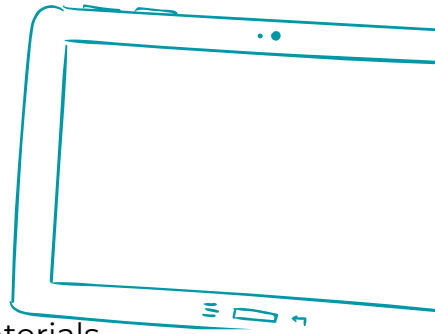
3. Respect and Protect...

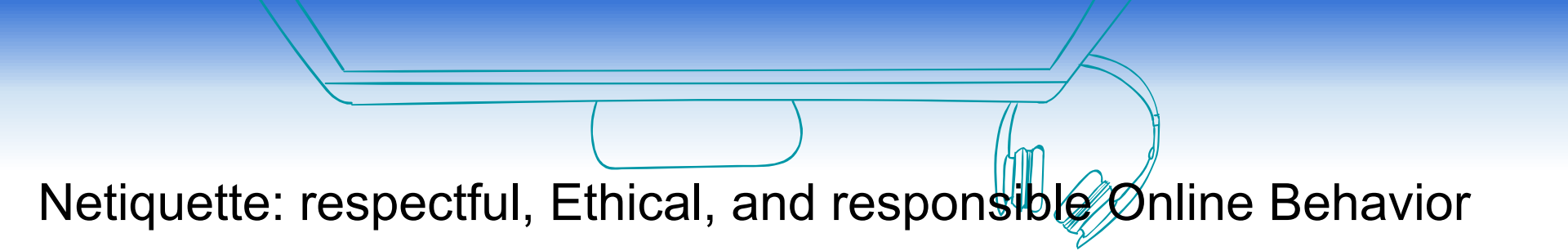
- Privacy of self and others.
- Hardware, software, and network resources.
- Intellectual property rights.



Safety and Security Practices

- Never reveal names, addresses, phone numbers, or passwords of yourself or others while communicating on the Internet.
- Do not transmit pictures or other information that could be used to establish your identity.
- Never agree to get together with someone you "meet" online without prior parent approval.
- Do not share your account information (password) with anyone.
- Never use another person’s account.
- Avoid accessing sensitive information while using public wifi.
- Avoid opening unfamiliar links, attachments and other potential harmful materials.





Netiquette: respectful, Ethical, and responsible Online Behavior

1. Communicate in ways that are kind and respectful.
2. Report threatening or inappropriate materials to a teacher or administrator.
3. Never access, transmit, copy, or create material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Never access, transmit, copy, or create material that is illegal (such as pornography, stolen materials, or illegal copies of copyrighted works).
5. Refrain from distributing private information about others or yourself.
6. Comply with copyright laws and software licensing agreements
7. Cite sources when using others' work (not plagiarizing).
8. If you see a message, comment, image, or anything that makes you concerned for your personal safety or the safety of another, bring it to the attention of an adult (parent, teacher, administrator)

Acceptable Use Examples

- Following the same guidelines for respectful, responsible, and ethical behavior online that is expected offline.
- Treating school resources carefully, and alerting staff if there are any problems with their operation.
  -
- Alerting an adult if/when threatening, inappropriate, or harmful content (images, messages, and posts) display.

- Communicating in ways that are kind and respectful.
  -
- Using school technologies at appropriate times, in approved places, for educational pursuits.
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- Citing sources when using online sites and resources for research.
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- Being cautious to protect the safety of yourself and others.

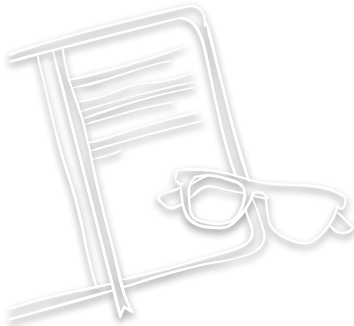
Unacceptable Use Examples

- Attempting to find inappropriate images or content.
- Using profanity, obscenity, or language that is offensive or threatening.
- Recording anyone without their consent.
- Destruction, alteration, or unauthorized access of hardware, software, or firmware.
- Plagiarizing.
- Allowing others to use personally issued property, accounts, etc.
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or harass another individual. (cyberbullying)
- Any actions that would violate the BPS Student Code of Conduct and state, local and federal laws/ordinances.

Inappropriate Use and Violations of Expectations

Violations of this agreement may have disciplinary repercussions. Possible consequences include but are not limited to :

- Suspension of or restricted use of network, technology, or computer privileges.
- Notification to parents from Principal.
- Conversations with School Principal on consequences.
- Legal action and/or prosecution.
- Assignment of violation-related learning, course work, research or related project.



Replacement and Repair Costs

Damage occurrence Fees	New Screen	Keyboard	Daughterboard	Full device if repair is not reasonable or possible.
Families are responsible for the cost of parts needed for repair. Shown are estimates for the most common parts and are subject to change based on parts availability, prices are rounded up to the nearest $5.	$40	$20	$20	$420

Lost/Damaged Power Adapter	$30 or student can purchase a genuine Dell 65W USB-C charger on their own from approved sources
Damage to Case	Damage to case will have a fee of $30

Fees can be waived on accidental damage for families that receive Free and Reduced lunch.
*Child May lose the options to bring their device home with intentional damage occurrence. Subject to Principal discretion **Stolen devices require a police report. 1st occurrence of stolen device with a police report will have no charge. Additional occurrence are subject to lost device fees. This count does not reset annually. ***When turned in computers must be in good condition to potential be passed on to another student. Excessive cosmetic damage may result in replacement needed. (Case must remain on the computer at all times to prevent this)



Parent and Guardian Responsibilities

- Monitor home use.
- Encourage responsible use and care of equipment.
- Partner with the District to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.
- Reinforce the importance of online safety and security.

Student's Understanding of Technology Use Expectations

I understand that Birmingham Public Schools provide digital resources for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

- ❏ I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- ❏ I will not make statements or use the likeness of another person that harass, intimidate, threaten, insult, libel or ridicule students or staff members of the school community, make statements that are falsely attributed to others, or use language that is disrespectful or obscene.
- ❏ I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
- ❏ I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," or attempt to gain access to restricted information or networks.
- ❏ I will not use or create any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Birmingham Public Schools and are used for school-related purposes by students, their parents and staff.

- ❏ I will report any problems or concerns to an adult staff member.
- ❏ I will not take photos or record video of any student or staff member unless I have that individual's express permission to do so.
- ❏ I understand that my use of the school system's computers is not private, and that the district reserves the right to monitor use to assure compliance with these guidelines; violations may lead to disciplinary measures.
- ❏ I understand that the prohibited conduct described above is also prohibited off campus and when using private equipment at school.
- ❏ I understand that it is my responsibility to bring my device to class when requested by the teacher with appropriate battery. Failure to do so does not guarantee a loaner device be assigned or excuse me from completing the assignment.

Parents:
I have read, understood, and discussed with my student this Acceptable Use Agreement, and I give them permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my student may gain access to material that school officials and I may consider inappropriate or not of educational value.

Download AUP Form , fill out and return to Berkshire.

* **STUDENTS MAY NOT USE Technology** unless this Agreement is signed and returned to Berkshire.