



Bainbridge Island School District Chromebook Acceptance and Liability Agreement

Chromebooks

Bainbridge Island School District provides Chromebooks to staff members to support job responsibilities and the District's mission and goals. Use of the Chromebook and all district electronic resources must be in compliance with Bainbridge Island School District policies and procedures, and federal, state and local laws. BISD Policy 2022 and Policy 3246, and related procedures, and the BISD Technology Department webpages explain appropriate use of electronic resources in more detail. District-owned devices and electronic resources are not intended for personal business. All staff who are directly issued a district-owned device will sign a user agreement indicating understanding of the information in this Acceptance and Liability Agreement.

Guidelines for Appropriate Use

- Resources must be primarily used for educational and administrative purposes to meet job responsibilities and in support of the School District's mission and goals.
- Minimal incidental personal use is acceptable but at no time shall district-owned devices and resources be used for personal financial gain or for inappropriate or unlawful activities.
- Staff can contact the Technology Department Help Desk, 206-780-1668, to request help or information related to any technology-related topics or contact their school administrator.

Ownership of the Chromebook and Digitally Created or Stored Information

- Ownership of the Chromebook will reside with the Bainbridge Island School District and must be returned as directed or when employment changes or ends.
- Any information created with or stored on district electronic resources may be subject to public records requests or searches as requested by the Superintendent or designee.
- Employees must immediately surrender the Chromebook and its contents upon request of the Bainbridge Island School District.

Computer Configuration and Software Licensing

- The Chromebook will be configured to a standard established by the Technology Department.
- Some departments, schools or grade levels may have some unique needs. Staff may add applications to the Chromebook according to the licensing of the application and in



Bainbridge Island School District Chromebook Acceptance and Liability Agreement

accordance with district policies and procedures. Changes a staff member makes to the standard may not be supported by the Technology Department.

- Bainbridge Island School District has policies and expectations for appropriate use of software, including the requirement to demonstrate legal license to a program. Users are responsible for appropriate licensing.

Support and Service

- In general, district technical support will only be provided to district-owned devices used on the district network.
- Staff experiencing technical problems should contact the help desk at the Technology Department and may need to return the Chromebook to the Technology Department for problem diagnosis. Servicing and diagnosis may require restoring the standard configuration to the device. The user will be responsible for reinstalling any non-standard apps or configurations.
- Chromebooks have very few repairable parts. The Technology Department will attempt to repair the Chromebook should its operation be impaired by a component failure or normal wear and tear.
- If the Chromebook becomes unusable, the Technology Department will attempt to find a replacement based on Technology Levy and Instructional Support Services resources.

Security of Systems and Information

- Attempts to alter system software, bypass security protocols, introduce viruses, worms, or other malicious or destructive programs, or otherwise “hack” are expressly forbidden.
- All confidential data must be stored on the District’s network server (the “H” drive) or on the Google Drive account associated with the staff member’s bisd email. Users should never store confidential data on their computer. Confidential data includes personal information of the user or other employees or students and any information that may compromise the personal safety of students or employees (e.g. addresses, personal details). In the event of data loss due to not following district policy and procedures, the cost of service, hardware, or equipment for retrieval may be borne by the staff member, or their department or school.

Liability for Loss, Theft, or Damage

- It is the staff member’s responsibility to take appropriate precautions to prevent damage to or loss/theft of the Chromebook computer.



Bainbridge Island School District Chromebook Acceptance and Liability Agreement

- Staff will not be held responsible for device problems resulting from regular, normal use in accordance with this agreement and district policies and procedures.
- The staff member may be responsible for costs to repair or replace a device if the damage or loss is due to negligence, intentional misconduct or noncompliance with this agreement.
- In the case of theft or loss, the user must:
 1. Report the loss to the District's Technology Department and the staff member's supervisor.
 2. File a report with the local Police or Sheriff Department.
 3. Staff are encouraged to check their homeowners' and/or automotive insurance policies regarding coverage. The burden of proof resides with the user and said user agrees to assume full responsibility to show proof of due diligence. For example, a Chromebook stolen from a locked and secure car trunk establishes a due diligence, whereas a Chromebook stolen from a front seat of a car does not.
 4. The District's Director of Business Services will evaluate the circumstances of the theft or loss to determine if reimbursement should be waived.

Consequences of Inappropriate Use

- Staff are responsible and accountable for their use of the district's electronic resources.
- The District reserves the right to deny access to, or request return of, its resources to those who violate district policies and procedures.
- There is no expectation of privacy when using the district's electronic resources.
- Staff who use district technology inappropriately will be subject to disciplinary or legal action including possible termination of employment.