

Bainbridge Island School District #303

**Student and Parent/Guardian
Take Home Device Handbook**

District-Owned Devices at School and at Home for Student Learning



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

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Bainbridge Island School District #303

**Student and Parent/Guardian
Take Home Device Handbook**

District-Owned Devices at School and at Home for Student Learning

The Bainbridge Island School District (BISD) may provide a laptop computer, tablet or other Internet-ready computing device for a student's educational use at school and at home. The use of this equipment is meant to enrich the learning experience for the student as he/she works to acquire necessary skills and knowledge to become successful in school and in life. This computing device may be referred to as a district-owned computer, district-owned device, school property or school equipment.

The following information in this handbook is summarized from the BISD Responsible Use of Electronic Resources Policy 2022, the Bring Your Own Device Policy 3246, and the related user agreement noted above. These documents and additional resources can be found at the BISD Technology Policies and Procedures for Technology webpage: www.bisd303.org/Page/978

The privilege of using district-owned devices at home and at school provides opportunities to learn safe, ethical and responsible use of technology as a powerful learning tool. As a reminder, you and your child signed the BISD Policy 2022 Electronic Resources User Agreement. A copy of this agreement is included at the end of this handbook. If you wish to change your agreement, please contact your school office.

Parents/Guardians: Please discuss the following guidelines and rules with your child before you sign the agreement, on page 8, to allow your child to bring a district-owned device to and from school. If you have any questions, contact your child's teacher, counselor or school principal.

Summary of Guidelines and Rules for Use of District Owned Electronic Resources

Digital Citizenship and Internet Safety

- Do use computers and other devices for educational purposes.
- Do use electronic resources safely and responsibly.
- Do ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Do not share your account information or the account information of others.
- Never post or share pictures of yourself or others unless you have school permission.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply for in-person and for electronic communications.
- Additional information is on the BISD Technology Department Digital Citizenship/Internet Safety webpage: <http://www.bisd303.org/Page/977>

Security, Filtering, and Monitoring

The school district is required by law to provide certain levels of filtering and monitoring of the use of all district owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Do not use district equipment or electronic resources for commercial or personal gain.
- Do not use district resources for political purposes, like trying to influence elections.
- Do not use district resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Do not participate in any activity to alter, bypass or attempt to bypass the school district network, security settings, filters, safety settings, or user roles.
- Do not install or download personal software or applications (apps), games, or operating systems.

Device Use and Care

- Bring your computing device to school each day, fully charged.
- Carry your device and power supply its protective sleeve or bag.
- Leave all district ID tags or stickers in place; notify your teacher if they appear to be loose.
- Do not apply stickers or permanently mark your device in a way that may damage or alter the appearance of your district device. Cling type stickers are allowed since they can be removed without damaging equipment.
- Keep your equipment with you or in a locked place to keep it safe from theft or vandalism.

- Do not eat or drink near your device.
- Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- If your device is not working properly or is lost, damaged or stolen, please tell your teacher immediately.

Improper Use

The use of a school district owned device is a privilege and can be revoked due to improper use or intentional damage of the equipment or electronic resources. Multiple incidents of damage may result in the loss of the privilege to use district equipment. All school rules apply to technology equipment and electronic resources as they do for traditional school resources. Please report improper use to your child's teacher, counselor, or school principal.

Loss or Damage of Equipment

If school property is damaged, report the situation to your child's teacher *and* the school office immediately. If school property is stolen, notify local law enforcement and submit a copy of the report to the school office.

By signing the agreement in this handbook, students and their parents/guardians take complete responsibility for the full replacement cost of the device if the device is damaged, lost, stolen or becomes unusable. School staff will report the loss or damage by submitting a BISD Help Desk ticket. The BISD Technology Department will generate a quote and notify the BISD Business Office. The family will submit a check to the *Bainbridge Island School District* for the full replacement cost or follow other reimbursement processes as directed by school staff. Replacement cost estimates are in the chart below. The BISD Technology Department will coordinate the replacement process.

Repair or Replacement

If equipment is damaged, a reasonable effort will be made to repair the equipment. Fees for damage above normal wear & tear may be imposed on the family to cover the cost of repair and replacement. In some cases, the parent/guardian may be responsible for the full replacement cost as outlined in the *Loss or Damage of Equipment* and **Fines, Warranties & Insurance Options** sections of this document.

Fines, Warranties & Insurance Options

If a computer, computing device, or accessories needs to be replaced due to loss, damage, vandalism, or theft, the parent/guardian will be responsible for the full repair or replacement costs. The family will be responsible for the full cost to cover a new district-approved replacement of the device. The costs below include the estimated replacement cost of new equipment, management system, shipping & handling, and tax.

Equipment	Full Replacement Cost
Chromebook with power supply, required management system, tax & shipping	Up to \$425.00
Chromebook power supply only	\$18.00

Families may wish to protect against liability for lost, stolen, or damaged district property by reviewing insurance and warranty options. Parents/guardians should consult with their own insurance carrier to learn if replacement costs are included in their own homeowner’s policies or riders.

BISD has arranged for an option for families to purchase insurance for the district-owned device that is brought to and from school. [This optional insurance has a \\$0 deductible and can be purchased from Worth Ave. Group.](#) Please read the flyer to learn information about the coverage and enroll at a nominal cost per year: <https://www.worthavegroup.com/gpo/bisd303>.

Families can request a paper copy of the policy flyer and agreement by calling the school office.

Internet Access at Home

Internet access is becoming increasingly important for K-12 education as a way for students to access information and for teachers and families to communicate. Two Internet providers, Comcast and CenturyLink, have programs to obtain free or low-cost Internet access for your home. Each program offers free or low-cost Internet access for families with students who meet certain qualifications such as free or reduced lunch.

Please contact the school principal, counselor or teacher-librarian if your family needs assistance establishing Internet Access at home for educational use.

Comcast: Internet Essentials Program

To learn more or to apply, call 1-855-846-8376 or go online to <http://www.internetessentials.com/>

CenturyLink: Internet Basics

To learn more or to apply, call 1-800-244-1111 or go online to <http://www.centurylink.com/home/internetbasics/>

Network and Electronic Resources User Agreement for Students - As a Reference

You and your child have a signed Student Use Agreement on file with the school district that was submitted in Skyward Family Access and Student Access. This copy is for your reference.

**Bainbridge Island School District #303
Network and Electronic Resources User Agreement for Students**

The Bainbridge Island School District is pleased to offer students access to the district's network and electronic resources. Current technologies have become an integral part of today's society and play an increasingly significant role in the lives of our students. Technology fosters a passion for learning, delivers challenging and meaningful curriculum, and develops and supports the skills necessary for career, college and life.

The district provides the network system, Internet access, and other electronic resources (that could include accounts for file storage, email, network access, and collaboration systems) as tools for education and research in support of the district's mission. Due to the dynamic nature of the Internet, there is some risk of accessing information that may be deemed inappropriate or objectionable by some people. The district will create policies and procedures to minimize risks; employ content filtering software and other network safety measures; and educate students about safe and responsible technology use. Users further reduce risks by taking personal responsibility for their conduct when using district network and electronic resources.

Ultimately parents and guardians of minors are responsible for setting and conveying standards for the use of responsible and appropriate use of technology resources. The school district asks for your help by discussing with your child the following guidelines to be a responsible digital citizen. These digital citizenship guidelines apply to the use of any district-owned and personally owned computing devices through the district's network or other electronic resources.

Guidelines to Promote Positive and Effective Digital Citizenship

1. The expectations for positive student behavior online are the same as for face-to-face interactions. Treat others respectfully online as you would if you were talking or working with them face-to-face.
2. The use of district network and electronic resources is a privilege. Any inappropriate use could lead to suspension of network access or other disciplinary action.
3. Use the Internet for legitimate educational purposes only. Do not attempt to bypass content filtering systems or access inappropriate or harmful material. If you accidentally access inappropriate material, let your teacher or other school district staff know so they can remove the inappropriate material and notify the appropriate district personnel.
4. Be ethical and responsible with all use of the network and electronic resources. Do not attempt to bypass or alter network security systems or settings. Do not modify, destroy, or abuse technology systems, hardware, applications, or software in any way.
5. Use network or email account information responsibly and safely. Do not share username or passwords with anyone other than parents/guardians or appropriate school district staff.

6. Information posted electronically is public. Protect your identity, safety, and personal information. Do not share your home address, telephone number, or information about your family through electronic communications.
7. Information posted electronically is permanent and can have a lifelong impact. Protect the identity, safety and personal information of others. Do not share or spread information about other students or district staff through electronic communications.
8. Respect intellectual property rights and copyright laws. Do not claim someone else's work or words as your own. Give full credit to original authors and developers by citing sources appropriately.
9. Maintain the availability of the network for all users. Protect the network so it can be used by others. Do not disrupt or attempt to disrupt the use of the network or other electronic resources by others.
10. The district reserves the right for authorized personnel to review system use and file content for security and administrative purposes. No user should have any expectation of privacy when using the district's network or electronic resources.

As a responsible digital citizen and user of the Bainbridge Island School District network and electronic resources, I understand and agree to these guidelines and will abide by all district policies and procedures.

Signature of Student	Date	Printed Name of Student
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As the student's parent or guardian, I have reviewed this information with my child and stressed the importance of being a responsible digital citizen as outlined in Policy 2022 and this user agreement.

Signature of Parent/Guardian	Date	Printed Name of Parent/Guardian
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BISD Student/Parent/Guardian Take Home Device Agreement

Complete in Skyward or print and return to your child’s teacher.

Student and Parent/Guardian Information

Print Student’s Legal Last Name

Student’s Legal First Name

Print Parent/Guardian’s Legal Last Name

Parent/Guardian’s Legal First Name

Parent/Guardian Phone Number with Area Code: _____

Parent/Guardian Email Address: _____

Terms of Agreement

The terms of this agreement are explained in the BISD Take Home Device Handbook located on the BISD and school websites. In this agreement, “you” and “your” mean the parent/guardian and the student enrolled in the Bainbridge Island School District and to whom the district-owned equipment is issued. The “District” means the Bainbridge Island School District. “BISD” means the Bainbridge Island School District.

Terms	You will be issued a district-owned device with a power supply and a protective sleeve. The use of this equipment is a privilege and can be revoked for inappropriate use or violations of school district policies and procedures.
Legal Title of Ownership	Legal title of equipment, and all parts, is held by the District and at all times remains the property of the District. Your right to use the equipment is limited to and conditioned upon your full compliance with this Agreement and BISD policies and procedures. Your permission to use the equipment terminates on the equipment check-in date set by the school unless terminated earlier or upon withdrawal of permission by the District.
Damaged, Lost, or Stolen Equipment	You must report damaged, lost or stolen equipment <u>immediately</u> to your child’s teacher and the school office. For stolen equipment, you must also file a police report and provide a copy to the school office. Students/parents/guardians are completely responsible for the full replacement cost of a device that is damaged, lost, stolen or unusable.
Sanctions for Violations	Any activity that violates School Board Policy 2022 or the Network and Electronic Resources User Agreement for Students must be reported to your child’s principal. Disciplinary action, if warranted, will be in accordance with school district policy and procedures. Violations of policies or agreements may result in restrictions or revocation of privileges the district electronic resources and/or may result in legal or criminal action including restitution if appropriate. Students shall be subject to the procedures and sanctions in Washington Administrative Code 392-400, et seq., as appropriate.

By signing this form, you acknowledge that you understand and agree to the terms in the Take Home Device Handbook agreement, BISD Policy 2022, the Network and Electronic Resources User Agreement for Students, and BISD Policy 3245, and you are aware of the **optional insurance** available through Worth Ave.

Group: <https://www.worthavegroup.com/gpo/bisd303>

Parent/Guardian Signature as Printed Above

Date

Student Signature as Printed Above

Date