

Technology and Instruction

Acceptable Use of Electronic Communication Devices (ECD's) and the Internet - Students - REGULATION

Student Use of Educational Technology in Schools Acceptable Use of the School Issued Device

Receiving a School Issued Device

PreK - Grade 4 Students

Students in grades PreK-4 will have a device available to use in their classroom if they do not bring their own into school to use. Students will not be permitted to bring district devices home, they must remain in the school and classroom. PreK-4 students & families do not need to complete this form.

Grade 5 - Grade 8 Students

Students in grades 5-8 who opt-in to the district device program will receive their devices at or before the start of the school year. Parents and students must sign and return the Student Pledge for School Issued Device Use, Acceptable Use Policy Form, and pay the mandatory \$30 non-refundable insurance fee which will cover one (1) physical damage claim. before the device will be issued to the student. The Chromebook is assigned to the student and may not be shared with or given to any other student, staff member, or family member. Management of the device and any technical issues will be fully supported by the school IT department until graduation.

Grade 9 - Grade 12 Students

Students in grades 9-12 will continue to follow the previous regulation and form found here:

[BPS One-to-One Policy Approved July 2019 - Grades 9-12](#)

Students who graduate early, withdraw, are expelled, or terminate enrollment in a district school for any other reason must return their individual school provided device along with issued accessories on the date of termination. If the school issued device is not fully functioning due to damage, then the student must pay a repair or replacement fee. If a student fails to return the school issued device upon termination of enrollment in the district, a report will be filed with the Brookfield Police Department and the student will be subject to criminal prosecution or civil liability. The student must also pay the replacement cost of the school issued device.

Protective Cases for iPads

All school issued iPads will be distributed with protective cases to protect them from normal use and provide a suitable means for carrying the device within the school. Students must keep the school issued iPad in the school issued case. See the Student Handbook for guidelines regarding protective cases for school issued iPads.

Networking

For purposes of security and network manageability, the school issued devices are equipped with Wi-Fi networking capabilities only and will access the District's network via a managed Wi-Fi connection.

Students will be allowed to connect to wireless networks on their school issued devices. This will allow them to use the device outside of the school. However, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.

Acceptable Use of Technology

The use of Brookfield School District's technology resources is a privilege; as such, it is expected that all students will be respectful of the technology at all times. It is our expectation that all students will be good digital citizens using the technology resources throughout the school. All students are required to sign the Acceptable Use Policy, as approved by the Brookfield Board of Education, prior to receiving a school issued device for use. If a person violates any of the User Terms and Conditions named in this policy, privileges may be revoked, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The respective school's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Parents/guardians are expected to talk to their children about values and the standards that their children should follow on the use of the Internet just as you do on the use of all media information sources.
- Home filtering /monitoring of Internet access is a parental responsibility. However, the district utilizes a cloud based filtering and monitoring system that extends the in-district filtering to district devices used at home. This system operates on all district devices 24/7.

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able and as required by state and federal law.
- Instruct the students relative to digital citizenship.
- Much like school lockers, school issued devices are school property. As such, the District reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, school issued devices may be confiscated at any time to investigate inappropriate use of district technology resources.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Keeping their devices in a safe and secure location at all times.
- Helping the school district protect our computer system/device by contacting an administrator within 24 hours of occurrence about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing school issued devices after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails, as witnessed.
- Submitting their school issued devices for inspection upon request and provide school administrators or their designee with the necessary passcodes as needed.

**Acceptable Use of Electronic Communication Devices (ECD's)
and the Internet - Students - REGULATION (Continued)**

**6141.321
Form #3**

- Students must keep their iPads in the school issued case.
- While in school, students will use devices for academic purposes.

Student Activities Strictly Prohibited

- Illegal installation, downloading, or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports and other forms of plagiarized student work
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the District internet web filter through a web proxy or by establishing a mobile hotspot.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law or District policy will result in criminal prosecution or disciplinary action by the District.
- Theft of another student's school issued device by a student will be prosecuted to the fullest extent of the law.

Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary action.

Any student caught stealing another student's school issued device will be:

- Required to replace the stolen school issued device
- Required to turn in his/her own school issued device and be restricted to using the check-in/check-out system with school administration.
- Referred to the Brookfield Police for prosecution.
- Other disciplinary and legal consequences, as appropriate, may also be assigned.

Repairing or Replacing the school issued device

Equipment Insurance Fee

There will be an annual mandatory \$30 non-refundable insurance fee charged for each school issued device in grades 5-8. This insurance fee will cover one (1) physical damage claim unless it is determined to be intentional damage that renders the device unusable.

Following the one (1) physical damage claim, subsequent device damage repair fees will follow the following schedule:

| Repair | Student repair cost responsibility: |
|--------------------------------------|---|
| Damaged LCD Screen | \$75.00 |
| Keys/Keyboard Replacement | \$80.00 |
| Trackpad/mouse | \$25 |
| Exterior of Device/Hinge Replacement | \$40 |
| Replacement Power Supply (Charger) | \$20 |
| Unrepairable/Lost/Stolen Device | Replacement device cost not to exceed \$250 |
| Cleaning Fee and/or Sticker Removal | \$25 |
| Other | Based on broken part(s) replacement cost |

Cost of Repairs or Replacement Due to Negligence

Students will be held responsible for the costs to repair ALL damage to their school issued devices according to the cost structure above. Including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. If the device is lost or damaged beyond repair, the student is responsible for the full device replacement cost. Lost items such as school issued device covers and cables will be replaced by the student.

Summer Responsibility

School issued devices will be collected prior to summer break and issued at the start of the school year upon receiving the mandatory \$30 non-refundable insurance fee. Devices must be returned to the Technology Department before leaving on the last day of school before summer break.

Student Pledge for School Issued Device Use

- I will take good care of my school issued device
- I will never leave the school issued device carelessly unattended.
- I will never loan out my school issued device to other individuals.
- I will know where my school issued device is at all times.
- I will charge my school issued device's battery daily.
- I will not disassemble any part of my school issued device or attempt any repairs.
- I will protect my school issued device by keeping it in an approved protective case at all times.
- I will use my school issued device in ways that are appropriate, meet BHS expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the school issued device. I will not deface the serial number on any school issued device.
- I understand that my school issued device is subject to inspection at any time without notice and remains the property of the Brookfield School District.
- I will follow the policies outlined in the Use of Technology Resources Policy while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District school issued device and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the school issued device Policy #6141.321, Procedures, and Information; the Acceptable Use Policy; school issued device Protection Plan and the Student Pledge for school issued device use.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

Please note: Students who graduate early, withdraw, are expelled, or terminate enrollment in a district school for any other reason must return their individual school provided school issued device along with accessories on the date of termination.

