

**Technology and Instruction****Acceptable Use of Electronic Communication Devices  
ECD's and the Internet—Students - REGULATION****Acceptable Use of the Tablet****Receiving a Tablet**

Tablets will be distributed to incoming students each fall. Parents and students must sign and return the Policies and Procedures, Acceptable Use Form, and pay the mandatory \$50 non-refundable insurance fee before the device will be issued to their child.

Students who graduate early, withdraw, are expelled, or terminate enrollment in a district school for any other reason must return their individual school provided tablet along with accessories on the date of termination. If the tablet is not fully functioning then students must pay a replacement fee. If a student fails to return the tablet 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 tablet.

**Protective Cases**

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

**Networking**

For purposes of security and network manageability, the tablets are equipped with Wi-Fi networking capabilities only and will access the District's network via a managed Wi-Fi connection. There will be no access to cellular wireless networks.

Students will be allowed to connect to wireless networks on their tablets. This will assist them with tablet use while at home. 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 expectations that all students will be good "digital citizens" using the tablets and all other 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 tablet for use.

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If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, 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 such as television, telephones, movies, and radio.
- Home filtering /monitoring of Internet access is a parental responsibility. Parents/guardians should contact their Internet Service Provider for details of home filtering options.

**School Responsibilities**

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able as required by state and federal law.
- Instruct the students relative to Digital Citizenship.
- Much like school lockers, tablets are school property. As such, the District reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, tablets 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 about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing tablets after they are done working to protect their work and information.

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- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails, as witnessed. Students should print out the offensive/inappropriate information and submit it to the office.
- Submitting their tablets for inspection upon request and provide school administrators or their designee with the necessary pass-codes as needed.
- Students must keep the tablet in the school issued case.

**Student Activities Strictly Prohibited**

- Illegal installation 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 chat rooms, sites selling term papers, book reports and other forms of 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
- Students are not allowed to give out personal information, for any reason, over the Internet.
- 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.

**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.

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- Theft of another student's tablet 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 tablet will be:

- Required to replace the stolen tablet
- Required to turn in his/her own tablet 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 Tablet**

**Equipment Insurance**

There will be a mandatory annual tablet fee of \$50.00 charged for each tablet. This fee will contribute to the cost of repair or replacement of a tablet in the event of theft, loss, or accidental damage.

Providing you paid your \$50 annual fee, replacement fees will follow the following schedule:

<b>Replacement #</b>	<b>Student payment contributed toward replacement cost:</b>
1st	\$49.00
2nd	\$98.00
3rd (or more)	full replacement cost

**Cost of Repairs Due to Negligence**

Students will be held responsible for the costs to repair ALL damage to their tablets due to neglect including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. up to the full replacement value of the device. Lost items such as tablet covers and cables will be replaced by the student.

**Summer Responsibility**

Tablets will be collected prior to summer break and issued at the start of the school year upon receiving the \$50 insurance fee.

**Brookfield Public Schools  
Student Pledge for Tablet Use**

- I will take good care of my tablet
- I will never leave the tablet carelessly unattended.
- I will never loan out my tablet to other individuals.
- I will know where my tablet is at all times.
- I will charge my tablets battery daily.
- I will not disassemble any part of my tablet or attempt any repairs.
- I will protect my tablet by keeping it in an approved protective case at all times.
- I will use my tablet in ways that are appropriate, meet BHS expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the tablet. I will not deface the serial number on any tablet
- I understand that my tablet 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 tablet and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the tablet Policy #6141.321, Procedures, and Information; the Acceptable Use Policy; tablet Protection Plan and the Student Pledge for tablet 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 tablet along with accessories on the date of termination.