**BIRDVILLE ISD**



**Parent and Student Technology Equipment Use**

**Agreement, Expectations, & Guide**

# This document's policies, procedures, and information apply to Chromebook devices issued in Birdville ISD.

**June 2024**

# Program Goal – Successful Students

**District Belief**

The Birdville Independent School District believes technology is essential for enhancing curriculum and improving student learning. Devices are provided to all students in grades K-12, empowering teachers to transform learning through technology. Students can learn anytime, anywhere, and at any pace while developing future-ready skills. Students can submit classroom assignments anywhere they have internet connectivity (at or away from school).

Technology is leveraged to make learning more engaging and relevant, creating interactive learning experiences promoting active participation, critical thinking, and student collaboration. Technology is crucial in providing equitable access to resources and tools, enabling all students to reach their full potential.

# Technology + Curriculum + Instruction

When partnered with curriculum and instruction, technology creates a more organized and accessible learning environment. This is because technology can be used to:

* Personalize learning for each student by providing them with the resources and activities most relevant to their needs.
* Make learning more engaging by using interactive and multimedia

tools.

* Provide students with opportunities to collaborate and share their work

with others.

* Help teachers track student progress and provide feedback.

**As a result, students are more likely to be engaged in their learning, achieve their goals, and succeed in school.**

**Device – Guidelines, Procedures, & Expectations**

# Review and Agreement

The BISD Student Handbook references the contents of this guide. Acknowledging the receipt, review, and acceptance of the student handbook also assumes review and acceptance of the contents of this *Parent and Student Technology Equipment Use Agreement, Expectations, and Guide*

# Student Devices

All students will be assigned a Chromebook and 1 Charger

# What is a Chromebook?

A Chromebook is a netbook or small laptop that runs Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the internet and support applications like Google Docs on the Web rather than traditional PC applications like Microsoft Office and Photoshop on the machine itself. They are lightweight, usually operate on a Wi-Fi network, and typically come with integrated webcams and microphones, making them well-suited to use in any location with internet access.

# Receiving your Mobile Device

**Checkout**

Each 6-12 student will be assigned a Chromebook on their campus. Student devices are assigned to each student by asset tag and serial number. Students should only use the device currently checked out to them.

Note: If the Chromebook you are issued is damaged, you must notify your campus library or the Technology department within 24 hours of receiving the device.

Otherwise, you can be held financially responsible for the damage.

# Device Ownership and Return

While enrolled in Birdville ISD, the district maintains ownership of the device.

When a student withdraws or graduates from the district, the device, with all issued power cords and/or accessories, must be returned to their home campus or the Technology Department. If the device is not in working order or requires repair, the terms in this guide's ‘Repairing or Replacing Your Device’ section will apply.

Students may be required to turn in their mobile device(s) for maintenance or inspection if requested by the district, campus, department administration, or the Technology Department.

Failure by students to return the equipment will be considered unlawful appropriation of District property.

# Using your Mobile Device

**Responsible Use**

Students must adhere to the [Birdville ISD Responsible Use Guidelines](https://www.birdvilleschools.net/Page/63530) and this Chromebook Agreement document, regardless of where they use their Chromebooks and the source of the internet connection.

# Secondary Students - At School

The Chromebook is intended for use at school each day. Unless their teacher advises otherwise, students must bring their fully charged Chromebooks and chargers to all classes. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

# Loaner Chromebooks

Students are responsible for bringing their fully charged Chromebooks and chargers to school daily. Limited loaner Chromebooks are available at each campus.

Loaner devices may be issued to students when their devices are being repaired. This will only be possible if loaner units are available. The availability of a loaner device cannot be guaranteed.

# Secondary Students - At Home

Students can use their Chromebooks at home and outside of school. A Wi-Fi internet connection is required for Chromebook use. Students are bound by the Birdville ISD Responsible Use Policy and this Parent and Student Equipment Use Agreement and Guide, regardless of where they use their Chromebooks and the source of the internet connection.

# File Management

Students will save files to their Birdville ISD Google Drive. Saving to Google Drive makes files accessible to students from any computer with internet access. Some files may be stored locally on a Chromebook, but this practice is highly discouraged. Local storage capacity on Chromebooks is extremely limited, and should the device have to be repaired/replaced, any files stored locally will likely be lost.

Ultimately, the district will not be responsible for the loss of any student work.

# Taking Care of Your Mobile Device

Students are responsible for the general care of the device and charger issued. Devices broken or failing to work properly must be immediately taken to the designated staff at each member/location at each campus, where they will be logged for repair or replacement.

Do not attempt to repair a damaged device by yourself, a family member, or a 3rd party repair shop. Please return the device to your Librarian or Administration.

If a loaner device is needed, one may be issued until the student’s device can be repaired or replaced (subject to loaner availability).

# General Care Practices

* + Avoid food or drink near your device.
	+ Insert charging cords and cables carefully into your device.
	+ Do not place objects (light or heavy) on top of the device, and avoid applying pressure.
	+ Do not sit or stand on the device.
	+ Avoid applying pressure on the screen.
	+ Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time. High and low temperatures in a vehicle may damage the device.
	+ Only carry your Chromebook when it is closed. Close the lid and transport carefully, using two hands or in a backpack.
	+ Make sure no objects are on the keyboard when closing the device.
	+ Do not disassemble your Chromebook to attempt repairs. Attempting such repairs creates a safety hazard and will void any warranty or insurance coverage for the device.
	+ Do not attempt to remove or damage the device asset tag or any other forms of identification placed on the device. These must be left undamaged.
	+ Always keep the Chromebook clean and free of markings. Placing stickers, writing, or drawing on, marking, engraving, or otherwise defacing the device or case, if one is given, is prohibited and can result in damage costs, loss of privileges, and disciplinary consequences.
	+ Clean the device with a soft, dry microfiber cloth – do not use cleaning solutions or wipes.

# Cases

While not all district mobile devices are currently equipped with protective cases, they will be as time and resources allow.

If a district Chromebook is equipped with a case, the device should always be used with the case applied.

It is prohibited to remove the protective case for any reason other than administering, repairing, or servicing the device by authorized personnel.

Although the cases are designed to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

Regardless of whether a device is used with a protective case/carrier, students are

still responsible for taking good care of their assigned device and adhering to the terms of this document.

# Charging

## Students in grades 6-12 are responsible for bringing their devices to school daily, 100% charged and ready to use.

Devices may be charged at school, provided time and resources are available (e.g., sufficient charging carts, cords, or outlets in each classroom). Secondary students should not assume they will have ample time or resources to charge their devices at school.

The teacher is not responsible for accommodating students who do not properly manage their device charge.

# Screen Care

Chromebook and laptop screens can be damaged by heavy objects, rough treatment, certain cleaning solvents, and other liquids. They are particularly sensitive to damage from excessive pressure.

Do not press on the top of a Chromebook or laptop when it is closed, and do not carry the device by the screen when it is open.

Heavy objects should never be placed or stacked on top of your Chromebook. This includes, but is not limited to, books, musical instruments, and sports equipment.

Do not store the Chromebook with the screen open.

If equipped with a protective case, do not place anything in the protective case that will press against the cover.

Make sure there is nothing on the keyboard before closing the lid.

Do not use the Chromebook as a file folder. Staples and paper clips can crack the screen. Clean the screen with a soft, dry microfiber or anti-static cloth.

# Asset Tags and Identification Labels

All Chromebooks and laptops will be labeled with a district asset tag.

Asset tags and any form of identification label must not be removed, modified, or tampered with in any way.

# Storing Your Mobile Device

Chromebooks should be securely stored when not in use. Nothing should be placed on top of the Chromebook or laptop in storage.

Under no circumstances should a Chromebook be left unsecured in unsupervised areas. An unsupervised area is considered any area that is not locked and secured or without supervision.

If found, unsupervised Chromebooks can be taken by staff to the campus Principal or the BISD Technology Department.

In addition, Chromebooks should never be left unattended with a user account logged into the device and/or applications open. This is a serious security issue. Someone can access your information and data they are not entitled to or authorized to view. Do not make it easy for anyone to access your sensitive and important data!

BISD is not responsible for the safekeeping and protecting Chromebooks that are not secured in the assigned stations or appropriate areas.

# Software and Filtering

Every effort will be made to ensure Chromebooks and laptops are running the latest Google Chrome Operating System (Chrome OS), as applicable. However, it is possible the device issued may not be current with the latest Chrome OS release.

The Chrome OS will automatically install updates as they are released by Google. Chrome updates often require a restart to take effect.

The district employs a centralized management system to change security settings, update software, and add or remove Chromebooks. Students are prohibited from disabling, modifying, circumventing, or altering management settings or content filters.

# Content Filter

BISD utilizes an internet content filter for:

1. Compliance with the federally mandated Children’s Internet Protection Act

(CIPA).

1. To protect BISD devices from malicious content that poses a risk to the operation of our devices and the BISD network.
2. To keep BISD students safe.

## All BISD Chromebooks, regardless of physical location (in or out of school) and internet connection, will have internet activity filtered and monitored.

Despite using an internet content filter, BISD cannot guarantee that all controversial or inappropriate materials will always be blocked.

Contact with inappropriate content:

* + If a student encounters inappropriate material, they should report it to an adult.

# Personalizing your Chromebook

Students may personalize their devices through device settings to the extent device management permissions allow, provided the modifications are appropriate and inoffensive. Misuse of these settings can result in revocation of device privileges.

Students are not permitted to download and install apps/extensions on district Chromebooks. Any apps/extensions desired for instructional purposes must be requested through classroom teachers or campus instructional staff (e.g., Instructional Facilitators and Library Media Specialists). Approved apps/extensions are then coordinated with the Technology department for deployment to students’ Chromebooks.

**Note:** Parents and students cannot use personal email accounts on district devices assigned to students. District devices will only permit the use of birdvilleschools.net accounts.

# Responsibility For Content Stored on Your Assigned Device

Students are responsible for the content stored on their assigned devices. Stored content is expected to be related to academic pursuits. Content that is offensive and prohibited by the BISD Responsible Use Policy or violates federal, state, or local laws can result in confiscation of the device, loss of network privileges, and possible legal action.

Devices will be assigned to a specific user (staff member or student). End users are ultimately accountable for all content logged under their account credentials.

Never allow someone else to use your device when logged in with your account.

# Repairing or Replacing Your Device

**Protection / Insurance Plans**

Please note that the protection plan covers only one Chromebook per student annually for secondary students only.

Birdville ISD offers an optional protection program that reduces the cost of Chromebook repair and replacement by 50% per year.

Free and reduced students are automatically enrolled, and non-free and reduced students can enroll for $25 (not to exceed $50 total for families with 3 or more students enrolled in the district). If the student does not enroll, the student is responsible for the full price of repair costs.

Birdville ISD does not cover the loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse and/or abuse. Students will be held responsible for the full cost of intentional damage to their device. This includes breaking any part of the device, charger, or case.

# Repair Procedures

Birdville ISD does not charge a usage fee for district Chromebooks or laptops.

If the student's Chromebook is properly cared for, the student will not have to pay any money out of pocket for using the device.

In the event of damage to or hardware malfunction of the device, the following procedure will apply:

**Secondary campuses**

Return the device to the library. The receiving party (librarian, library assistant, or student assistant) will immediately update Focus to reflect the student's device assignment change and create a Help Desk Ticket, listing the device model, asset tag number, or serial number.

Once a ticket has been submitted to the Help Desk, the Technology Department will collect the device for repair/replacement.

If one is available, a loaner device will be issued to the student. If repair or replacement is needed due to malicious damage, the school may refuse to provide a loaner or reissue a device.

Students are notified via their campus Chromebook Coordinator when their device has been repaired or is ready for replacement. Repaired/replaced devices should be picked up in the designated area at each campus. The loaned device should be exchanged for the repaired device, including any power cords/chargers.

A repaired device may need to be restored to its original settings, in which case, locally stored files may not be recoverable.

# Repair Costs

Repair costs apply only to secondary students. Parents or students must pay the repair fees through RevTrak, the District’s online payment system. To do so, please

click on the Student Chromebook tab, complete the required information, and submit the appropriate payment.

## Device Incidental Repair Costs

The cost for device repair due to incidental damage will be a full repair cost. However, if enrolled in the optional protection program, it will be 50% of the cost of repair. Examples of incidental damage include, but are not limited to:

|  |  |
| --- | --- |
| **Damage** | **With Program/Without Program** |
| Cracked screens | $60/$120 |
| Cracked device housing/hinges | $60/$120 |
| Broken keyboards | $40/$80 |
| Headphone plugs broken off inside jack | $20/$40 |
| Protective case | $30/$60 |

The cost of repairing or replacing a device or accessory due to intentional loss will be the full replacement cost of the device or component, even if the student is enrolled in the optional insurance program.

**Chromebook replacement** - $400

## Component/accessories charges are as follows:

Charger replacement - $25 Asset Tag - $15

Sticker removal - $15

**Frequent ‘Incidental’ Damage**

Repeated Incidental damage may be considered as intentional damage. Under such circumstances, repair or replacement costs can be assessed as intentional or loss. ‘Frequent or repeated’ can be considered 3 or more repair incidents under any duration by the same student.

If a student intentionally damages 2 devices within a school year, campus or district administration may revoke their device usage privileges if deemed necessary.

The campus or district administration will make the final determination of whether the frequency of damage is incidental or intentional.

If deemed necessary, device use under these circumstances can be revoked by campus or district administration.

# Theft of a Device

In the event of device theft, a police report must be filed as soon as possible after determining the theft. Replacement for theft of the device will be assessed

on a case-by-case basis and will be at the discretion of the campus principal and/or district administration.

# Use of Personal Devices

While Birdville ISD supports using personal devices, students who must use a personal device under the terms of this guide will not be issued a district-owned Chromebook. The Technology Department will not support personal devices or help troubleshoot physical issues. Students will still be responsible for bringing their device to school each day, 100% charged and ready to use.

Related Documents

BISD Responsible Use Policy: <https://www.birdvilleschools.net/studenthandbooks> RevTrak: (<https://birdvilleisd.revtrak.net/>)

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