

**BISD 1:You
Program Handbook**



INDEPENDENT SCHOOL DISTRICT

2020-2021

Welcome

The *BISD's 1:You Program Handbook* has been designed to answer many common questions regarding the student-issued technology devices. Burleson ISD students are issued personal-learning devices for their instructional, school-related communication, and assignment needs. We are glad to help all Burleson ISD parents/guardians if there are questions or concerns regarding the use of the assigned student device.

Definition of Terms

In this handbook, terms such as “you” and “your” refer to the enrolled Burleson ISD student. Terms such as “we,” “us,” “District,” and “our” refer to Burleson Independent School District. Terms such as “property,” “device,” “tablet(s)” and “computer(s)” refer to the student-issued learning device.

Devices Issued to Students

Students in grades K through 12 will be issued the following items:

- Chromebook and Chromebook power supply

K-2 devices will remain in classroom sets unless the devices need to be sent home for remote learning.

Due to the need for specialized software for gaming/coding/animation, students at The Realm Secondary School will receive:

1. Dell Latitude 3350 - 13.3" display
2. Dell power supply

Prohibited Device Lending and Borrowing

- Do NOT loan the device to other students.
- Do NOT borrow a device from another student.
- Do NOT share passwords or usernames to any program for any reason.

Expectations

Students are expected to come to school each day with a fully charged device battery. A limited number of electrical outlets will be within reach and/or available during the school day to charge a low battery.

Students are expected to properly use, care for and store their devices. This includes, but is not limited to:

- Using the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- Caring for and preventing damage to the power cord.
- Refraining from applying any stickers, paint, glitter, or other decorations. The laptop is the property of the district, and should not be altered.
 - Parents/Guardians/Students are welcome to purchase a decorative case or add stickers to a case they have purchased
 - Refrain from removing or covering the Burleson ISD asset tags on the bottom of the device or power cord.

Device Usage Fee

Burleson ISD will charge a general usage fee of all students participating in the “BISD's 1:You” Program . The fee schedule is as follows:

- Standard Fee: \$30.00 (with a \$50 cap per family with multiple students in the district program)
- Reduced Lunch: \$15 for students who qualify and participate in the reduced lunch program
- Free Lunch: \$0 for students who qualify and participate in the free lunch program

USAGE FEE WAIVED FOR 20-21 SCHOOL YEAR

Damage Fees

We understand that damage can and does occur. Damage fees will be assessed on a case by case basis for the 20-21 school year.

Chargers

In the event of a lost or damaged charger, a fee for the cost of the replacement charger may be assessed.

Device Security

The Campus/District will enact the following security measures:

1. Each device will be inventoried with a Burleson ISD identification tag. Tampering with or removing any identification tags may result in disciplinary action.
2. Students will be taught device security, safety, and expectations for use.

3. The District will work with the Burleson ISD School Resource Officers and the Burleson Police Department to alert area pawn shops and police departments of this District-owned equipment.
4. A Burleson ISD Google Apps for Education account will be necessary to log on to the device, this limits its use should the device be stolen or sold.

Reporting a Stolen or Vandalized Device

1. In case of theft, vandalism, or other criminal acts against the device, the student or the student's guardian **MUST** file a report with the Burleson Police Department within 48 hours (two days) of the event. In addition, a copy of the police report must be submitted to campus administration.
2. Some homeowner insurance policies may cover devices lost in a home fire. The police/fire report number must be presented to campus administration within seven (7) days of the fire.

Reporting a Lost Device

Report any lost device to campus administration as quickly as possible. The cost of the lost device will need to be covered in full before a new device is issued.

Device Insurance

The campus/District does NOT provide any insurance policy against loss, theft of, or damage to the devices. There is not any implied, stated, or otherwise communicated insurance associated with the issued device. If desired, parents/guardians may contact their own homeowners, rental, or car insurance providers to verify coverage for the device under any existing personal insurance policies.

Replacement Parts

Replacement parts and repairs are purchased and installed by the district technology department. Student or parent/guardian parts purchases and/or repairs are not permitted. We ask families not to repair damaged devices as the repair could void any device warranty.

Terms of Device Loan

Students will comply at all times with the *“BISD 1:You” Program Handbook* and the *Burleson ISD Acceptable Use Policy*, included in this packet. Any failure to comply may immediately terminate a student's ability to possess and use the device. In addition, the District may confiscate the device and restrict the student's network access. The device

belongs to, and shall always belong to, Burleson ISD. The device will be returned at the end of the school year or upon withdrawal from Burleson ISD.

Students and families should understand that at any time the device may be reclaimed by campus and/or District administration for regular, random, or targeted inspections and investigations. Parents and students should submit to such action without hesitation.

Student Device Training

All students will receive general and specific training on the proper use of the device. Should any student believe he/she would benefit from additional training, the District technology staff will gladly provide assistance. Parents/guardians should maintain continual communication with their student regarding his/her digital-skills development and comfort level with the device.

Protective Case

Burleson ISD does not provide a protective case for an issued device. Parents or guardians are encouraged to purchase a protective case for their student's device.

Appropriation

Failure to return the device or using it for non-school purposes without the District's consent may be considered unlawful appropriation of District property.

Problems with the Device

Burleson ISD is committed to students having the ability to continue their work when a device is experiencing problems. Students are required to report any device issues to their teacher. Teachers will follow-up with appropriate campus/District staff to resolve the problem.

1. **Classroom/Library Computers:** The District has limited numbers of desktop computers in some classrooms and in the campus library. Students can use these computers if they do not have their device. Student accounts will remain active at all times unless there are disciplinary consequences in effect.
2. **Device Exchange:** If a student's device becomes inoperable through no fault of the student, Burleson ISD may provide a "loaner" device, which may be available for use during the school day only. However, students may be without a "take-home" device while repairs to the inoperable device are made.

Students may submit an online technical issue report from the BISD 1:You website.

Inappropriate Content

There are many Internet sites that can be alarming or potentially dangerous to minors. These sites are blocked while students are logged on to the District network. Students are in violation of District policy if they attempt to access these sites or attempt to bypass the filter. Parents/guardians should closely monitor student home Internet access even though the devices will be filtered when they are not on the District network.

1. Any inappropriate content, as defined by the Burleson ISD *Code of Conduct*, will not be allowed on District devices.
2. Items such as, but not limited to, the presence of weapons, pornographic content, inappropriate language, alcohol, drug, gang-related symbols or pictures can result in disciplinary actions.

Internet Filters

The Burleson ISD student devices have an Internet filter that travels with the device. This filter blocks inappropriate sites, as well as some common non-educational sites. The Internet filter should not block appropriate, educational sites. If an appropriate, educational site is blocked, please report that to the classroom teacher, and that site will be reviewed. Students attempting to go around, proxy through, or tamper with the Internet filter will be in violation of the stated acceptable use guidelines and will face disciplinary consequences that may include a temporary or permanent loss of device privileges.

Home Internet Use

Students are encouraged to use the device and the Internet at home as a part of instructional programs in Burleson ISD.

Within Burleson, there are several public access points where District devices can easily and legally connect to a cost-free Internet connection. The Burleson Public Library System and several businesses have wireless networks available for public use.

Return of Device

Devices will be returned to the district during summer for updates and maintenance. Students will receive the same device when they return in the fall.

Students leaving the district or graduating must return their device and pay all outstanding fees.

Burleson ISD Acceptable Use Policy

Possession and Use of Personal Electronic Devices, Including Cell Phones

The District permits students to possess personal electronic devices, including cell phones for educational use. However, if possessed for non-instructional reasons, these devices must remain turned off during the instructional day, unless approved by campus administration. During state standardized testing, students will not be allowed to possess these devices. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a personal electronic device for non-instructional purposes during the school day, the device may be confiscated and the parent or guardian may retrieve it at the end of the day. Confiscated devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See policy FNF.] Any disciplinary action will be in accordance with the *Student Code of Conduct*. The District is not responsible for any damaged, lost, or stolen electronic device.

Possession and Use of Other Personal Electronic Devices

Except as described above, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless approved by campus administration. Without such permission, teachers will collect the items and turn them into the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See policy FNF.]

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal electronic devices for instructional purposes while on campus. When students are not

using the devices for approved instructional purposes, all devices must be turned off during the instructional day, unless approved by campus administration. Violations of the *Acceptable Use Policy* may result in withdrawal of privileges and other disciplinary action.

To prepare students for an increasingly technological society, the District has made an investment in the use of District-owned technology resources for instructional purposes. Specific resources may be issued individually to students. Use of these technological resources, which include the District's network systems and use of district equipment, is restricted to approved purposes only.

Network/Internet/email access is available to students and teachers in Burleson ISD. The Internet enables worldwide connection to electronic mail, discussion groups, databases, software, and other information sources. Burleson ISD provides network/Internet/email access to promote educational excellence in Burleson ISD schools by facilitating resource sharing, innovation, and communication. Burleson ISD firmly believes that the value of information and interaction available on the network/Internet/email far outweighs the possibility that users may obtain material that is not consistent with the educational goals of Burleson ISD.

Risk

Controlling all materials on the network/Internet/email is impossible. Sites available via the network/Internet may contain material that is illegal, defamatory, inaccurate, or controversial.

With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

- **User Responsibility:** Network/Internet/email users, like traditional library users, are responsible for their actions in accessing or disseminating information.
- **District Responsibility:** Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education promotes student safety in electronic communications, including the Internet, appropriate online behavior, and cyberbullying awareness and response. Users will be provided copies of the District's *Acceptable Use Guidelines*.

Network/Internet/Email – Terms and Conditions

Burleson ISD network/Internet/email access may be used to improve learning and instruction. The use of these tools must be in alignment with the educational goals of Burleson ISD. Burleson ISD expects legal, ethical, and efficient use of the network/Internet/email.

- **Privilege:** Use of a Burleson ISD network/Internet/email account is a privilege, not a right.

- **Subject to System Administration:** All Burleson ISD network/Internet/email account usage is subject to monitoring by assigned technology staff for virus scanning or inappropriate use.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the network/Internet.

- **Violation of Law:** Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law using a Burleson ISD resource may result in litigation against the offender by the proper authorities. If such an event should occur, Burleson ISD will fully comply with the authorities to provide any information necessary for the litigation process.
- **Commercial Use:** Use of commercial, income generating or “for profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail or chain letters is prohibited.
- **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network/Internet, or any networks or systems that are connected to the network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses, participating in denial of service attacks, attempting to bypass any security measures or Internet filters. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- **Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited.
- **File/Data Violations:** Deleting, examining, copying, and/or modifying files and/or data that belong to other users are prohibited.
- **System Interference/Alteration:** Attempts to exceed, evade, or change resource quotas are prohibited. Creating network congestion through mass consumption of system resources is prohibited.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement will result in revocation of the user’s access privilege, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

- **Final Determination:** The District Superintendent or designee will make final determination as to what constitutes inappropriate use.

- **Denial, Revocation, or Suspension of Access:** District and/or campus leadership, in accordance with Burleson ISD disciplinary procedures, may deny, revoke, or suspend access as required.

Security

- **High Priority:** Security on any computer system is a high priority, especially when the system involves many users.
- **Reporting Security Problems:** If a user identifies or has knowledge of a security problem on the network, the user must notify campus leadership and/or technology leadership. The security problem should not be shown to other users.
- **Impersonation:** Attempts to log on to any BISD provided resource as anyone but yourself is strictly prohibited. Any attempts to do so may result in loss of Network, Internet or other technology privileges.
- **Security Access Revocation:** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.

Disclaimer

This agreement applies to stand-alone units as well as units connected to the network/Internet.

Burleson ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Burleson ISD is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. Burleson ISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the network/Internet is at the user's own risk. Burleson ISD specifically denies any responsibility for the accuracy of quality or information obtained through its services.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as

“sexting,” will be disciplined according to the *Student Code of Conduct*, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the District’s computer security will be disciplined in accordance with the *Student Code of Conduct*, and, in some cases, the consequence may rise to the level of expulsion.