

Breckenridge Community Schools

Acceptable Use Policy

Purpose

This living document is intended to provide students, parents, faculty and staff an understanding of Breckenridge Community School's approach to technology in the classroom. Below are the guidelines that must followed by anyone who intends to utilize school technical resources.

Introduction

Breckenridge Community Schools will provide accountability to academic achievement and instructional excellence through 21st Century curriculum, instruction, and assessment. Voters in the village of Breckenridge approved a bond request in 2012 that has fundamentally changed our approach to education, resulting in a new model for our schools and classrooms.

We Believe:

- All students should be prepared for a global workplace. Therefore, we will equip our students with essential skills such as; effective communication, creativity, collaboration, and critical thinking.
- Teaching and learning does not end when the final bell rings. Teacher created content is available and accessible to students outside of class, which necessitates a device that can be used for both consumption and production of online content.
- The devices we have chosen are appropriate for allowing students to become self-directed learners.

SECTION 1 – School Provided Technology

- Kindergarten through 1st Grade will have access to an iPad.
- Grades 2nd through 12th will have access to a Chromebook laptop.
- Respective Charger and Power Cable.

SECTION 2 - Costs of Damages/Optional Technology Care Fee (TCF)

- There are no upfront costs for access to technology.
- Students are considered responsible for any and all devices assigned to them. Including devices that are loaned to them for any temporary duration such as testing.
- Students must pay any repairs fees should a device become damaged while in their care for any duration.
- Devices that are lost or stolen are also the sole responsibility of the student and will be held accountable for any fee for replacing the device.
- Cases are recommended for transporting devices. Cases reduce the risk of damage during transport.

Optional Technology Care Fee (TCF)

- An optional Technology Care Fee is available to assist in relaxing the pressure of repair costs. This fee also ensures that students within approved grade levels can take home a school issued device. Below is a listed overview of the Technology Fee and the typical costs of repair without insurance.
- Technology Care Fee (TCF):
 - \$35.00
 - Lasts the current school year

- Covers Accidental Damage
- Does not cover Lost or Stolen devices.
- Reduces all fees to a maximum of \$25.00 per repair.
- Allows students from Grades 8th through 12th to take them home.
- TCF cap at \$100 per family.* No single family shall pay more than \$100 to insure all their devices.
- Typical Repair Costs:
 - Screen Replacements = \$45.00+
 - Charger and Cables = \$40.00+
 - Whole Chromebook Replacement = \$250.00+
- Unless deliberate damage is reported Kindergarten through 1st Grade is exempt from paying fees.
- Unpaid repair costs will accumulate on a student's permanent record.

*Repair fees do not fall under the TCF cap and therefore must always be paid no matter how many times the device is repaired in a school year.

SECTION 3 - Bring Your Own Device

Middle School and High School students may choose to bring their own device to utilize while at school. Student devices will be connected to the school provided network. All AUP and Handbook rules will be in effect while devices are in use at school.

Student Device & Parent Handbook

SECTION 4 - Home Use

We expect that our 1:1 program will help students to learn and maintain good digital habits that will last a lifetime. Any rules at home about computer use or Internet access should apply equally to your student's device. In addition, we encourage you to discuss appropriate uses of technology with your student, and we will discuss approaches to this conversation as part of our device information sessions. A device that goes home must be treated as if it were still in school, and be used appropriately. Use of the device is a privilege. The Breckenridge Community School district owns the device and will loan them to the students as a tool to support their learning experience.

Exceptions to Home Use:

- Beginning 2018 - 2019 School Year, grades 2nd through 7th will no longer be able to take home a device. It is recommended that parents/guardians pay the TCF in order to keep repair costs down.
- Grades Kindergarten through 1st grade are not directly assigned devices and do not need to pay the TCF or repair fees. Only a device that is deliberately damaged by a student in Kindergarten or 1st Grade will incur repair costs.

SECTION 5 - Handling, Care, and Transport

- All devices should be in a case when being transported in order to minimize risk of damage.
- Backpacks do not make good substitute cases.
- Do not leave the device in extreme temperatures such as; a hot or cold car or in direct sunlight.
- Avoid having any sharp objects near the device, and only use a finger or stylus pen on touch screen devices such as iPads.
- The device will come with a district provided Asset Tag sticker. No other stickers or writing should be added to the device. Removal of any school Asset Tags will incur the fees associated in it's reattachment.

SECTION 6 - Cleaning the Device

- Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean your device.
- Simply wipe the screen with a soft, lint-free cloth to remove oils left by hands.
- The ability of the screen's coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

SECTION 7 - Student Responsibilities

- Devices should be charged each day.
- Students are responsible for any activities that take place on their device. They should not share passwords or allow other students to log onto their device.
- Students should notify an administrator if an inappropriate or threatening email or message is received.
- Students will be required to return the device at the end of each school year by a predetermined date. Students who graduate early, withdraw, or are suspended or expelled, or terminate enrollment at BCS for any other reason must return their individual school device on the date of termination. If this is not done, then actions will be taken to recover the device.

Email

- All students in 2nd through 12th grade will be provided with a Google Gmail account for document sharing and collaboration purposes.
- This email account is removed upon either graduation or voluntary/involuntary dismissal from BCS.
- Student email addresses may be restricted to grade level access only to comply with the Children's Internet Protection Act (CIPA). Students will only be allowed communication between breckhuskies.org (teachers and staff) and breckhuskies.net Gmail accounts. If your child's grade level is restricted, you may not be able to email your child at that address.
- It is recommended that you use the following school methods for contacting your child:
 - Elementary
 - Phone: 989-842-3182 Ext. #2
 - Email: jcrofoot@breckhuskies.org or cathyc@breckhuskies.org
 - High School/Middle School
 - Phone: 989-842-3182 Ext. #4
 - Email: lsmith@breckhuskies.org or jenradtke@breckhuskies.org

Acceptable Use Policies

SECTION 9 - Responsibilities:

1. Breckenridge Community Schools District is the owner of the device. All users shall not have any expectation of privacy while operating a provided device. This includes all data created, received or transported while using the device through technologies such as; e-mail, network communications, internet use, video recording, and all other electronic interfaces. Therefore, all users understand that their use of the device can and may be strictly monitored, electronically or otherwise, by school district personnel at any time.
2. Users shall not install any software on the device or download any applications without the express prior permission of the school district's technology department.
3. Use of the device for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The school district upholds the copyright laws of the United States as they apply

to computer programs or licenses owned or licensed by the school district. Such action is also governed by the school district policy.

4. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the device.
5. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the device.
6. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access school district technology resources and computer systems. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use an account that has been logged in under another user's name. Users shall immediately notify the school district if a security problem is suspected or identified.
7. Users shall not use the device for purposes other than for school district-related business. The device shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining or sending obscene or pornographic material.
8. Users shall not use the device to harass or intimidate.
9. Each user shall be responsible for any and all damages to the device resulting from their deliberate or willful acts.
10. Users shall report any problems or malfunctions with the device to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for it can also damage the inner workings of the device.
11. The school district may, at any time, make determinations that particular uses of the Internet and technology resources are not consistent with the goals or mission of the school district and prohibit such uses.
12. Users shall not play video games, visit chat rooms or otherwise use the device for non-academic purposes while at school.
13. The school district in its sole discretion reserves the right to terminate the availability of the device at any time.
14. The school district reserves the right to:
 - a. Make determinations as to whether specific uses of the device is consistent with its goals, educational mission, policies and/or procedures;
 - b. Monitor and keep records of device and Internet use;
 - c. Terminate user's privileges to access and use the device and other school district technology resources to prevent unauthorized activity.
15. Failure to follow the policy, procedures, rules and regulations of the school district may result in termination of the user's privilege to access the device and other school district technology resources. In addition, the user may be subject to other disciplinary or legal action.
16. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's use of the device.
17. All school district policies and procedures, including the Student Handbook, apply to the use of the device and Google account.
18. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the device during the school day.
19. Each teacher has the discretion to allow and regulate the use by students of their device in the classroom and on specific projects.
20. In the classroom, students may use their device only for the purpose of accessing materials that are relevant to the classroom curriculum.
21. The school's network filters will be applied to the device's connection to the Internet and other technology resources.
22. Users are expected to charge their device prior to school and run it on battery power while at school.
23. Users shall maintain their device in silent mode at all times when on school property, unless otherwise permitted by school staff.
24. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in

compliance with School District policies and procedures.

25. Use of the device is prohibited in the following areas/situations:

- a. Locker rooms
- b. Bathrooms
- c. Any private areas used for the purpose of changing clothes.
- d. Any other areas as designated by administration.

26. Students shall not use their device to cheat on assignments or tests.

27. Users shall not print from their device to school district printers without the prior authorization of school staff.

Disclaimer: The school district will make every effort to provide appropriate technology resources, however, the school district makes no warranties of any kind, whether expressed or implied, for the device and district-provided Google account. The school district shall not be responsible for any damages incurred by a user of the device, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the school district be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the device or Google account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

SECTION 10 - Parent/Guardian Responsibilities

- Parents should monitor all activity on their student's Gmail account.
- Talk to your children about values and the standards that your 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.
- Check to see that your student's device comes to school fully charged each day.
- Make sure that the device is used primarily by the student.
- It is recommended to have wireless internet available at home because the devices do not have word processing software installed on them.

Technology & Instruction

SECTION 11 - School Responsibilities

Breckenridge Community Schools (BCS) will provide Internet and email access to its students in second through twelfth grade while on school property and provide Internet filtering at all times. Through the use of Google Applications (Apps) we will provide cloud-based data storage areas. These will be treated similar to school lockers. BCS reserves the right to review, monitor, and restrict information stored on or transmitted via BCS District owned equipment and to investigate inappropriate use of resources. BCS District will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

SECTION 12 - Google Account

Breckenridge Community Schools uses Google as a service platform so that students have more learning opportunities than ever before. Students will have access to their school provided Google Account at any computer that has an internet connection.

Applications available to students include but are not limited to:

- Gmail
- Google Docs
- Google Sheets
- Google Slides
- Google Drive

Students should practice data preservation by always saving important school work to their Google Drive. For example, pictures that are downloaded from the internet that are used for school projects should be saved.

In the event that a device must be reset or is damaged beyond repair any data that is directly downloaded and not saved to Google Drive will be lost. BCS is not responsible for any loss of student created data and is not required to retrieve or recreate such data.