

Student Device & Electronics Use

The goal of computer usage and access to the internet is to establish collaboration and exchange of information between and among individuals and between other schools and institutions. Bellaire Public Schools, through the use of computers and the internet, encourages personal growth in technology, information gathering skills, and communication skills. Further, in accordance with the Child Online Privacy Protection Act (<https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>), we are required to get permission from parents to create accounts using your child's first and last name if the child is under the age of 13. Rather than get permission each time a service is required in a class, we use your consent to our Handbook and Acceptable Use Policy as authorization to create necessary accounts that meet our educational and instructional needs and adhere to all applicable laws. We will make sure none of our assignments require students under the age of 13 to publicly publish work online that identifies them by first and last name. Our goal is to teach students safe and responsible practices when using online tools.

Hardware and Software

Bellaire Middle/High School's 1:1 Chromebook program is designed to provide equipment and resources that meet the needs of today's students. This program provides access to digital content both at home and at school whenever needed. More specific uses will be determined and communicated by classroom teachers.

Devices

Every student in grades 6-12 is assigned an inventoried Chromebook device owned by the school. Use of the Chromebook is a privilege. Bellaire Public Schools owns the device and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the Chromebook to school fully charged each day and have them in class just as they would for any other required material. The student's responsibilities for the device are:

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Bellaire Public Schools.
- I will take care of my assigned Chromebook.
- I will never leave the Chromebook unattended.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will only use the school-issued charger that matches the manufacturer of my Chromebook to plug it in. I will not use the charger with other devices.
- I will not allow others to take possession of my Chromebook nor will I be found using a device that is not assigned to me unless given permission to use a different device by a teacher or staff member.
- I will be responsible for any damage caused to my Chromebook through abuse or neglect (including damage due to food or drink, dropping, etc.).
- I will be responsible for replacement costs for loss of the Chromebook, case, and/or charger. Lost items are not covered by the Protection Plan.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will always carry my Chromebook closed and with two hands while in the hallways.
- I will not place heavy objects or books on top of or lean on a closed Chromebook.

- I will take care with where I place my Chromebook in my backpack, car, or locker in order to minimize possible damage by other materials, extreme temperatures, or dropping or kicking my bag.
- I understand that my Chromebook is for educational use.
- I will NOT place any stickers, drawings, or hard to remove items, decals, or paint on my device or case.
- I will file a police report in case of theft or vandalism.
- I agree to return the Chromebook and power cords in good working condition at required check-ins (e.g. withdrawal from school or summer).
- I understand that my use of the Chromebook is subject to all applicable district policies and regulations, the student handbook, student code of conduct, and any individual campus procedures.
- I understand that I must leave the district-provided NutKase Ballistic Nylon case on my Chromebook at all times. If my device is seen without it, it will void my Protection Plan which covers the first claim of accidental damage.

Students are expected to surrender their chromebooks at the conclusion of each school year. The district will do its best to reassign the same device the following year, but it cannot be guaranteed; it is possible that the make and model of devices will change or that a Chromebook used one year will be assigned to a different student the next year. New Chromebooks generally have a 1-year manufacturer's warranty used to cover defective hardware; however, the expected lifespan of a district Chromebook is at least 5 years. Therefore, it is imperative that all students help to take care of their devices. Please see the section regarding possible consequences for violations for a list of potential outcomes for not adhering to district policies.

Students in grades 6-12 can and should plan to take their Chromebook home each night. While at home, it is expected that it is used for school-related work and fully charged to return the next day. The expectations of a parent or guardian at home are to:

- Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio. Should you want to opt out of taking a Chromebook home you may indicate on the consent form that the device assigned to your child will stay at school each day; it will still be used in school but it will not go home.
- Check to see that your student's device comes to school charged each day. Students may want to carry the charging cord and brick in their bags to have it available throughout the day as well.
- Remind your child to keep the case on the device at all times in order to not void the Protection Plan.
- Make sure that the Chromebook is used by the student only, and not other family members. All activity on the device is monitored and tracked by the student's username.
- Make sure that the Chromebook and charger are returned to school at the appropriate times and in good working order.
- Devices have compliant filtering programs designed to protect students from inappropriate content. However, no filtering system can guarantee 100% accuracy in eliminating inappropriate content. Therefore, parents/guardians should:
 - Monitor student device usage at home and away from school
 - Consider investigating and applying parental controls available through home internet service providers, wireless router settings, and online filtering services.
 - Develop a set of rules/expectations for student mobile device use
 - Demonstrate interest in, and monitoring of, what the student is doing on the student device

If students do not bring their charged Chromebook to school, they can 1) call home to have it brought to them, 2) check out a temporarily loaned device for the day (there are only a small

number of these available), and/or 3) receive an alternate assignment from a teacher. If a pattern is established with forgetting or not charging a device, the Bellaire Public Schools reserves the right to request equipment returned for school use without the ability to remove it from campus for nightly use.

Google Accounts

Every student in grades 6-12 is assigned a school email account through Google. School emails consist of a student's username and @bellairek12.org. Upon enrollment in Bellaire Public Schools, students will be told their username for Google (generally made up of a graduation year and a student's last name) and will choose their own password. The student's responsibilities for using the Google account are:

- I will choose a unique password to keep my account secure. I will choose a new password when required by my school and not reuse previous passwords.
- I will NOT share my password with other students for any reason.
- I understand that if I forget my password and cannot access my account, the district can only reset it to a default where I can choose a new one again as administrators do not have access to student passwords.
- I will check my school email daily for communications from my teachers and school.
- I will periodically go through the files saved in my Drive and delete anything that is no longer needed in order to free up space.
- I will notify an administrator if a threatening or inappropriate message is received.
- I will NOT use my school email to sign up for spam or websites.
- I understand that nothing saved in my Google account (emails, files, etc.) has the right to privacy and can be accessed by district administrators as needed.

Google has many precautions in place to protect the privacy of students within our educational domain. You can view their privacy notice here:

https://workspace.google.com/terms/education_privacy.html. Additionally, we allow students to access approved video content on YouTube. This application is governed by a separate terms of service agreement found at <https://www.youtube.com/t/terms>. All school users who access these sites and services are bound to these terms and conditions. Bellaire Public Schools has added additional safety and security measures to our standard protocol to keep students safe; this includes not allowing middle school students to send email to or receive it from email addresses outside of our Bellaire domain, requiring occasional password changes, and daily automatic student device locks requiring a password to be input, among other things.

Graduating Students

Upon graduation from the Bellaire Public Schools, a student's Google account (Drive, docs, email, etc.) will remain active until December 31 of their graduation year. This allows sufficient time for former students to make copies of or transfer any files they wish to keep to personal accounts. The district will communicate with all seniors prior to graduation, throughout the summer, and into the fall prior to the deadline to remind them of the upcoming account deletion. The district recommends using takeout.google.com to move large quantities of files to personal storage. After the December 31 deadline, all graduated student accounts are deleted permanently and all messages, files, and other data are irretrievable.

Hotspots

The Bellaire Public Schools has mobile hotspots available for families to check out as needed in order to ensure stronger, more reliable access to the Internet for students while working at home. If your household does not have a dependable Internet connection, please indicate a need for a hotspot on the consent form. If something changes during the school year in regard to your family's ability to get online, please contact the school to have a hotspot temporarily

checked out for a few days, weeks, or the rest of the year. Disabling or trying to reset the hotspot device to factory settings (and off district-monitoring) is strictly forbidden and will result in the device being turned off and possible disciplinary actions if the device is used for inappropriate activities.

Hotspots are provided to increase educational opportunities by facilitating learning, instruction, and educational necessities (such as homework) within the home. Since our 6-12 grade students are assigned a school Chromebook for completing assignments and can take their device home, priority is given to families who have students in these grades and need assistance with internet access. The hotspot device remains the property of BPS and is to be used for instructional purposes only by the students in the home.

Hotspot activity is fully monitored by district administration and if consumed data is abused (i.e. pulling a majority of our allotment, visiting gaming sites, accessing non-DNS IP addresses, among other things) indicating connectivity beyond the educational scope that was intended, restrictions will be placed on the hotspot. Restrictions can be set without warning and may include, but are not limited to, the following: data speed restrictions, monthly limits for data use by your individual hotspot, visible push warnings on the hotspot device, time-specific mobile data access.

Surrendering Technology

Students are expected to return all district-provided equipment such as Chromebooks, charging cords, or hotspots, upon withdrawal from the Bellaire Public Schools or at the request of an administrator at any time during the school year. Once the school or district receives notification of transfer or withdrawal, the student's Google account will be deactivated and cannot be accessed. Should the student return to the Bellaire Public Schools prior to their graduation year, they will be assigned new equipment and their Google account will be made active.

Student Activities Strictly Prohibited

This is a non-exhaustive list of activities that are strictly prohibited with Bellaire Public Schools hardware and software. Other violations not on this list may still result in penalties and consequences as determined by the administration. Students may not at any time:

- Videotape or photograph any individual, for non-educational use without their consent.
- Illegally install or transmit copyrighted materials.
- Violate existing Board policy or public law.
- Send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use chat rooms, sites selling term papers, book reports and other forms of student work.
- Play Internet or computer games or watch non-educational videos during instructional time.
- Bypass the district web filter through a web proxy or VPN.
- Spam/send mass or inappropriate emails.
- Gain access to other student's accounts, files, and/or data.
- Use the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use anonymous accounts or impersonate others online.
- Participate in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalize school equipment (including 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).
- Transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass, bully, intimidate, or demean recipients.
- Add inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.

- Use any wireless communications device (both district and personally owned) in any bathroom or locker room.
- Use a Chromebook in the lunchroom during lunch.
- Use a device that has not been assigned to them unless otherwise directed by a teacher or staff member.

Violations may result in disciplinary action up to and including suspension/expulsion for students. Please see the section regarding possible consequences for violations for a broader list of potential outcomes. When applicable, law enforcement agencies may be involved.

Consequences for Technology Violations

Please note that internet filters used by Northwest Education Services and Bellaire Public Schools automatically flag inappropriate content. Notifications are sent to the school administration who will view the material to determine if any consequences need to occur. This includes content visited/created by students while using the school network resources and all web applications contained in school issued accounts, including email sent and received. Administration reserves the right to access student data at any time they feel is appropriate. All users of district resources acknowledge that there should be NO expectation of privacy while connected to hardware, software, and networks owned by the Bellaire Public Schools.

The use of the Bellaire Public Schools computers and the internet is a privilege, not a right, which may be revoked at any time for abusive conduct. If a school administrator determines that a violation of this agreement has occurred, students may face consequences including, but not limited to:

- Lunch or after school detention
- Revocation of access to specific websites or applications
- Loss of computer/Internet privileges for a term or a school year
- Loss of the ability to remove a school-owned device from campus
- Inability to check out new devices
- Suspension from school
- Financial payment for damages resulting from abuse or neglect
- Expulsion from district
- Reports filed with appropriate law enforcement agencies

Technology Protection Plan

The Bellaire Public Schools has created the Technology Protection Plan to help alleviate costs associated with damaged or stolen Chromebooks and other devices. All 6-12 families will participate in the Protection Plan unless doing so will present an undue hardship. Any families who believe they cannot afford the Protection Plan should contact their building principal for additional information.

The Technology Protection Plan is available for annual purchase for each device issued to a student. The protection plan will cover accidental damage to the Chromebook, iPad, or Hotspot as well as theft. All theft claims must be accompanied by a police report. This protection plan does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and/or abuse. Costs are outlined on the annual plan enrollment form and are non-refundable. Forms are available in the office and will be sent to families at the start of every school year.