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# BASD Connect

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## Burlington Area School District

1 to 1 Technology Initiative and Student Computer Use Handbook



BASD Technology

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# BASD Connect

BASD Connect is the district's 1 to 1 technology program. The goal of this program is to provide an environment for collaboration, creation of content, and learning in a connected world. The district is committed to providing the tools and training to staff and students, so that we continue to build a community of life-long learners.

## Getting Started

In order to maximize access to instructional technology for students, the Burlington Area School District will supply students with a technology device. Students in grades 1 through 12 will each be assigned a Chromebook. Chromebooks in grades 1-8 will be kept in carts in each homeroom, and will be picked up and returned each school day. The Chromebooks in grades 9-12 can be taken home each day.

Students in Kindergarten will have access to a mix of tablets and Chromebooks, which will be kept in carts.

This device is the property of the Burlington Area School District. These devices function to provide each student access to required educational materials needed to be successful; it will allow student access to educational web based tools as well as many other useful resources. The devices are an educational tool to be used for activities that support college and career readiness such as:

- Producing written projects
- Accessing information
- Research and data gathering
- Presenting information visually
- Note taking
- Managing personal time  
(Calendar and Assignment Notebook)
- Accessing student records, grades, and assignments
- Communicating (email, blogging, submitting assignments electronically)
- Collaborating
- Participating in web based curriculum

## Responsible Use

All device users in the Burlington Area School District will follow the Student Acceptable Use Policy, which is included in this document. This guide is in effect at all times when using Burlington Area School District owned equipment.

## Device Distribution

- Chromebook devices will be distributed to the grades 9-12 students during the first few weeks of the new school year. Students will return the Chromebooks prior to the end of the school year. The devices will be inspected, and readied for the following year. Students will be assigned the same device each year while in grades 9-12.
- Devices for grades K-8 will be available in classroom carts, and will be assigned by homeroom teachers. Students in grades 1-8 will keep their same device from year to year.

## Device Return

All district owned Chromebooks will be returned to school buildings as follows:

- Students in grades 9 - 12 who leave the district must return their Chromebook to the library of Burlington High School.
- Students in grades 9 - 12 will turn in their Chromebooks prior to the final day of school, as scheduled within the school. Summer check out is available for AP and summer classes.
- Any Chromebook not returned at the end of the school year, or as a result of the student no longer being enrolled in the Burlington School District, will be charged for the device or considered stolen property, and law enforcement will be notified.
- Chromebooks for grades 1 - 8 will be kept in carts by the homeroom teacher for the summer.

## Chromebook Care

Students are responsible for the overall care of their Chromebook. Chromebooks that are broken, damaged, or have mechanical failure must be brought to the school library for repair. **DO NOT** take district owned devices to an outside repair facility for any type of service.

- Students in grades 9-12 are expected to bring their device fully charged each school day, to support their learning. During the day, Chromebooks are to be stored in the student's locker when not in use.
- K-8 students are responsible for their devices during the school day. They will be charged each night in the classroom, and ready for use each school day.
- Cords, cables, and removable storage devices should be inserted and removed carefully from the Chromebook.
- Chromebooks shall remain free of any stickers, with the exception of the Burlington Area School District pre-applied labels. This tag must not be removed or altered in any way. If

a tag is removed or defaced, it is the student's responsibility to contact the school library for a replacement.

- Avoid exposing your Chromebook to extreme temperatures, weather conditions, or liquid.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. Do not use household cleaners to clean your Chromebook.
- Do not cover the vents of the Chromebook.

## **Transporting and Storing your Chromebook**

- Do not put paper or other objects between the keyboard and screen.
- Unplug the power cord and/or any other connected device from your Chromebook before moving it or storing it in a backpack/container.
- Chromebook lids should always be closed and secured when moving from one place to another. Always support a Chromebook from its bottom with the lid closed.
- Care should be taken when storing the Chromebook in a backpack or locker. Do not place books or other items on top of the device.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft.
- If on an athletic team, the device should never be left in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.

## **Chromebook Use**

- Students will only be able to log into the Chromebook using the [\*@burlingtonsd.org\*](mailto:@burlingtonsd.org) account that is assigned to them.
- Students shall not share their password with others.
- Inappropriate images may not be used as a screen background.
- Presence of guns, pornographic materials, alcohol, drug references, gang symbols, inappropriate language, or other items deemed inappropriate will result in disciplinary actions.
- Do not allow other students to use your Chromebook. Loss or damage that occurs when anyone else is using it will be the student's responsibility.
- It is expected that the Chromebook is at school and fully charged with the student each day.
- If students leave their Chromebook at home, they will be allowed to use their personal cell phone, with teacher permission, to call/text their parent/guardian to bring it to school.

- Chromebook use at home will be filtered, just as it is when in school. Because this is a Burlington Area School District owned device, students should not expect files stored within the district Google Apps for Education domain to be private.

## **Chromebook Repair/Replacement**

- The Chromebooks have a two year warranty from defects. All accidental damage events will be reported and recorded.
- Students in grades 9-12 that have 2 accidental damage events in one school year, will no longer be allowed to take their Chromebook home. The device will be picked up and checked in to the school library each day.
- Report damaged Chromebooks at BHS to your school's library.
- Report damaged Chromebooks in the K-8 buildings to the classroom teacher.
- Damaged Chromebooks will be sent to the tech department for repair.
- Loaner Chromebooks will be issued to students when they submit their Chromebook for repair. Handbook guidelines apply to loaned devices.
- Lost Chromebooks must be immediately reported to the building administrator.
- Students will be provided a loaner Chromebook until a permanent replacement can be assigned.
- If the device is found in good working order it will be returned to the student.
- Chromebooks that are found to be unsupervised will be taken by staff and held in the library of the school. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- A device that is believed to be lost, stolen or vandalized will be treated like any other district owned property. The district will repair or replace the device, but parents and students may be responsible for those costs.
- If damage is deemed intentional, the student and parents will be notified of specific charges.

## Managing and Saving Work with a Chromebook

Digital work on the Chromebook will be saved using Google Apps for Education. Cloud storage will provide access to digital work from virtually any device with Internet access.

- Google Apps for Education (GAFE) is a suite of products that includes email, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, and more. GAFE lets students create different kinds of online documents, collaborate in real time with others, and store documents and other files in the cloud.
- All students will have unlimited storage associated with their GAFE account.
- All student documents and files will be stored online in the Google cloud environment. To maximize productivity, students will have OFFLINE access to their Google Drive. This Google feature allows students to access anything stored in their “My Drive” without relying on an Internet connection.
- Prior to leaving the Burlington Area School District, students who want a copy of their existing work within the GAFE environment will need to use the Google Takeout feature to transfer their material to a personal Google account.

## Parent Opt-Out

The Chromebook is considered an essential part of the Burlington Area School District learning experience, similar to a textbook so it is expected that every student will participate in the 1 to 1 program. In lieu of accepting the district owned Chromebook, parents may choose to provide a device (laptop, chromebook or tablet) for their child to use. This device must be brought to school each day, and follow the guidelines below.

### Student Owned Devices

- Student owned devices will be allowed (outside purchase instead of the district supplied device.)
- The Burlington Area School District is not responsible for damage, loss, theft or IT issues of student owned devices.
- Students who choose to bring their own personal device, instead of the district provided Chromebook, do not rescind the District’s right to inspect the device at any time while on school district property.

It is important for students and families to write down serial numbers of their device, and store that information in a safe area. This will be useful in returning a device if it is lost or stolen.

## **Google Apps for Education Account**

Google accounts and access will be given to all students. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Google email accounts will be given to all students in grades 5 and above. Parents are able to opt-out of the email portion of the Google Account. Please contact the principal at your child's school to request their account be limited with no email access.

## **Student Technology Acceptable Use Guide**

Burlington Area School District is providing students access to the district's electronic network. This network includes Internet access, computer services, computer and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. In compliance with the Children's Internet Protection Act (CIPA), the district recognizes the importance of safety training. Our safety training includes the distribution and discussion of the Net Cetera booklet. We will also post links and information on our district web site. This document contains the rules and procedures for students' acceptable use of the Burlington Area School District electronic network. The terms of the guide will be followed while using both district and student owned equipment.

- The Burlington Area School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Burlington Area School District electronic network has not been established as a public access service or a public forum. Burlington Area School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will repay the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities, as well as the law, in the use of the Burlington Area School District electronic network.



## Terms and Conditions

While utilizing any portion of the Burlington Area School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or spamming.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Burlington Area School District electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Burlington Area School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not use district equipment, the network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (CyberBullying)
- In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users' activities. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:

- Teaching students how to find educationally appropriate electronic materials.
- Teaching students how to judge the educational suitability of electronic materials.
- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- Teaching students proper safety and security procedures when using electronic mail, chat rooms, social networking, and other forms of direct electronic communication.

### **Internet Filtering**

- The internet content that is available for students in the Burlington Area School District will be filtered. All devices within the school district that are joined to the Burlington Area School District network will be filtered. It is our intent to protect our students, and filter internet content to the very best of our ability. In addition, all district owned Chromebooks that go home will be filtered and monitored.

### **Google Apps in Educational Applications**

- BASD is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as “cloud computing” where services and storage are provided over the Internet.
- In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, BASD must obtain parental permission for a minor under the age of 13 years. Students 13 years and older are also required to acknowledge BASD’s terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this is accomplished at registration each year by the student’s parent or guardian. I
- Files stored within Google Apps for Education are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Burlington Area School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored within the BASD Google domain are private.

### **Real-time, Interactive Communication Areas (Instant Messaging/Chat)**

- Students may NOT use chat or instant messaging while in the Burlington School District network.

## **Web Sites**

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

## **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

## **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Burlington Area School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and Files**

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

### **Student Rights**

- Students' right to free speech applies to communication on the Internet. The Burlington Area School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.s

### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## Children's Online Privacy Protection Act (COPPA)

The Burlington Area School District uses network access, the internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet-connected device.

With this letter, we are sharing information regarding the use of these educational tools, and are requesting your parental permission for your K-12 child to use the following:

- Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain Web 2.0 tools.
- Internet applications such as Google Apps for Education, and many Web 2.0 tools are used for instruction. These tools include, but are not limited to Prezi, Voki, GoAnimate, Edmodo, Animodo, and Kidblog.
- Email accounts for individual students may be issued for school use.
- Other resources will be added as they become available.
- Network access on district wired and wireless devices.
- Per the Children's Internet Protection Act (CIPA), Internet access is filtered on district wired and wireless devices, as well as personal wireless devices if connected to the district wireless network.
- Per the district's acceptable use policy, students who use district and/or personal devices must act in a manner consistent with school, district, and legal guidelines.
- The Burlington Area School District is governed by federal laws listed below. Please visit the links for more information.
  - Family Educational Rights & Privacy Act (FERPA) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
  - Children's Internet Protection Act (CIPA) <http://www.fcc.gov/guides/childrens-internet-protection-act>
  - Children's Online Privacy Protection Act (COPPA) <http://www.ftc.gov/privacy/coppafaqs.shtm>
  - Student Acceptable Use of the Internet and Technology

The Burlington Area School District uses network access, internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet-connected device.