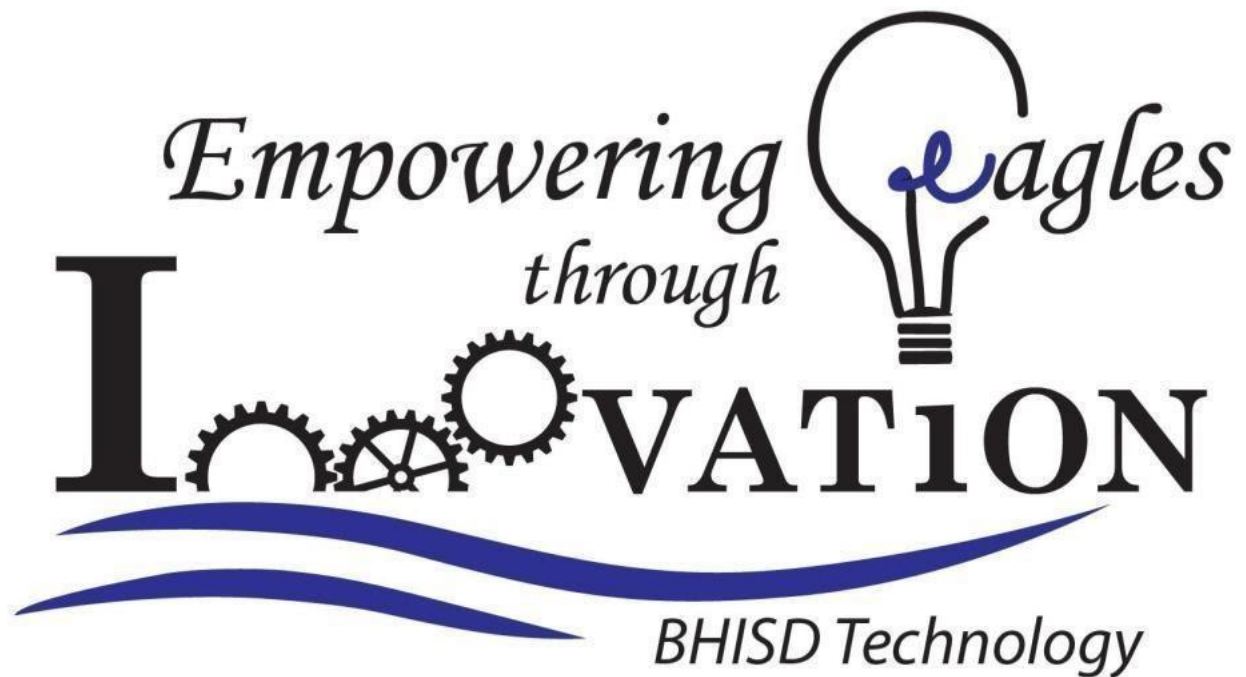




STUDENT

TECHNOLOGY HANDBOOK AND RESPONSIBLE USE GUIDELINES

Our Vision

We are committed to providing the essential tools and resources to enhance critical thinking and create opportunities for global learning.

General Precautions

- Never carry the Chromebook while the screen is open.
- Avoid food and drink while Chromebook is in use.
- Chromebooks should be closed when not in use to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
- Every Chromebook and charger has a BHISD asset tag and manufacturer serial number tag. These should NOT be removed for any reason. **Removal of either of these tags will result in a Defacement of Property fine.**
- Always support a Chromebook from the bottom with the lid closed. Never move a Chromebook by lifting from the screen.
- **Chromebooks must be charged nightly to be prepared for the next school day.**

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following rules:

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in between the keyboard and screen when the Chromebook is shut.
- Do not place anything on top of the Chromebook.
- Do not use glass cleaner or any other harsh cleaning chemicals on the display.

Background Images

- Inappropriate media including the digital presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.

Account Access

- Students will only login using their BHISD issued account.
- Students are required to use their Barbers Hill user ID and password to protect their accounts and are **required to keep that password confidential**.
- Students should only use their assigned desktop/Chromebook.

Responsible Use Guidelines

General Guidelines

- Students are responsible for their digital citizenship by practicing ethical and educational use of the technology resources of BHISD.
- Access to Barbers Hill ISD technology resources is a privilege and not a right. Students are required to follow the Responsible Use Guidelines.
- Transmission of any material that is in violation of any federal or state law is prohibited, including but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and potential viruses.
- Any attempt to alter data, the configuration of a desktop/Chromebook, or the files of another user, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. Criminal charges may apply.
- No personal devices will be allowed on the district wireless network.
- Communicate only in ways that are kind, responsible, respectful, safe, and lawful.
- Chromebooks are required to be used at school each day.
- **Students are responsible for charging their Chromebook each night to be prepared for the next school day.**

Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Chromebook use is not private, and Barbers Hill will monitor all activity.
- Respect and protect your privacy and the privacy of others.
- Keep passwords secret.
- Remember that storage is not private or confidential. Technology equipment is the property of BHISD.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the incident to a responsible adult.

Legal Property

- Violation of policy may result in loss of the Chromebook/desktop privileges.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes media on the internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline and/or legal action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

Electronic Communication

- The district prohibits students from communicating images or messages that:
 - Are lewd, offensive, vulgar, or obscene.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any substance prohibited under FVCF (LEGAL).
 - Create or pose a reasonable risk of creating a material disruption in the school environment.
- Students are responsible for their digital citizenship and should practice ethical and educational use of the on-line services offered by the school district.
- Do not send mass emails or spam.
- Report threatening or offensive material to a teacher or administrator.
- Communications sent/received should be related to educational needs.
- Communications are subject to inspection by the school.

Prohibited Activities

- Accessing, creating, or sharing inappropriate, harmful or offensive content.
- Bypassing filters or security settings (e.g., VPN, proxy sites).
- Cyberbullying, harassment, or engaging in any harmful online behavior.
- Using district devices for personal social media, gaming, or non-educational streaming.
- Plagiarizing or cheating using technology.

Consequences

- Violation of the policies of this document will result in disciplinary action.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Parents/guardians may be held responsible for intentional damage or loss.

- Repeated violations could lead to suspension of device access.

****Please see Barber Hill ISD Artificial Intelligence Acceptable Use Guidelines for student use:**
<https://bit.ly/BHArtificialIntelligenceGuidelines>.

At Home Use (1:1- 6th-12th grade)

Student and Parent Responsibilities

- The student will be responsible for the Chromebook in transport and the care of the Chromebook while at home. Fines will be levied if damage is done.
- **Students must charge their device every night to be prepared for the next school day. There will not be places to charge the Chromebooks in classrooms.**
- Students are responsible at all times for their Chromebooks, whether at home or at school. Misuse of the device will result in disciplinary action.
- Students may only log in under their assigned username. Students may not share usernames or passwords with other students.
- Parents are responsible for monitoring their student's use of the Chromebook at home. (Students are still being filtered through BHISD at home.)
- **Parents need to ensure students are charging and packing Chromebooks for school use daily.**

Protecting and Storing Your Chromebook

- **Optional Device Insurance: During registration only**, parents can opt in to pay \$25 for device insurance. This insurance will help prevent fines due to damage (**NOT A LOST DEVICE**) throughout the year. If a parent pays for the optional insurance, it will take care of any damage costs anytime during the year, unless deemed excess. ****The insurance will not prevent disciplinary action for intentional damage.**
- Chromebook Identification- All devices will be labeled in the manner specified by the district. Labels should not be removed by the student.
- Chromebooks should not be used on a bus or in an unsupervised area.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.
- Chromebooks should be stored properly in student backpacks when not in use. Students should take care in how they handle their backpacks in order to protect the device.
- If applicable, please secure your backpack in the locker during PE/Athletics.

What do I do if my device is lost or stolen?

- If your Chromebook is lost, immediately report it to the school technician.
- In case of theft, a police report must be filed in the county where it was stolen. There must be credible evidence of theft and be certified by the district and accepted. A case file number will need to be provided to the technology department in order to waive the \$400 replacement fine.
- If a student needs a **replacement charger**, the cost is \$30 and is **not part of the optional insurance**.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area which includes the school grounds / campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be picked up by staff.

Repairing/Replacing the Chromebook

Fines and Repair Costs

Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines and possible disciplinary action.

If ANY misuse, abuse, neglect, theft (without a case number), or intentional damage is found, the student/parent will be responsible for repairs up to the full price of the Chromebook. Depending on the cause and extent of damage, fines will range from \$25-\$400 which will be determined at the discretion of the technology department.

Every Chromebook and charger has a BHISD asset tag and manufacturer serial number tag. These should NOT be removed for any reason. **Removal of either of these tags will result in a Defacement of Property fine of \$25 (not part of the \$25 insurance).**

Charger replacements are \$30.00.

If a Chromebook is damaged beyond repair, you will be responsible for the replacement fine of \$400.

If your child receives a fine, the parent(s) will receive an email from the BHISD Technology Department.

Chromebook Technical Support

Each campus technician will have office hours for student assistance. Please check with your campus administrators to find out the hours for your campus.

- Technical support will be available through your campus student help desk.
- Any technical issues or physical damage should be reported immediately to the campus technician.

