Briggsdale School
1-to-1 Chromebook Policies and Procedures

Briggsdale School has developed a 1-to-1 program to enhance a student's educational experience by integrating technology into the educational program. The school will provide Chromebook computers for students in grades 9-12 with a focus of preparing our students for the demands of the 21st century. The policies, procedures, and contents below relate to Briggsdale School's Chromebook program. In addition, teachers may have specific classroom policies related to in-class computer use that are not addressed below.

Chromebook Distribution:

- Chromebook Distribution – Chromebooks will be distributed in the fall. Parents and students must read and sign the student use form which indicates agreement with the policies and terms of Chromebook use.
- Chromebook Return – Chromebooks will be returned on a specified day within the last week of the school year. If a student transfers out of Briggsdale School, their Chromebook must be returned at that time. All Chromebooks will undergo maintenance and upgrades during the summer; therefore, no Chromebooks will go home with students over the summer break.
- If the Chromebook is not returned during the year-end check-in or upon a transfer to another school, Briggsdale School will assess the cost of replacing the Chromebook to the family. Unpaid school bills can result in delays in the forwarding of transcripts or delaying the issuance of a diploma.

Chromebook Responsibilities and Usage:

Students are responsible for the general upkeep and care of their Chromebook device. Each issued Chromebook will be in the student's care for the entire school year. Chromebooks are to be in the possession of the students at all times or secured in a locker. Locker locks can be obtained in the office. Chromebooks that are broken or do not work properly must be brought to the technology director, Mr. Fokken.

It is the student's responsibility to care for the Chromebook and ensure that it remains in a safe environment. A $20.00 Insurance Consortium Membership (ICM) is assessed for a student to take custody of their Chromebook. If there is a claim for damage or loss deemed by the school to be at the fault of the student, there is a $75 deductible to be paid by the student/parent per occurrence. The ICM will cover the academic year, and will be due at the beginning of each school year before a Chromebook can leave the campus. Any balance due from the previous year must be paid prior to this year's membership. Any accounts with outstanding balances from last year will become day users until the balance is reconciled. Power adapters and power extender cables are considered "consumables." When these items are deemed damaged beyond repair/use, the student/parent is responsible for the replacement cost.

Internet:
Each Chromebook machine is equipped with an internal wireless internet card which provides access to the internet at school and any location that supports wireless internet access. It is important to know that while the Chromebooks do contain filtering software, parents should take precautions at home to ensure their student is viewing age appropriate material that is not harmful and which does not put their student at risk. The school's computer usage policy applies to all Chromebooks, and any machine containing or distributing inappropriate or harmful material will be referred to the administration as a disciplinary matter.

Care of the Chromebook:
Chromebooks should be carried and stored in a manner that protects the fragile nature of the machines. Do not expose the Chromebooks to extreme hot or cold temperatures. Food and drink should not be consumed near the Chromebooks. Students are responsible for charging their Chromebook's battery before each school day. The Chromebook's battery life should sustain the operation throughout the day. Personalization of the Chromebook is NOT permitted. Stickers, drawings, or labels are not allowed. Computer skins are allowed provided the skin can be removed and the condition of the Chromebook is maintained.

Negligence or Misuse of the Chromebook:
Chromebooks are a tool utilized to enhance the educational experience of all students. Not having this tool in a class that relies on such use will seriously hinder a student's progress. Therefore, students should refrain from any misuse or negligence of their Chromebook as this can result in the loss of privilege. Inappropriate material on the computer may result in the student losing the right to this computer, disciplinary action, and potential prosecution. Chromebooks remain the property of Briggsdale School and are subject to inspection at any time without notice.

Additional Software:
All Chromebooks come preinstalled with the software packages necessary for school use as well as programs to help protect against computer viruses. All installed software must remain on the computer at all times. No additional software is permitted to be installed except by an authorized member of Briggsdale School.

Transfer of Ownership:
Chromebook ownership will be transferred to graduates who have completed both their Junior and Senior year at Briggsdale High School. Each qualified graduate will take ownership of the Chromebook they were originally issued. Graduates who have not met these attendance requirements may be offered their Chromebooks at a prorated price.

Briggsdale School
Student Receipt of Chromebook

I _____ accept full responsibility for the safe and secure handling of the Chromebook issued to me by the school for the academic school year _____. For returning students in the program, the computer issued to the student will be the same unit they returned at the end of the prior school year. I accept full responsibility for the proper use of said Chromebook under all applicable Briggsdale School policies. I understand that it is my responsibility to immediately report any damage, theft or problems with the Chromebook to the nearest teacher or administrator. I understand that if I am found to be the cause of damage due to negligence or misuse, I will be responsible for the costs as specified in the agreement. As the parent of the above student, I understand my child's responsibility in the use and care of the Chromebook computer.

_____ _____ _____ _____

Student Signature/Date Parent Signature/Date

Briggsdale School ~ Student Pledge for Chromebook Use

1. I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the school Chromebook.
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Briggsdale School.
11. I will follow the policies outlined in the Student Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, or fire.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cords and battery in the event any of these items are lost, stolen, or become unusable.
15. I agree to return the school Chromebook and power cords in good working condition.

Student Name: _____ (Please PRINT)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Use of the Internet
Weld County School District RE-10J
(Acceptable Use Agreement)

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following “Acceptable Use Agreement” has been developed. (A copy of this agreement will be distributed to students and parents/guardians for signature before a student is issued an internet account.)

Terms and Conditions

All computers having Internet access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. Acceptable use: The use of your internet account must be consistent with the educational objectives of the Briggsdale School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
    a. copyrighted material
    b. threatening or obscene material
    c. material protected by trade secret
2. Privilege: The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. No warranty. The Weld County School District RE-10J makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Weld County School District RE-10J will not be responsible for any damages you suffer in using the internet. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the internet is at your own risk. The Weld County School District RE -10J specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the internet.
5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I have read and understand the Acceptable Use Agreement for student use of the internet. I understand that the behavior and actions of all students should adhere to this agreement. If not, appropriate actions will be taken by a school administrator.

_____	_____	_____
Parent/Guardian Signature	Student Signature	Date