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BCSD Filters & May Monitor All Student-Issued Devices

Berea City Schools is proud to support learning utilizing 21st Technology. By giving our students access to the learning tools they will need to be college and career ready, we hope to empower them to be better communicators, contributors, and citizens. Our adoption of one-to-one Chromebooks will allow students to access digital content, conduct research, and share their creative and academic efforts.

Parents/Guardians are required every year to sign the [BCSD Student Acceptable Use Policy](#) (AUP), which is a Board Policy and confirm they have addressed the policy with their child(ren).

Please note:

“While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, **it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum** according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.”

Further:

"Our district uses a variety of educational platforms, such as Google for Education and Google Additional Services, and our student information system, Infinite Campus, to provide students with the best possible learning experience. These tools are essential for daily instruction, homework assignments, communication, and keeping track of grades and attendance."

BCSD 1:1 DEVICE HANDBOOK

Receiving Your Device & Fees

The Device will be distributed (TBD). Parents and students must sign and return the [BCSD 1:1 Device Student Loan Agreement](#) before the device can be issued to the student. This form is available online through Infinite Campus. **There is no "opt-out" from receiving a device as they are used for state testing and other school assessments. In addition, we use *Securly* for filtering content.** Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Devices Left At Home

During a traditional school day, if students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves his/her device at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission. **All searches are recorded via our filter. Principals may be notified of inappropriate/blocked searches.** Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Cost of Repairs

Berea City School District recognizes that with the implementation of the one-to-one initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the **approximate** following charges in place, subject to change based on current cost. Other charges may apply not noted here.

- Chromebook full replacement--\$250.00
- Charger - \$45.00
- Just LCD screen - \$55.00
- Keyboard- \$49.00
- Headphone Jack --\$25-\$100

You will be issued one charger with your device. You will be responsible for purchasing additional or replacement parts if needed. Optional insurance can be purchased for chromebook repair only - not charger replacement.

Audio & Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds/headphones may be used in the classroom based upon individual teacher approval.

Device Identification

Student devices will be labeled in the manner specified by the district. Devices can be identified based on serial number and asset tag. Do not remove any identifying labels or markings. If you leave the district early, you must return the chromebook or pay a fee. Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Technical Issues/Damage/Loss (**Chromebook Damage Report**)

Take your chromebook to your school's office, tech office, or library if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device will be issued to you, if available. All device policy agreements remain in effect for the loaner device. If your device is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

Accidental or negligent damage or loss is the responsibility of the parent/guardian and not covered by the optional insurance. Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Deliberate damage, such as influenced by social media trends, will be cause for disciplinary action, fines, and possible legal actions. Please review [this information](#) carefully.

We want every student to understand how serious it is to intentionally damage school-issued Chromebooks.

If you deliberately damage your Chromebook:

- 💰 You will be charged the full replacement cost of the device.
- 🚫 You may lose the privilege of taking your Chromebook home.
- ⚖️ You may face school disciplinary consequences and possibly legal action.

This behavior is **dangerous, destructive, and unacceptable.**

Tampering with technology can lead to injuries, permanent damage, and criminal charges.

Chromebook Care Reminders:

- ✅ Use your device responsibly — it's a learning tool, not a toy.
- 🚫 Never insert any object into ports, outlets, or openings.
- 📱 Think before you act — especially when following trends you see online.
- 🚫 Damaging property is not a prank. It's a serious offense.

Under **Ohio law (Revised Code § 2909.06)**, damaging school property can result in **Criminal Damaging or Endangering** charges — which may be classified as a **misdemeanor or felony**.

Homeowner's Coverage

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage. However, the student's liability is limited only by BCSD policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student/parent is still responsible for the difference.

Student Loan Agreement & Accidental Damage Insurance

INSURANCE OPTION MUST BE CHOSEN BY SEPT. 30 AND PRIOR TO ANY DAMAGE (This information is on the Infinite Campus portal also). The [Accidental Damage Plan](#) will release the parent/guardian from having to pay for damage for the following reasons (**limit 2 times per school year**); Students cannot receive a chromebook until this form is filled out.

- Damages resulting from **normal use** and **accidents**.
- Loss or damages resulting from theft. An **official copy of a police report** is required.
- Loss or damages resulting from fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from natural disasters.
- Damage resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damage/replacement.
- The plan will cover two incidents per school year.
- The Building Administration will determine if the damages were due to negligence or accident.
- **Exclusions (items not covered):**
 - Device charger, unless included in theft or fire
 - Intentional damages or tampering/modifying device
 - Lying or falsification within any damage report
 - Not reporting known damages on the next scheduled school day
 - **Negligence, including leaving chromebook unattended or eating/drinking/liquids damage**
 - Loss or damages resulting from fraudulent, intentional, or criminal acts
 - **Loss due to accidentally leaving it somewhere. After 60 days if chromebook is not found, a fee for replacement will be added. [Loss Information](#)**

Intentional Damage

Students/parents will be held responsible for costs associated with ALL intentional or **negligent damage to devices**. Negligent damage includes eating/drinking/liquid damage. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost. Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent and presented to the building principal.

Device Return

Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The device is property of Berea City Schools and all users will follow these rules and the [Acceptable Use Policy](#) (AUP) for Technology. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture & liquids on the device/accessories. Do not expose to weather.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must remain FREE of any writing, drawing, stickers, or labels that are not the property of BCSD unless approved by administration.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will usually not have the opportunity to charge their devices at school, **devices are to come to school charged to 100%.**
- **Too much pressure may crack the screen;** avoid placing anything on top of the device. Remove pencils.
- Avoid cramming the device in a bag or locker.
- **Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.**
- Extreme heat or cold can harm the device. Never leave the device in a car.
- Never leave your device on the floor, a chair, or sofa as they may overheat. Stepping or sitting on the device could cause significant damage.

- Do not disassemble or modify the device or attempt to repair the device. All repairs must be made by the BCSD Technology Department.
- Devices cannot be modified in any way by the students, and doing so will incur disciplinary consequences.

Home Help Desk

Technology support will be available in the Media Center during the school day if Technical Assistants are available. After hours support will not be available. Support is only provided for district-owned devices.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid and keep the device safe. NEVER walk with the device open. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed.

Passwords

Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time a parent, teacher, or school administrator may request and obtain the password and access to the device. **There is no expectation of privacy on school devices.**



COMPUTER USE (BOE POLICY 7540.03)

Acceptable Uses of Computers and On-Line Services

Users may only use District computers, networks, and on-line services for the following acceptable uses:

- Learning activities in support of Board instructional objectives;
- Research supporting educational programs sponsored by the Board; and

- Communications between faculty, staff, students and others outside the Berea City School District containing messages or information, the content of which is not in conflict with this policy and District regulations.

Unacceptable Uses of Computers and On-Line Services

Users may not use District computers, networks, and on-line services for unacceptable uses, specifically included, but not limited to the following:

1. Damaging or altering the operation of the District's computer network services, or interfering with other users' ability to use District computer network services.
2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentially or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware or executable software not owned or licensed by the Berea Board of Education. This includes software in the public domain and "shareware".
7. Granting access to District computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Interfering with other users' ability to use District computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of other users.
10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.