



**Bartlett City Schools
1:1 Laptop Responsible Use, Policy,
Procedures
and Information Guide
2016-2017**

**David A. Stephens
Superintendent**

BCS Laptop Assigned To Me

Name: _____

Teacher: _____

Model #: _____

BCS Asset #: _____

Serial #: _____

Bartlett City School's 1:1 Laptop Program

Bartlett City Schools is committed to providing innovative ways for students to learn and is working hard to improve the quality and access to technology tools and resources. Essential to this effort is not just a computer device but a partnership between the District Teaching & Learning Department and the school leadership team that includes a willingness of the teachers to rethink the way they teach.

Students will develop 21st century skills through the use of a laptop, be provided content-focused curriculum, and use collaborative technology tools. The lessons learned and the insights gained through this pilot effort will provide an effective and feasible blueprint for future implementations throughout the District.

The policies, procedures and information within this document apply to all student laptops used in Bartlett City Schools, including any other devices considered by the District office to come under this policy. **Teachers may set additional requirements for use in their classroom.**

**** While not required, a plastic case is highly recommended****

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1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Laptops will be distributed to students after a parent/guardian attends a **required** parent orientation session where rules and responsibilities will be discussed and an overview of how the laptops will be used for instruction by your child's teachers will be presented. In addition, parents and students must sign and return the following forms:

- Student Responsible Use of Network and Electronic Media User Agreement – Parent/Guardian Permission Form
- Student Email Account Agreement Form
- Student Equipment Agreement Form
- Parent Permission and Acknowledgement Form

**Parents and students should review all forms and seek clarification for questions or sections not understood.*

1.2 Laptop Check-in

Laptops and accessories must be returned during the final weeks of school so they can be checked for serviceability and be stored for the summer.

If a student withdraws from Bartlett City Schools (BCS) during the school year, receives a long-term suspension, or is expelled, the laptop must be returned at the time of departure or date of termination. If a student fails to return the laptop in satisfactory condition within five (5) school days after withdrawing from BCS, a theft report will be filed with the Bartlett Police Department.

A member of the school administration (or his or her designee) will inspect the laptop for damage before releasing the student from further responsibility.

1.3 Technology Fee

Bartlett City Schools will charge an **annual**, non-refundable \$50 Technology Fee that will provide damage, loss, and theft protection for the laptop.

**Additional fees may be assessed. See section 8 for a complete list.*

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care and maintenance of the laptop they have been issued by the school. Laptops that are broken or fail to work

properly must be immediately reported to BCS IT for an evaluation of the equipment. Such reports should be made to the **student's home room teacher**.

2.1 General Precautions

- The laptop is school property and all users will follow these procedures as well as the BCS *Responsible Use Policy for Use of the Internet and Internet Safety #1021*: http://bit.ly/bcs_policy1021
- Cords and cables should be inserted and disconnected carefully to prevent damage to the laptop. Cords, cables, and earphones should always be kept with the device.
- Laptops must never be left out in the open, in an unlocked locker or any unsupervised area. Parents and students must certify they have a lock on their locker.
- Students should lock their Laptop in their locker before Wellness classes in the gym.
- Students are responsible for keeping their laptop's battery charged and ready for school each day.
- Only labels or stickers approved by the BCS Technology Department may be applied to the laptop.
- Students should not remove any of the labels or stickers attached by BCS.
- Laptops should be kept away from younger siblings/children.
- Laptops should be kept away from pets.

2.2 Carrying Laptops

Students will be required to have a padded backpack built for carrying a laptop. A protective sleeve for the laptop, that fits in the backpack will suffice. Students will also be allowed to purchase a clear plastic case, but the cases are not required. However, if a student chooses to add stickers to his or her laptop for personalization, a case must be purchased to put those stickers on. Stickers or other markings placed directly on the laptop will be considered damage and the parents will be liable for the repairs.

2.3 Screen Care

The laptops screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the device.
- Do not place anything inside a closed laptop to avoid placing too much pressure and/or weight on the laptop screen. This includes books in your locker.
- Clean the screen with only a soft, dry cloth or anti-static cloth; **no**

cleansers of any type.

- Do not “bump” the laptop against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications / software. Students must be responsible to bring their laptop to all classes, every day.

3.1 Laptops Left at Home

If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop at school. Repeat violations may result in action as detailed in section 6.6, Student Conduct and Discipline.

3.2 Laptop Undergoing Repair

If a laptop repair/service will take longer than two (2) days, a loaner laptop may be issued, subject to availability.

3.3 Charging Your Laptop’s Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. **Students should be careful about leaving a charging laptop hooked up at school as these are easily forgotten and often left behind. Laptops may **ONLY** be charged at school in the designated charging location.*

3.4 Background Photos

- Any media deemed inappropriate by BCS staff may not be used as a background photo.
- Unauthorized Pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in section 6.6, Student Conduct and Discipline.

3.5 Sound, Music, Games, or Applications

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptop and can be used at the discretion of the teacher.
- Students are responsible for having earphones at all times (**provided by the parent**).

- Students are permitted to use a personal iTunes account to download applications, music, and games provided they do not violate the BCS Responsible Use Policy. **A personal iTunes account retains ownership of the material downloaded through that account.*

3.6 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided.

Parents are responsible for providing items needed to print at home.

3.7 Off Campus Internet Access

While Internet access at home is helpful, it is not required. Students are allowed to connect to wireless networks on their laptops. This will assist them with laptop use while at home or at the library. The policies outlined in this document, *Bartlett City Schools Laptop Responsible Use, Policy, Procedures, and Information Guide*, **are applicable to off campus use of a BCS provided device**. Any violation of the policy will result in the students off campus use privilege being suspended.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

If a student does not have Internet access at home, information on affordable Internet plans is available through Comcast <http://www.internetessentials.com> or 1-855-846-8376.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Laptop Home Folder

Students should save work to the Apple iCloud associated with the BCS issued student iTunes account, the District provided Office365 One Drive, or a Dropbox or Google Drive account. Students may also e-mail documents to themselves for storage within their email inbox. Storage space will be available on the laptop – BUT it will NOT be backed up in the case of re-imaging. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.** Laptop malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The BCS School District makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Responsible Use Policy to use applications that bypass BCS Proxies and filtering or to participate in unethical hacking. Repeat violations may result in disciplinary action as detailed in section 6.6, Student Conduct and Discipline.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software apps originally installed by BCS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have not removed required apps. Repeat violations may result in action as detailed in section 6.6, Student Conduct and Discipline.

5.2 Additional Software

Students are permitted to use a personal iTunes account to download apps, music, and games provided they do not violate the BCS Responsible Use Policy. Personally downloaded content cannot exceed 10GB of storage space. In the event that space is needed on laptops for academic related apps, **student downloaded/purchased apps will be removed**, but their personal iTunes account retains ownership of the material downloaded through that account.

5.3 Inspection

Students will be selected at random to provide their laptop for inspection. If a student's device is requested for an inspection, passwords to unlock the laptop must be provided. BCS reserves the right to confiscate the laptop for any reason at any time if inappropriate materials are found on the laptop or if suspicious activity is suspected.

5.4 Procedure for Re-loading Software

If technical difficulties occur, the laptop may need to be restored from a District backup. **The school/District does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and re-image.*

5.5 Software upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their laptops or accept prompted operating system/app commands for periodic updates and syncing.

5.6 Apple ID and iTunes

Students will be issued a BCS school Apple ID/iTunes account that will be used to individually track and update their laptop. In addition, students may also use a personal iTunes account to download apps, music, and games provided they do not violate the BCS Responsible Use Policy. **A personal iTunes account retains ownership of the material downloaded through that account.*

5.7 Find My Mac

In addition to a variety of District security measures, "Find My Mac" will also be activated. If a device is lost or stolen, the student will work with BCS staff and the Bartlett Police Department to identify the location of the device for recovery. This includes providing access to all accounts to assist with identifying the location of the laptop.

6. RESPONSIBLE USE

The use of BCS District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the BCS School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in a BCS school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The BCS *Discipline Procedures Policy #6038* (http://bit.ly/bcs_policy6038) shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that should be followed on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.
- During registration, Back To School night, or other scheduled time, you are required to receive necessary information regarding the 1:1 program and sign the appropriate forms (examples located in the back of this document).
- Should you want your student to opt out of taking a laptop home, your student will be assigned a laptop to be checked out and returned at the end of each school day. Your student will be responsible for meeting all course requirements. You will be responsible for all

damages to the laptop that occur at school.

- Should you want your student to opt out of having a laptop, you will need to sign a form indicating this and understand that your student will be responsible for meeting all course requirements.

6.2 School Responsibilities

Bartlett City Schools will:

- Provide Internet access at school.
- Provide each student a filtered and monitored academic email account (username@bartlettpanthers.org).
- Filter inappropriate materials while students are using the BCS network or non-school network.
- Provide data storage areas. These will be treated similar to school lockers. BCS reserves the rights to review, monitor, and restrict information stored on or transmitted via BCS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance of the Responsible Use Policy.
- Repair laptops that malfunction.

6.3 Student Responsibilities

- Read, understand and follow the BCS *Responsible Use Policy for Use of the Internet and Internet Safety #1021*: http://bit.ly/bcs_policy1021
- Use laptops, computers, and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to laptop/computer use.
- Use technology resources in an appropriate manner that does not result in informational damage that includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via BCS District's designated Internet System is at the student's own risk. BCS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to laptops immediately to school staff.
- Secure laptops against loss or theft.
- Help BCS District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure their laptop after they are done working to protect their work and information. Securing the laptop includes storing the device out of

sight and in a restricted access location such as their **locked** school locker.

- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to inform a teacher and delete it from their laptop.
- Refrain from plagiarizing works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the laptop in good working order.
- Report malfunctioning, damaged, lost, or stolen laptop immediately to a teacher or administrator.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing BCS Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Playing Internet/computer games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.
- Distributing personal information, for any reason, over the Internet is prohibited. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, personal email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (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) of school equipment will not be allowed.
- Bypassing the BCS web filter through a web proxy, phone tethering,

and any other means.

- Bullying as defined in BCS Policy *Student Discrimination, Harassment, Bullying, and Cyber-Bullying and Intimidation #6002* (http://bit.ly/bcs_policy6002) will not be tolerated.
- If using the BCS device on a non-BCS provided network, use of websites and information that violate these procedures is prohibited.

6.5 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.
- Plagiarism is a violation of Federal Law and BCS Policy. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the BCS *Responsible Use Policy #1021*. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.6 Student Conduct and Discipline

BCS administration reserves the right to assign discipline based on the severity of the student's action. Violations of general student behavior policies will be subject to appropriate disciplinary actions.

If a student violates any part of these policies and procedures, his/her behavior will be considered contradictory to the standards/guidelines and at a minimum, he/she will be placed on the following disciplinary steps:

- 1st Offense – Student will check-in/checkout their laptop from the library daily for a period of up to three (3) weeks.
- 2nd Offense – Student will be considered to be on Probation and will have their laptop privileges suspended for a period of up to three (3) weeks. Laptops will be taken away but the student is still responsible for all required work.
- 3rd Offense – Student will be brought before administration and be subject to sanctions such as total revocation of laptop privileges.

7. PROTECTING & STORING YOUR LAPTOP

7.1 Laptop Identification

BCS have unique ways to identify each device. These identifiers are not to be tampered with and are to remain intact.

7.2 Storing your Laptop

When students are not using their laptops, they should be stored in their **locked** lockers. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store their laptop, they may check it in for storage with the Librarian.

7.3 Laptops Left in Unsupervised Areas

Under no circumstance should laptops be left in unsupervised areas which include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and buses. Any laptop left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it should be taken to the main office immediately. Multiple offenses may result in disciplinary action as detailed in section 6.6, Student Conduct and Discipline.

8. REPAIRING OR REPLACING YOUR LAPTOP

8.1 Family Responsibility

BCS provides laptops to students to enhance their education. It is incumbent upon parents to stress to their children how important it is to take care of these tools while in their possession. BCS has established a nominal fee structure which will help insure these devices against theft as well as maintain them should one become damaged.

Laptop Fees

Non-Refundable Technology Fee - \$50

1st Incident Lost/Damaged 45W MagSafe, AC wall plug - \$50

2nd Incident Lost/Damaged 45W MagSafe, AC wall plug - \$85

Wall Plug Extender Cord - \$20

The Non-Refundable Technology Fee is collected at the beginning of each year. Other fees will be collected when an incident occurs. **All checks should be made payable to the student's school.**

8.2 Damage

If a laptop becomes damaged due to student negligence, the student should report the damage to their home room teacher and the teacher will in turn report that to the BCS Technology Department. The student will have **five (5) school days from the date of report** to submit the Damage Fee if not covered by insurance to the school. *Failure to pay the Damage Fee will*

result in loss of laptop privilege and the laptop will be held until the fee is paid.

If a laptop repair/service will take longer than two (2) days, a loaner laptop may be issued, subject to availability.

8.3 Lost or Stolen

In the event the laptop is lost or stolen, the student/parents should follow the steps below as appropriate. The school will notify the BCS Technology Department. A loaner laptop may be issued, subject to availability.

Laptop Lost While **Out of School**

Parent will immediately notify the school and BCS Technology staff will assist with an electronic search. The school will make a physical search to eliminate a misplacement there. Parent should continue to search at home. If after three (3) days the laptop cannot be located, the School Resource Officer will file a report with the Bartlett Police Department.

Laptop Stolen While **Out of School**

Parent will immediately notify the appropriate police department and obtain a copy of the police report. A copy of the police report must be submitted to the school within a reasonable amount of time. Failure to do so will result in a theft report being filed with the Bartlett Police Department.

Laptop Lost or Stolen While **At School**

The student will immediately notify their home room teacher who will inform the School Resource Officer. A report will be filed with the Bartlett Police Department and a copy will be provided to the main office.

After the appropriate police report filed, a replacement laptop will be issued.

***More than two (2) instances of a missing laptop will result in loss of privilege and a replacement will **NOT** be issued.*

*NOTE: You will need the information found on the front of this document in order to file your police report.

9. DIGITAL CITIZENSHIP COURSE

9.1 Requirements

BCS will provide a Digital Citizenship Course for all 1:1 students to participate in. If the course is not completed by Thanksgiving Break, the student's laptop will be collected and held until completion.

STUDENT RESPONSIBLE USE OF NETWORK AND ELECTONIC MEDIA AGREEMENT

Parent/Guardian Permissions

Parent/guardian permission is required for students under the age of eighteen to participate in some school related activities. Please review the explanations of each of the permissions listed. A *Student Responsible Use of Network and Electronic Media Agreement/Parent/Guardian Permissions Form* will be provided by your student's school to grant or deny permissions in each of these areas. If no signature is provided, the choice will be recorded as a NO.

A. Student Responsible Use and Independent Internet Access

We are pleased to offer students of the Bartlett City Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they may find ways to access materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Bartlett City Schools support and respect each family's right to decide whether or not to approve independent Internet access and communication. **In accordance with BCS policy #1021 and to gain independent access to the Internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the *Student Responsible Use of Network and Electronic Media Agreement/Parent/Guardian Permissions Form* to the Principal or designee. Students over 18 may sign their own forms.**

Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Parent/guardian permission is required for independent access. Student use must be consistent with the educational objectives of Bartlett City Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply to all such communications.

If a student observes any illegal activities or misuse of the network, he/she shall report these activities to their supervising teacher.

Computer, network, and cloud storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure integrity of electronic media. Privacy is not guaranteed for files stored on District computers, servers, or in the cloud, nor will they be maintained indefinitely.

School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, social media, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students through appropriate instruction on Internet Safety. It is presumed that students given access will comply with District standards and will honor the agreements they have signed. The District cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the Internet.

District Electronic Access and Internet Rules

The following are not permitted and will result in disciplinary action:

- Violating existing Board policy including, but not limited to, Policy #1021 or municipal, state, or federal statute
- Violating copyright laws
- Selling or purchasing illegal items or substances
- Using electronic resources for non-instructional purposes
- Using obscene language
- Sending or displaying offensive messages or pictures
- Harassing, insulting, threatening, or attacking others
- Making damaging or false statements about others
- Intentionally spreading viruses or malicious software
- Sharing personal login information or using another person's login
- Publishing personal information (name, address, photograph) without teacher/parent consent or approval
- Using an email account at school other than one provided by the District
- Using District-provided email for non-instructional purposes, including but not limited to impersonating others or for sending anonymous email
- Using personal electronic devices at school without appropriate permission
- Attempting to bypass network security to gain unauthorized access to information, pursue "hacking," or attempting to access information protected by privacy laws
- Using the network for commercial purposes or promoting a personal business, non-government related fund raising, or solicitation for religious purposes or lobbying
- Intentionally wasting limited resources

Sanctions

The use of BCS electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges and may lead to disciplinary action including suspension or expulsion. Access entails responsibility. System administrators will deem what is inappropriate use, and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

B. Web Publishing

Bartlett City Schools' web site has been established as a dynamic forum to educate and inform the public. It serves as a communication vehicle to publicize goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. **In accordance with BCS policy #1022, student work will not be published on any Bartlett City Schools web site without the express consent of the parent or guardian of a minor student (those under 18 years of age). This permission is indicated on the *Student Responsible Use of Network and Electronic Media Agreement/Parent/Guardian Permissions Form*.**

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Bartlett City Schools' web site unless there is a special reason for doing so, such as recognition for receiving an award. Likewise, personal information about students will not be published. (Bartlett City Schools Policy #1022)
2. Student work may be published on a Bartlett City Schools' web site under the following guidelines;
 - Grades K-8 – Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt "net names."
 - Grades 9-12 – Authors of electronically published work may be identified by first and last name.
 - All student work published must pertain to a class project, course, or other school-related activity.

C. Public Media

Bartlett City Schools periodically issues information or permits media coverage to highlight student accomplishments. This may include, but not limited to, a student making the honor roll, taking part in a school activity, receiving an award, or participating in sports. In addition, BCS may want to use your child's photograph, likeness, voice, or student work for promotional and educational reasons, such as in publications, posters, brochures, and newsletters, on the District or school website, radio station or Cable TV channel, or at community fairs or district special events. **In accordance with BCS policies # 1021 and 1022, Bartlett City Schools student pictures, video, likeness, voice, names, or student work will not be released to the public media without the express consent of the parent of guardian of a minor student (those under 18 years of age). This permission is indicated on the *Student Responsible Use of Network and Electronic Media Agreement/Parent/Guardian Permissions Form*.**

**STUDENT RESPONSIBLE USE OF NETWORK AND ELECTRONIC MEDIA USER AGREEMENT
PARENT/GUARDIAN PERMISSIONS FORM**

As a student user of Bartlett City Schools' electronic resources, I hereby agree to comply with the rules as outlined in the *Student Responsible Use of Network and Electronic Media Agreement* and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions. I also agree that if I observe any illegal activities or misuse of the network, I will report those activities to my supervising teacher.

STUDENT SIGNATURE: _____

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. Bartlett City Schools cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the Internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, the City of Bartlett, the Bartlett City Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student's independent use and/or access to the Internet.

As the parent or legal guardian of the minor student signing above or as a student 18 years of age or older, I have read this contract, the *Student Responsible Use of Network and Electronic Media Agreement* and the description of Web Publishing and Media Coverage. I grant permissions for this student in the following areas:

	AGREE	DO NOT AGREE
A. This student has permission to independently access the Internet (3 rd grade and older).		
B. BCS has permission to publish this student's image, likeness or work, on the Internet.		
C. BCS has permission to allow unrestricted media coverage of this student.		

Check one choice for each permission and complete the following:

AUTHORIZING SIGNATURE

DATE

SCHOOL

GRADE/HOMEROOM

NAME OF STUDENT

DATE OF BIRTH

PLEASE RETURN THIS FORM TO SCHOOL WITHIN FOUR (4) DAYS OF RECEIPT

For Office Use Only:

As the certifying official, the above named student has been instructed on safe and responsible use of the network.

DATE OF INSTRUCTION

SIGNATURE: CERTIFYING OFFICIAL

Bartlett City Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, or disability and adheres to the provisions of the Family Education Rights and Privacy Act (FERPA)



Student Email Account Agreement

My signature below signifies my understanding that Bartlett City Schools email accounts are for educational purposes only and provided as a privilege by Bartlett City Schools. Any misuse of the Bartlett City School email system will result in immediate cancellation of my account. Malicious and/or illegal misuse of my email account, computer files or system network could result in legal prosecution. My signature below also signifies that I will not share my password with anyone.

As a student of Bartlett City Schools, I hereby state that I have read and understand the **Use of Internet and Internet Safety Policy # 1021** as printed on the back of this form, and that I agree to comply with the provisions stated therein.

I further state that I understand the following:

- 1. Teachers, network and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student email is archived in accordance with Federal regulation.
- 2. Files and any other information or communication stored on any electronic equipment owned or operated by Bartlett City Schools are not private and will not be maintained indefinitely.
- 3. Failure to abide by the terms of this agreement may result in disciplinary action up to criminal prosecution by government authorities.

Student Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____

EMAIL ADDRESS: «User name»

PASSWORD: «Password»

Bartlett City Schools Webmail Address: <http://portal.office.com>

Your email address consists of the username and the server address. Everything to the left of the @ is the username. Everything to the right of the @ is the server address. This is only your temporary password. You will be allowed to create a new password by following the instruction on the sign in page.

Please complete the form below. Make any needed additions and/or corrections.

First Name: «First name»

Last Name: «Last name»

School: «Department»

Grade Level: _____ **Homeroom Teacher:** _____

(OVER) BARTLETT CITY SCHOOLS POLICY 1021 – USE OF INTERNET AND INTERNET RESOURCES

Bartlett City Schools Policy 1021 – Use of the Internet and Internet Safety

The Bartlett City Board of Education provides access to the Internet as an instructional resource and acknowledges that staff and students need reasonable access to various information formats. The Board believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner. The Bartlett City Schools Internet Safety and Responsible Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). This policy applies to all Bartlett City Schools students and employees, as well as volunteers, interns and contracted personnel, whose access to, or use of, Internet and/or e-mail services is provided by Bartlett City Schools.

CIPA Compliance and Internet Safety Measures

The Superintendent or his/her designee will develop and maintain administrative procedures for the appropriate use of the Internet by staff and students. Internet safety measures will include but not be limited to:

- A. Controls for access by students to inappropriate matter on the Internet and the World Wide Web
- B. A safe and secure environment for students when using electronic mail, chat rooms, and other forms of direct electronic communications
- C. Prevention of unauthorized access, including "hacking" and other unlawful activities on-line
- D. Prevention of unauthorized disclosure, use, and dissemination of student personal information
- E. Use of technology to restrict students' Internet access to material that is obscene or harmful to them

The Superintendent or his/her designee shall establish procedures to ensure the district's education technology is not used for purposes prohibited by law. The process shall include but not be limited to:

- A. Utilizing technology to block or filter Internet access to material that is obscene or harmful to students
- B. Maintaining and securing a usage log
- C. Monitoring on-line activities of students

Internet Safety Instruction

Students will receive appropriate instruction in Internet safety as a part of any instruction using devices that provide access to the Internet. Internet safety instruction will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying.

The Superintendent shall also provide adequate in-service instruction on Internet safety.

Students, parents, and employees will be provided with material to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Parents of students attending Bartlett City Schools shall also be provided with the district Responsible Use of Network and Electronic Media Agreement and accompanying guidelines for such Agreement. All network users shall abide by all laws, the Responsible Use Policy, and all district security policies when using the district network or district owned devices.

Expectations and Responsible Use of Network and Internet

The Superintendent or his/her designee shall develop a Responsible Use of Network and Electronic Media Agreement and adopt guidelines for such Agreement that shall apply to all Bartlett City Schools students, employees, volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Bartlett City Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school's district's information technology resources.
- B. Users observing any illegal activities or misuse of the network shall report these activities to appropriate district personnel.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the district.
 - a. Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/guardian must provide the principal with a written request.)
- D. Before any employee is permitted use of the district's network or a district owned device, the employee shall sign the Responsible Use of Electronic Media Agreement. Any employee who accesses the district's network for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement remains on file.
- E. All users shall follow this policy.

Irresponsible Uses of the Network or Internet

Bartlett City Schools reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) other activities as determined by the district as inappropriate.

Prohibited and illegal activities include but are not limited to the following:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or sending pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive language; threatening, harassing language, or making damaging or false statements about others or accessing, sending, or downloading offensive, harassing, or disparaging materials;
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any District computer to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws;
- E. Using the network or Internet for commercial purposes, such as:
 - a. Using the network for personal financial gain;
 - b. Using the network for personal advertising, promotion; or
 - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Penalties for Improper Use of Network or Internet

Violation of this policy or the Responsible Use Agreement referenced herein by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion. Violation of this policy or the Responsible Use Agreement referenced herein by staff may lead to reprimand, suspension, dismissal from employment, or criminal prosecution by government authorities.

Internet Filtering

Bartlett City Schools will use technology protection measures on all district networks for all Internet-enabled, district-owned devices to block or filter the access of material that is obscene, pornographic, and harmful to minors. The district reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including e-mail.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts, and online gambling.

The Superintendent or his/her designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific period of time and internet activity will be logged and reported to the district Network Administrator during this period.

Student Equipment Agreement Form

PLEASE PRINT

Student ID: _____ School Year: 2016-2017 School: _____

Last Name: _____ First Name: _____

Laptop BCS Bar Code _____ Serial #: _____

BORROWER'S AGREEMENT: The borrower (student/parent named below) agrees to assume full responsibility for the safety, care, and maintenance of the laptop. While the laptop is in the borrower's possession, the borrower agrees to abide by all BCS Policies.

The laptop is the property of the school district, and as such, is subject to monitoring and search of contents at any time. Please note that the laptop is equipped with location tracking. There is **NO** expectation of privacy in location, use, or data stored on the laptop. The device must be returned to the district immediately upon request, at the end of the year, or upon departure or termination from the District.

While the equipment is in my possession, I agree to the following:

1. I will take care of my laptop as identified in the Bartlett City Schools Laptop Procedures.
2. I will never leave the laptop unattended and understand that if found at school, I will be subject to discipline. If my laptop is damaged, lost, or stolen I will report it to the school immediately.
3. I understand the laptop is my responsibility and I will not loan it to other individuals.
4. I will know where the laptop is at all times.
5. I will bring a charged laptop to school daily and will protect it by only carrying it in the protective backpack or sleeve.
6. I will keep food and beverages away from my laptop since they may cause damage to the device.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will use my laptop in ways that are responsible, appropriate, meet BCS expectations and are educational.
9. I will **NOT** place decorations (such as labels, stickers, markers, etc.) directly on the laptop. I will not deface the BCS laptop identifiers on my laptop.
10. I understand that my laptop is subject to inspection at any time, without notice and remains the property of the BCS District. I will provide the laptop passcode and any passwords to staff, immediately upon request.
11. I will follow the policies outlined in the laptop Procedures and **Use of the Internet and Internet Safety Policy # 1021** while at school, as well as outside the school day.
12. I understand that I am subject to disciplinary action if inappropriate content is found on the device.
13. I will file a police report in the event of theft or vandalism.
14. I agree to return the District laptop, power cords, and any other accessories in good working condition.

Signatures below indicate that I agree to the stipulations above and as outlined in the **Laptop Responsible Use, Policy, Procedures, and Information Guide**.

To Be Completed by STUDENT:

First & Last Name (print): _____ Email Address: _____

Teacher: _____ Grade: _____

Student Signature: _____ Date: _____

To Be Completed by PARENT/GUARDIAN:

First & Last Name (print): _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email Address: _____

(Home Phone): _____ (Cell): _____ (Work): _____

Parent Signature: _____ Date: _____

Check Out Signatures:

Student _____ (Date) _____ Administrator/Designee _____ (Date) _____

Check In Signatures: (Relieves student/parent of obligations listed above.)

Student _____ (Date) _____ Administrator/Designee _____ (Date) _____

I **HAVE** submitted my non-refundable \$50.00 Technology Fee, which insures this laptop against unintentional damage or theft.

I **HAVE** a lock on my school locker. _____ is my locker number.

The original **COLOR COPY** form should be submitted to the Technology Department. A copy of the completed form should be kept on file at the school for the current scholastic year and a copy given to the student.

(OVER) BARTLETT CITY SCHOOLS POLICY 1021 – USE OF THE INTERNET AND INTERNET RESOURCE

Bartlett City School's 1:1 Laptop Program

Parent Permission and Acknowledgement Form

My signature below identifies that I have read and understand the *Bartlett City Schools Laptop Responsible Policy, Procedures and Information Guide* and discussed the material with my child.

I understand my initials on the appropriate statement below identify how my student is to participate in the Bartlett City School's 1:1 Laptop Program.

____ I **DO** provide permission for my child to participate in the Bartlett City School's 1:1 laptop program. I am aware that the provided device is owned by the Bartlett City Schools District. I am aware that the care and responsibility of the device as outlined in the *Laptop Responsible Policy, Procedures and Information Guide* both in and out of school lies with my child.

____ I understand that a non-refundable Technology fee of \$50 is due each year for my student's device. I understand that other appropriate fees as outlined in the *Laptop Responsible Policy, Procedures and Information Guide* will be assessed in the event of damage, a lost laptop, or a theft. I understand that in the event of a lost laptop, I will assist in the search and if it is not found within three (3) days, a police report will be filed by the School Resource Officer. I understand that in the event of a theft outside of school, I must provide a police report. I understand that I am to provide a set of headphones and a lock for my student's school locker.

____ I **DO NOT** provide permission for my child to participate in the Bartlett City School's 1:1 laptop program and the ability to bring home a laptop. I **DO** want my student to have a laptop available for use during the school day. I understand that my child is responsible for the completion of all assignments, which may include homework using the laptop. No Technology Fee will be required.

____ I **DO NOT** provide permission for my child to participate in the Bartlett City School's 1:1 laptop program or checkout a laptop. I want my child to complete course work through use of pen and paper. I understand that my child is responsible for the completion of all assignments. No Technology Fee will be required.

Student's Name _____
(Please Print)

Parent's Name _____
(Please Print)

Parent/Guardian Signature _____

Date _____

**MacBook Air 11" Parts Cost (Approximate)
Labor Not Included**

Part	Cost	
Battery	\$24.00	
Logic Board	\$450.00	
Airport Card	\$10.00	
Flash Storage	\$160.00	
Bottom Case	\$5.00	
LED Display	\$235.00	
Fan	\$3.00	
Heatsink	\$3.00	
I/O Board	\$31.00	
Flex Cable	\$3.00	
Right Speaker	\$5.00	
Left Speaker	\$5.00	
Case w/ Keyboard	\$96.00	
Trackpad Cable	\$4.00	
Screw Set	\$10.00	
Battery Cover	\$43.00	
Total =	\$1087.00	