

**BOYERTOWN AREA SCHOOL DISTRICT**

# 21st Century Technology



**BOYERTOWN MIDDLE SCHOOL**

# One-to-One Computing Handbook

**2020-2021**

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### NOTICE OF NONDISCRIMINATION

We are an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.

## Introduction to the One-to-One Laptop Program

Our primary mission for the One-to-One program is to transform teaching, learning, and assessment at the Boyertown Area High School and Boyertown Area Middle School. A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The BASD School Board, along with the staff and administration, is pleased to provide an exciting educational opportunity for students in grades 6-12 that will strive to meet these expectations and prepare students for the 21st Century.

Through the use of instructional technology and a constructivist approach to teaching and learning, the 21<sup>st</sup> Century One-to-One Laptop Program is driven by standards established by the International Society for Technology in Education (ISTE).

- ISTE Standards will assist our students in becoming:
  - Empowered Learners
  - Digital Citizens
  - Knowledge Constructors
  - Innovative Designers
  - Computational Thinkers
  - Creative Communicators
  - Global Collaborators
- Teaching is also impacted by the integration of appropriate instructional technology and effective professional development. This program allows our teachers to be:
  - Learners
  - Leaders
  - Citizens
  - Collaborators
  - Designers
  - Facilitators
  - Analysts
- Provide students, families, and community with a variety of positive resources and programs in the Boyertown Area.
- Build a bridge between the school and community by producing graduates who will be prepared to serve the community through lifelong learning.

This handbook provides the necessary guidelines for our students to use laptops as a powerful educational tool in their quest for 21<sup>st</sup> century learning experiences.

Before a laptop can be issued, parents/guardians and students are required to review the One-to-One Laptop Program Handbook, sign and complete the enclosed attachments:

- *One-to-One Laptop Program Participation*
- *Responsibilities and Expectations*

## **Educational Environment/BASD Responsibilities**

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, harassment, or extortion. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded.

The School Board is committed to providing a safe, positive learning environment for BASD students. The School Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board prohibits bullying/cyberbullying by BASD students. As of September 10, 2015, cyber harassment is considered a third-degree misdemeanor punishable by a maximum of \$2500 fine and/or one year in prison.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school and/or outside a school setting, that is severe, persistent and/or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Substantial creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying via any form of electronic communication including, but not limited to phone, text messaging, Internet, web sites, e-mail, blogs, chat rooms, and/or instant messaging.

School setting is defined as: in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

The School Board encourages students who have been bullied or who are aware of bullying to promptly report such incidents to the building administration, school counselor, teacher, or other adult.

Each administrator, teacher and student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The BASD is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another employee's/student's worth or educational experience. Students who feel they are being harassed should see an administrator or guidance counselor.

Students who are found guilty of hazing, harassment or intimidation shall be subject to appropriate discipline. Any of the above may violate state law and be the basis for exclusion or prosecution under those provisions.

### **Free Speech**

To the extent the BASD disciplines a student for verbal expression, the BASD does not intend to regulate any particular viewpoint or content, that is, free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school.

### **Repossession**

If a student does not timely and fully comply with all terms in the One-to-One Laptop Handbook, including timely return of the property, the BASD shall be entitled to declare you in default and file a claim in small claims court. If a student fails to return the property in a timely manner, and utilizes the property for continued use of non-school purposes without the consent of the BASD, this may be considered unlawful. The student/parent/guardian may be referred to the local authorities for possible criminal action.

### **Term of Agreement**

The right to use and possession of the property terminates no later than the last day of the school year unless terminated earlier by the BASD or upon withdrawal from the BASD.

- In accordance with BASD Policy No. 208 (*see Policy No. 208- Withdrawal from School*), if a student withdraws from the BASD before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, BASD has the right to charge the student and parent/guardian for the full replacement cost of the equipment.

## **General Laptop Rules**

### **Inappropriate Content & Graffiti**

- Inappropriate content will not be permitted.
- Unapproved software will not be permitted.
- Stickers and/or decorations will not be permitted.
- Presence of weapons, pornographic materials, inappropriate language, symbols or pictures related to alcohol, drugs or gangs will result in disciplinary actions.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones are prohibited in class unless permission is granted by the teacher.

### **Identification**

- Do not remove school identification or name tags from the laptop. If the label is damaged or removed, contact the main office for a replacement.

### **Backing up of Files**

- Students are responsible for regularly backing up school documents in Google Drive as part of the BASD G-Suite resource. Failure to back up documents does not constitute an excuse for not turning work in on time.

### **Deleting Files**

- Do not delete any folders or files that were **not** created by the student. Deletion of certain files will impact the computer's functionality and performance.

### **No Loaning or Borrowing Laptops**

- Do not loan laptops to any other individual.
- Do not borrow a laptop from another student.
- Do not share passwords or usernames.

### **Music, Pictures, Videos, Games, Social Networking, or Programs**

- All software loaded on the system must be approved by the BASD.
- Non-instructional videos and games may not be downloaded or streamed over the Internet. This may result in a violation of copyright laws.
- Obscene language and/or inappropriate materials, including but not limited to, screensavers, backdrops and/or pictures are strictly prohibited.
- Inappropriate use of the laptop camera is also strictly prohibited. Recording audio or video without the consent of the teacher and consent and knowledge of those being recorded is strictly prohibited and may result in the student being referred to local authorities for possible criminal action as a violation of federal wire taping laws.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

See more about copyright issues at [www.respectcopyrights.org](http://www.respectcopyrights.org)

- Students found with illegal files on their computer will have their laptop confiscated and disciplinary action will be taken.

### **Unauthorized Access**

- Access to another person's account or computer without their consent or knowledge will result in disciplinary consequences.

### **Transporting Laptops**

- Laptops must not be left unattended.
- Laptops must have a protective cover or be kept in a protective case.
- While in school, if the student is unable to carry and supervise his/her laptop, it is to be locked in the student's assigned locker. It is the student's responsibility to notify the high school office if his/her school locker is not working properly.
- Charging and/or charging/locking stations can be found in various locations in the buildings.

## **Student Guidelines for Acceptable Use of Technology Resources**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when using BASD-owned computer hardware, operating system software, application software, stored text, data files, school-issued electronic mail, local databases, digitized information, communication technologies, and Internet access (*see Policy No. 224- Care of School Property and Policy No. 708- Lending of Equipment and Books*).

- In accordance with BASD Policy No. 224 (*see Policy No. 224- Care of School Property*), “The School Board charges each student in the schools of this District with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.”
- In accordance with BASD Policy No. 708 (*see Policy No. 708- Lending of Equipment and Books*), “The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return. School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from school or job responsibilities. The prior approval of the principal is required for such removal. All students, parents/guardians should comply with the terms and conditions of these Acceptable Use Guidelines.”

The use of this technology is primarily for educational purposes. Students, parents/guardians are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

**1. Student expectations are as follows:**

- All users are expected to follow existing copyright laws.
  - In accordance with BASD Policy No. 814 (*see Policy No. 814- Copyright Material*), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. Policy 814 states: “the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the ‘fair use’ doctrine.  
Under the ‘fair use’ doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.” For more information on the District’s Copyright Material Policy, (*see Policy No. 814- Copyright Material*).
- Students who identify or know about a security problem are expected to convey the details to their teacher or BASD IT staff, without discussing it with other students.

- When the laptop is required for class work, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery fully charged.

**2. Acceptable Use Guidelines for the BASD network computer online services are as follows:**

**a. General Guidelines**

- Students will have access to available forms of electronic media and communication that are in support of education and research, and in support of the educational goals and objectives of the BASD;
- Students are responsible for their ethical and educational use of the computer services in the BASD;
- All policies and restrictions of the BASD computer services must be followed;
- Access to the BASD network services is a privilege and not a right. Each student and/or parent/guardian will be required to adhere to the Acceptable Use Policy Agreement in order to be granted access to BASD computer services;
- The use of any computer services in the BASD must be in support of education and research and in support of the educational goals and objectives of the BASD;
- When placing, removing, or restricting access to specific databases, or other BASD computer online services, school officials will apply the same criteria of educational suitability used for other education resources;
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted materials, threatening or obscene materials, and computer viruses; and
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Boyertown Area High School Code of Conduct.

**b. Network Etiquette**

- Be polite;
- Use appropriate language;
- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach; and
- Do not reveal personal data (home address or phone numbers of other people).

**3. Unacceptable conduct includes, but is not limited to, the following:  
Plagiarism/Cheating**

Section 7324 of the Crimes Code of Pennsylvania makes it a misdemeanor of the third degree to offer for distribution any dissertation, thesis, term paper, essay, report or other written assignment or to sell or offer for distribution any assistance in the preparation of such assignments for submission to an educational institution to meet the requirements for a degree, diploma, certificate or course of study. *Assignment* means a written, recorded, pictorial, artistic or other academic task. *Prepare* means to create, write or in any way produce in whole or substantial part of any such assignment.

Furthermore, according to Writing Research Papers (8<sup>th</sup> ed.), author James D. Lester defines plagiarism as “purposely using another person’s writing as your own” (138). He further describes plagiarism as “the flagrant, dishonest use of sources without [accurate] documentation...” (140). Because academic integrity is important to the faculty and students of the BASD and because plagiarism is a serious and legal issue facing students, the BASD requires each student to conform to the following rules of conduct when presenting another author’s ideas:

- Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin;
- Enclose within quotation marks all quoted materials;
- Make certain that paraphrased material has been *rewritten into your own style and language*. A simple rearrangement of sentence patterns is unacceptable;
- Provide specific accurate in-text documentation for each borrowed item. For example, MLA style requires author’s name and page for all in-text references;
- Provide an accurate bibliographic entry on the Works Cited page for every source cited in the paper; and
- Omit sources consulted but not cited in the text.

The BASD considers cheating and/or plagiarism a very serious offense.

Additional acts of unacceptable conduct include, but are not limited to, the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses and/or software, (such as, but not limited to, hacking and host file-sharing software);
- Using the network for financial or commercial gain, advertising or political lobbying;
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments;
- File sharing unless sanctioned or moderated by a teacher or administrator;
- Deleting the Internet history on the laptop; doing so may be automatically considered an admission of guilt;

- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited;
- Causing congestion on the network or interfering with the work of others, i.e., chain letters or broadcast messages to lists or individuals;
- Intentionally wasting finite resources, i.e., online time, video streaming;
- Gaining unauthorized access anywhere on the network;
- Revealing the home address or phone number of oneself or another person;
- Invading the privacy of other individuals;
- Using another user's account, password, or ID card or allowing another user to access your account, password or ID. This includes adding backtracks or other means by which outsiders can access the sites and information without permission;
- Coaching, helping, observing or joining any unauthorized activity on the network;
- Posting anonymous messages or unlawful information on the system;
- Engaging in sexual harassment, cyberbullying or using objectionable language in public or private messages, i.e., racist, terrorist, abusive, sexually explicit, threatening, demeaning, stalking or slanderous language;
- Falsifying permission, authorization, or identification documents;
- Obtaining copies of or modifying files, data or passwords belonging to other users on the network; and
- Knowingly placing a computer virus on a computer network.

**4. Consequences are as follows:**

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use;
- Noncompliance with the guidelines published in the One-to-One Laptop Handbook, BASD Code of Conduct, and the BASD Policies may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to possible expulsion.  
Violations of applicable state and federal law, including Pennsylvania Crimes Code: Electronic Communications (*see Pennsylvania Crimes Code: Electronic Communication*) may result in criminal prosecution, as well as disciplinary actions by the BASD;
- At the teacher's discretion, a warning may be given in the case of minor infractions;
- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated BASD staff to ensure appropriate use; and
- The BASD will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Right to Know Law; therefore, proper authorities will be given access to content as required by law.

## **Network/Internet Use Policy**

## **Responsible Use Guidelines for the Internet**

The School Board recognizes the benefits of providing students and staff accesses to the Network/Internet.

Students, staff and administrators of the BASD have an opportunity to access the Internet to facilitate the need to prepare them to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, to gather information and to improve communication skills. It is understood that BASD does not have sufficient staff to monitor every aspect of student use of the Network/Internet. Therefore, the purpose of the Acceptable Use of Network/Internet Guidelines of the BASD is to foster independent use of the BASD network, subject to compliance with procedures and standards for appropriate network behavior and communications. The following Acceptable Use of Network/Internet Guidelines applies to all users when they access any network connection of BASD.

It is understood that cooperation is critical in the use of the Network/Internet at the BASD. The goal of the BASD is to use the Network/Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the BASD network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.

In compliance with the Children's Internet Protection Act (CIPA), BASD filters Internet content accessed via the school network. Parental supervision is encouraged while BASD equipment is being used at home in adherence of BASD Policy No. 815 (*see Policy No. 815-Acceptable Use of Internet, Computers, and /Electronic Resources*). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Violation of this Acceptable Use of Network/Internet Guidelines may result in serious student discipline, subject to the Student Disciplinary Code and/or staff and administrative discipline and is subject to guidelines adopted by the School Board of Directors.

Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the network. The BASD reserves the right to update and/or modify the basic minimum skills necessary for network access.

Accessing or transferring materials to or from any BASD network without the consent of the owner is a violation of federal law and is expressly prohibited.

It is understood that use of the network is a privilege. The primary use of the network shall be reserved to those individuals who utilize materials that are of "educational value" to students of the BASD. For the purpose of these Guidelines, "educational value" shall mean those areas of network access that have a direct impact on the student's educational program at the BASD. Use of the network for email to be remitted to friends, chatting, social networking, reading jokes, blogging, searching sport sites, gaming or other actions that are not directly related to school curricula are not deemed to be of "educational value." Use of the system for defamatory,

inaccurate, abusive, obscene, profane, sexually oriented, threatening and racially offensive and/or illegal material or other prohibited activities shall not be permitted.

The BASD will use reasonable efforts to prevent such material from entering the school network, within the confines of the law. Individuals are encouraged to report such entry of material into the system to an administrator.

Use of electronic mail and other network communications facilities to harass, defame, bully, offend or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material or to otherwise annoy other users of the network is forbidden. Each user has a responsibility to report all such violations. Only those contacts leading to appropriate “educational value” are permitted.

All users must recognize that e-mail or network messages may contain thoughts, conclusions and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, employees or various vendors. Such discussions or use on the network is expressly prohibited.

No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.

All users of the network must comply with the electronic Communication Privacy Act of 1986, as amended and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of email messages by third parties, as well as online appropriateness of certain material being remitted on the Internet.

The Act does permit interception or disclosure if either the sender or receiver of the communication consents. Further, the Act recognizes that the BASD may monitor student and staff email messages, as long as the interception device is included in the e-mail equipment.

Any attempt to research or circumvent system security, guess passwords or in any way gain unauthorized access to the network resources is forbidden and shall result in serious disciplinary action. Use of the Internet for commercial gain or profit is not allowed. Users may not move, repair, reconfigure, modify or attach external devices to the system without prior approval from the Administration. The BASD Administration reserves the right to monitor all network accounts. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules. Time restrictions on use of the Internet may be imposed to ensure quality of use.

The BASD Administration reserves the right to use electronic devices, cards or any other media to monitor how individuals perform their research in order to determine whether or not an employee or student is using the system for items of true “educational value.” Professional employees of the school will assist in the monitoring of student use of the Internet. Students or employees who violate the network guidelines of the BASD may be denied future network privileges for a defined period of time or be subject to additional disciplinary measures as set

forth in the Student Code of Conduct or in any other rules of the BASD, which may be applicable.

The School Board does prohibit the use of unauthorized audio, still or video recording by students at any time while on BASD property, unless prior approval has been granted by the Administration.

### **Student Technology Resources**

BASD is committed to the importance of a student being able to continue with his or her work when the laptop is experiencing problems. To assist with this problem, the BASD is providing the following:

#### **Student Network Drives**

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network. Excess use of network storage (for music, videos, etc) may warrant strict quota enforcement.

#### **Loaner Laptop Computers**

The BASD has a limited number of loaner computers. Students can use these computers if their laptop is being repaired. They will be able to access their saved work on their Google drive.

#### **Technology Support for Laptops**

If the student experiences technical difficulties with the equipment supplied by the BASD, there will be a number of support systems in place to assist her/him. The technology support room located on the first floor of the three-story building (Room 107A) and is open from 7:00 a.m. to 4:00 p.m. every school day.

#### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the BASD content filter while students are logged on to the BASD network but may be unprotected outside of school. Students are in violation of BASD policy if they access these sites through proxies. Parents may want to restrict their home Internet access. For more information about Internet safety go to [www.isafe.org](http://www.isafe.org)

### **Annual Use & Technology Fee**

Every student is required to pay the technology usage fee in the One-to-One Laptop program. Payment options are described below:

***Please select one of the following payment options:***

Technology fee of \$20.00 for Chromebooks. Parents/students will be responsible for costs associated with **acceptable breakage** or **acceptable damage** to the laptop by paying a repair/replacement deductible of \$30.00 (per child) for the 1<sup>st</sup> claim; \$60.00 for the 2<sup>nd</sup> claim; and \$90.00 (the maximum) for the 3<sup>rd</sup> and subsequent claims. This fee covers the laptop only, and **not** the accessories (battery, cord, protective bag or charger.) Neither the annual technology fee nor the repair/replacement deductible, will cover intentional, negligent damage or loss to the laptop and/or accessories.

Pay Online at [www.ezschoollpay.com](http://www.ezschoollpay.com) or Check/ Money Order (No Cash):

A check/money order for the \$20.00 Annual Technology fee is attached.

Check # \_\_\_\_\_.

Grade # \_\_\_\_\_. (All Grades= Chromebooks)

Check/money order should be payable to: **“Boyertown Area School District.”**

Payment made online \$20 for Chromebooks - Receipt is attached

Free Lunch     Reduced Lunch (\$10)

**Financial Hardships**

- If the maintenance fee creates a financial hardship on the student or parent, please contact the administration about payment options.
  - Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out the \$20/\$40 laptop use fee over time or determine another viable option.
  - Parents eligible for participation in the free and reduced lunch program will be handled as follows:
    - Parents eligible for the free lunch program will their have annual, non-refundable use and maintenance fee waived.
    - Parents eligible for the reduced lunch program will pay an annual, non-refundable use and maintenance fee of \$10.00.

Parents/students will be responsible for costs associated with loss, damage or neglect to the laptop and/or accessories by paying a Repair/Replacement Deductible up to a maximum of \$60.00, per incident, per child. Neither the Annual Use & Maintenance Fee nor the Repair/Replacement Deductible will cover intentional/negligent damage or loss to the laptop and/or accessories.

**Obligation List or Unpaid Fees**

- Unpaid fees will place students on the Obligation list. Seniors will not be permitted to participate in the commencement ceremony procession until all past fees are paid.
  
- Parents/students will be responsible for costs associated with loss, damage or neglect to the laptop and/or accessories by paying a Repair/Replacement Deductible. An escalating deductible scale has been established as follows for offenses of loss, damage or neglect to the laptop and/or accessories.
  - 1<sup>st</sup> offense- \$30.00 Repair/Replacement Deductible
  - 2<sup>nd</sup> offense- \$60.00 Repair/Replacement Deductible
  - 3<sup>rd</sup> offense- \$90.00 Repair/Replacement Deductible
  - Subsequent offenses- Full Cost of Repair
  
- Neither the Annual Technology Fee nor the Repair/Replacement Deductible will cover intentional/negligent damage or loss to the laptop and/or accessories.
  
- Multiple claims by the same student will be reviewed by the administration and appropriate action taken, including (but not limited to) denial of home access, disciplinary action, or restricted access.
  - The costs of any other parts needed for repairs (*not listed above*) will be based on manufacturer's current price list.

## **Theft, Vandalism, Misuse, Neglect, Damage**

### **Theft by unlawful taking or disposition**

- Movable property - A person is guilty of theft if he/she unlawfully takes or exercises unlawful control over, movable property of another with intent to deprive him/her thereof.
- Immovable property - A person is guilty of theft if he/she unlawfully transfers or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself/herself or another not entitled thereto.

### **Theft of property lost, mislaid or delivered by mistake**

A person who comes into control of property of another that he knows to have been lost, mislaid or delivered under a mistake as to the nature or amount of the property or the identity of the recipient is guilty of theft if, with intent to deprive the owner thereof, he/she fails to take reasonable measures to restore the property to a person entitled to have it.

### **Damages, Repair and Replacement**

***Personal responsibility on the part of the student is a goal and a key for the success of this program.*** The computers are an expensive piece of equipment. Please carefully read the

following information regarding possible damages and replacement of equipment (*Repair costs can be found on page 16 of this manual*):

- Students, parents/guardians should not have repairs made or alter the laptops at a computer repair shop.
- If the student's equipment is lost or not returned to the BASD, the student, parent/guardian will be charged the full replacement cost of the equipment.
- In the event of negligent, malicious or willful damage to the equipment (as determined by the administration) the student, parent/guardian will be responsible for replacing the equipment at full cost.
- Negligent, malicious or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the BASD building Code of Conduct.
- The equipment is the property of the BASD and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy the laptop property in any way.
- While some liberties exist regarding non-school related work done at home, students should understand that they are required to follow the Acceptable Use Policy of the BASD. Parents/guardians must also adhere to the terms and conditions of the Acceptable Use Policy.
- The BASD is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media or other technological tools used with the BASD equipment.
- Computers will be subject to random checks and servicing by BASD Information Technology Staff and administration.
- Parents/students agree to pay the full cost replacement value of the equipment for loss, negligence, or damaged beyond repair.
- In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence with the proper law enforcement agency. Incidents happening off campus must be reported to the police by the parent and a copy of the police report must be brought to the school by the next school day.

You can find more information about the Student/Parent Laptop Agreement Form and updates to this handbook at:

<http://www.boyertownasd.org/1to1>

## **One-to-One Laptop Infractions and Discipline**

**Boyertown Area School District is pleased to offer laptops through a One-to-One computing program. This program provides students and their families a valuable tool that will give them access to a variety of positive and meaningful resources available in our technology-driven society. With this technology comes increased student responsibility and expectations.**

**The laptops are the property of the Boyertown Area School District. Laptops will be assigned to students and must be returned in their original working condition when they have completed their education at BASD or leave the school district.**

**Category 1: One (1) or more after school detention(s).**

- Playing games during the school day unless approved for educational purposes (1<sup>st</sup> Offense).
- Intentionally damaging the laptop. The laptop may not be marked with stickers or other decorations. Student will be financially responsible for the cost of repair or replacement due to neglect.
- Abandoning of laptops. Students are responsible for the laptop at all times. The laptops are NOT to be left unattended. If unable to carry the laptop, each student is to lock it in his/her assigned locker. It is each student's responsibility to notify the school office if his/her locker is not working properly.
- Allowing another student to use his/her computer and/or passwords.
- Clearing the history of the computer or setting the history to private (1<sup>st</sup> Offense).

**Category 2: Suspension.**

- Playing games during the school day unless approved for educational purposes (Repeated violations).
- Abandonment of laptops (Repeated violations).
- Intentionally damaging the laptop. The laptop may not be marked with stickers or other decorations. Student will be financially responsible for the cost of repair or replacement due to neglect.
- Social networking during the school day. (Example: Skype, Facebook, Twitter, etc.) (Repeated violations)
- Allowing another student to use their computer and/or passwords (Repeated violations).
- Having any form of profanity or inappropriate activity on the computer.
- Installing any software that is not part of the district's approved software image (1<sup>st</sup> Offense).
- Using the laptop as a means to plagiarize or cheat on school assignments. Students may also receive an academic consequence as issued by the teacher.

**Category 3: Suspension – Possible law enforcement notification.**

- Cyberbullying or using the computer as a means to harass another person. Students who commit cyberbullying will receive suspension and possible law enforcement notification.

- Intentionally damaging the laptop. The laptop may not be marked with stickers or other decorations. Student will be financially responsible for the cost of repair or replacement due to neglect.
- Distributing his/her password to another person or having access to another person's password.
- Using the technology for commercial activities. (Including, but not limited to, activities requiring the exchange of money/credit card information, charging the school fees, purchases or sales of any kind, solicitations/donations, advertising, and/or political lobbying).
- Attempting to circumvent the district's Internet content filtering system by proxy or other means.
- Using his/her laptops, or any other device, to video or audio record a student or school employee without that person's permission.

**Category 4: Suspension or out of Out-of-School Suspension – Possible law enforcement notification.**

- Having any form of pornography on the computer. This includes, but is not limited to, files, history, or server account.
- Intentionally damaging the laptop. The laptop may not be marked with stickers or other decorations. Student will be financially responsible for the cost of repair or replacement due to neglect.
- Downloading any program that provides access to illegally downloaded movies, games, pictures, or songs.
- Attempting to gain unauthorized access to the laptop or network.
- Use of school district technology to perform an action that constitutes threat to the health, safety and/or welfare of oneself and/or others.

The School District Administration reserves the right to adapt and revise the disciplinary code as necessary in order to assure a safe, secure, and productive learning environment for students and staff.

Students are to adhere to all policies and practices as dictated by the Acceptable Use of Technology and Equipment Loan Agreement. The administration reserves the right to withhold the privilege of participation in the one-to-one laptop program for any student who violates the stipulations set forth by this program.

## **RESPONSIBILITIES AND EXPECTATIONS**

**Ownership-** The laptop is owned by the BASD.

### **Students/Parents/Guardians**

- May attend or have attended a designated training program.
- Will be issued a laptop as an educational tool and it should only be used in that capacity.
- Are responsible for the care of the laptop issued to them whether in or out of school.
- Are responsible for bringing the assigned laptop to school each day, and ensure that is charged and ready for use. A computer that is left at home will be treated the same as if textbooks or homework were left at home.
- Are given a laptop case or sleeve at no cost and must carry the laptop in the school-issued sleeve or a school approved equivalent bag. The laptop must have a case on it at all times. If lost or stolen, the student must purchase a new school issued case or school approved equivalent case.
- Will lose laptop privileges and an alternative plan for access will be substituted if the student is responsible for any vandalism, hacking, or intentional damage (misuse and/or neglect) to the laptop.
- Will only use software that is permitted by the BASD to be installed and/or run on the laptop.
- Will NOT subject themselves to inappropriate content or behavior on the laptop, examples include but are not limited to: pornographic materials, inappropriate language, alcohol, drug, and gang-related content.
- Acknowledge there is no expectation of privacy with files stored on the computers or with Web sites visited with the laptops. The BASD has the right to monitor laptop internet usage and/or block access to applications and Web sites via a content filter.
- Will NOT loan/borrow laptops to/from other students and will NOT share usernames and passwords.
- Will NOT leave their laptop unattended. Abandoned laptops will result in student disciplinary action.
- Agree that if laptops and/or accessories are returned in any of the following conditions: vandalized, hacked, or intentionally damaged (misused and/or neglected); the repair/replacement cost (*see Table of Estimated Repair/Replacement Costs*) becomes the student's and parent's responsibility. Failure to pay the required repair costs will result in referral to the appropriate authorities.

*(Continued- Page 2 of Responsibilities and Expectations)*

### *Reporting Procedure*

Damage and loss must be reported immediately to the Information Technology department. In the event of theft or fire, a police or fire report must be filed by the family within forty-eight (48) hours of the incident or discovery of theft and a copy of the report delivered to the main office the next school day. Without a police report, student will be responsible for the full amount of the laptop.

## Getting Started, Setup and Care Instructions

### Internet Access

- High-speed wireless access is available in each school building in the district. The student laptops will be connected to this wireless network automatically.
- The laptop will be able to access other wireless networks, provided that the user has authorization to use that wireless network (the network may require a password for access). This includes home wireless networks.

## Care Topics

### Charging Laptops

- Charge the laptop battery fully and bring laptop to school every day.
- Failure to charge laptop is equivalent to not being prepared for class.
- Please see the laptop charger care booklet for more information.

### Proper Care of Laptops

- Food and drink should not be used near the laptop.
- Avoid getting the equipment wet or damp.
- Do not place your laptop on a pillow or other soft material when it's powered on, as the material can block the airflow vents (in particular, the rear vents) and cause the computer to overheat. Never place anything over your keyboard when operating in closed-lid mode. This can cause your computer to cycle on and off, which might create excessive heat and drain your battery. Never turn on your computer unless all of its internal and external parts are in place.
- Do not leave the equipment outdoors or inside a car in extreme temperature (*hot or cold*).
- Close the laptop gently. Push from the top center of the cover.
- **Be sure that there is nothing laying on the laptop before closing the cover, as this will break the screen.**

### Carrying Your Laptop

- If you carry your laptop in a bag or briefcase, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your computer through an opening, such as the optical drive slot, or get stuck inside a port.
- Avoid jarring of corners of laptop, even in laptop carrying case, as breakage could occur.

### Cleaning Your Laptop Display

- Shut down your laptop, detach the power adapter, and remove the battery.

- Dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.

#### **Cleaning Your Laptop**

- Shut down your laptop, detach the power adapter, and remove the battery.
- Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

### **BOYERTOWN AREA SCHOOL DISTRICT STUDENT FINANCIAL OBLIGATION/SMALL CLAIMS COURT PROCEDURE**

- Students are expected to fulfill all financial obligations in a timely manner.
- The Boyertown Area School District will make every effort to inform students/parents of financial obligations. Financial obligations include but are not limited to textbooks, technology, athletic uniforms, and other district owned supplies and equipment.
- The Boyertown Area School District will inform parents of this procedure via student handbooks and the Boyertown Area School District website.
- In the event that a student has a financial obligation, the student may lose privileges including but not limited to field trips, prom, dances, commencement ceremony procession, field days, assemblies, etc. Additionally, a student with financial obligations will not receive their diploma until the financial obligation has been fulfilled.
- Building administrators will send a list of names, addresses, and financial obligations owed to the Superintendent's office. The list will be for any student who has a financial obligation in excess of \$25.
- The Superintendent's office will forward the information to the school solicitor who will send a "demand for payment letter" to the parents/guardians of students informing them that they have 10 days to fulfill or litigation will be filed.
- The Superintendent's office will notify building administrators when the letters have been mailed which will begin the 10-day window.
- After 10 days the building administrators will complete a "Civil Complaint Form" for each student with a financial obligation which will result in filing in small claims court. Copies of the filing should be sent to the school solicitor.

**For Financial Obligations Accrued After May 1<sup>st</sup>:**

- In the event that a student has a financial obligation, the student may lose privileges including but not limited to field trips, prom, dances, commencement ceremony procession, field days, assemblies, etc. Additionally, a student with financial obligations will not receive their diploma until the financial obligation has been fulfilled.
- If a financial obligation occurs after May 1<sup>st</sup>, the district will contact the parents/guardians to inform them of the financial obligation. Parents/guardians will be given five business days to fulfill the financial obligation prior to their name being sent to the Superintendent's Office. The list will be for any student who has a financial obligation in excess of \$25.00.
- The Superintendent's office will forward the information to the school solicitor who will send a "demand for payment letter" to the parents/guardians of students informing them that they have 10 days to fulfill or litigation will be filed.
- The Superintendent's office will notify building administrators when the letters have been mailed which will begin the 10-day window.
- After 10 days the building administrators will complete a "Civil Complaint Form" for each student with a financial obligation which will result in filing in small claims court. Copies of the filing should be sent to the school solicitor.

## **SIGN AND RETURN One-to-One Laptop Program Participation All Grades**

*Please select one of the following payment options:*

We agree to have our child participate in the 1:1 Technology Program. Further, we acknowledge and agree to pay the non-refundable Annual Technology Fee of \$20.00 for Chromebooks (Grade 6). Parents/students will be responsible for costs associated with **acceptable breakage or acceptable damage** to the laptop by paying a repair/replacement deductible of \$30.00 (per child) for the 1<sup>st</sup> claim; \$60.00 for the 2<sup>nd</sup> claim; and \$90.00 (the maximum) for the 3<sup>rd</sup> and subsequent claims. This fee covers the laptop only, and not the accessories (battery, cord, or charger.) **Neither the annual technology fee nor the repair/replacement deductible, will cover intentional, negligent damage or loss to the laptop and/or accessories.**

### **Financial Hardships**

Families participating in the free and reduced lunch program are eligible for reduced rates. Those participating in the reduced lunch program are eligible for a rate of \$10. Those participating in the free lunch program, the annual fee waived.

Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out the \$20 laptop use fee over time or determine another viable option. Parents/students will be responsible for costs associated with loss, damage or neglect to the laptop and/or accessories by paying a Repair/Replacement Deductible up to a maximum of \$90.00, per incident, per child. Neither the Annual Use & Maintenance Fee nor the Repair/Replacement Deductible will cover intentional/negligent damage or loss to the laptop and/or accessories.

Please select one of the following payment options:

- \_\_\_ My child is in grade \_\_\_ (select the correct option below)
  - \_\_\_ \$20 usage fee paid by check  
Check # \_\_\_\_\_ -- Made out to **Boyertown Area School District**
  - \_\_\_ \$20 usage fee paid online – [www.ezschooldpay.com](http://www.ezschooldpay.com) – Attach a copy of the receipt
  - \_\_\_ \$10 usage fee paid by check (my child receives reduced price lunch)  
Check # \_\_\_\_\_ -- Made out to **Boyertown Area School District**
  - \_\_\_ \$10 usage fee paid online – [www.ezschooldpay.com](http://www.ezschooldpay.com) – Attach a copy of the receipt
  - \_\_\_ \$0 usage fee (my child receives free lunch)

### **Video Conferencing – (New)**

The Boyertown Area School District has made reasonable efforts to ensure that videoconferencing is confidential, and access is limited to students in the assigned groups. However, some of these services will be provided in a group format and when this occurs students will be able to see other students in the group. In addition, the Boyertown Area School District is unable to control who else may be in the room in which a student is receiving these services remotely, including other family members or others who are living with the other students, who may observe the session and what other students are in the group. Due to the nature of distance learning which may include Zoom meetings, Google Meet Hangouts, and other internet-based platforms, parents also acknowledge and agree that the District (although it will take precautions to try to do so) may not be able to ensure confidentiality per the

Family Educational Rights and Privacy Act (FERPA) and Children’s Online Privacy Protection Act (COPPA). Please see the links below for the Privacy Policies for both Zoom and GSuite.

Privacy Notices:

Zoom:

<https://zoom.us/docs/en-us/childrens-privacy.html>

Google:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges, school disciplinary action, and/or legal action. I accept full responsibility for guidance of technology use and for conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media. I further authorize video conferencing methods as highlighted in the above section. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary and/or legal action. I agree to abide by the Responsibilities and Expectations as listed on pages 20-21 and the Student Financial Obligation/Small Claims Court Procedures on pages 22-23 of the 1:1 Handbook.

Print Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_