




## Bullitt County Public Schools Instructional Technology

1040 Highway 44 East  
Shepherdsville, Kentucky 40165  
502-869-TECH



### MEMO

To: Dr. Keith Davis, Superintendent

From: Jim Jackson, District Technology Coordinator 

Date: Tuesday, May 29, 2018

Re: Revised Technology Responsible Use Expectations (TRUE)

Please find attached with this memo, a revised version of the TRUE document for our Access 24 project. Most of the changes are minor or cosmetic; however, we have added new language on how we will handle accidental damage for the upcoming year.

We still have some cases where accidental damage is a barrier for students and instruction. We have charged students for repairs in the past, which has caused problems with collections, resulting in students being without a device for instruction. In an effort to minimize this disruption, the district will pay for the first reported repair at no charge (see section G). This first repair will cover a screen, or keyboard (since those are the most common repairs) but not both. Repair prices are listed on our Access 24 website, which will allow parents and students to easily identify what the repair costs will be for all accidental damage beyond the first, during the academic school year.

Usage fees will remain the same as the two previous years at \$35.00. The fee will be used to perform out of warranty and accidental repairs to Chromebooks, software, internet filtering and monitoring, costs for shipping end of lease devices back to the leasing company, and stock parts for repairs.

If you have any questions, or need additional information, please let me know.

Equal Education and Employment Institution

OK to June  
B. Sytton

# **Technology Responsible Use Expectations (TRUE)**

## **Student Expectations for Using Mobile Technology in BCPS Grades 6-12**

### **Chromebook User Agreement Terms**

The Bullitt County School District has initiated a 1:1 Chromebook initiative, “Access 24”. This initiative is an effort to embrace universal learning in a digital environment. Students will be using Chromebooks in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be permitted to use the Chromebook for instructional purposes. Individual schools will make specific policies to determine whether students will be using Chromebooks strictly during the school day or if students will be permitted to use the Chromebooks at home. Remember, Chromebooks are property of the District and their contents may be viewed at any time. Students are expected to have their Chromebooks with them each day, fully charged and ready for use. Access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use District technology.

#### **Goals for Student Users**

- Expand readiness for learning platforms used at higher education institutions
- Streamline processes for students, increasing engagement, productivity and organization
- Increase collaboration and connect users to both our local and global communities
- Utilize a wide array of digital educational materials promoting project based learning
- Maximized opportunities for personalized learning, increasing student ownership of learning
- Enhance learning and improve communication among stakeholders

Bullitt County Public Schools and its Board of Education (hereafter referred to as “the District”) provides its student, staff and community reasonable access to a variety of “district technology resources” (including, but not limited to, access to the Internet and laptop computers). These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student and employee use of school district technology resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technology resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

## A. REQUIRED EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGY (GENERAL)

School district technology resources may be used by students only with authorization by the District. The use of district technology resources is a privilege, not a right. Individual users of district technology resources are responsible for all behavior and communications when using those resources. Responsible use of school district technology resources is ethical, academically honest, supportive of student learning, and respectful. General student behavior standards, including those prescribed in applicable board policies, school handbooks and other regulations and school rules, apply to the use of the Internet and other school technology resources.

Additional rules are outlined below for Students (Section B). These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Prior to using the Internet and/or access to school technology, all students must submit a completed Access To Electronic Media Form, which is referred to as the Acceptable Use Policy (see Policy 08.2323 and Procedure 08-2323 AP.21. Students will receive training about appropriate online behavior. **(See Policy 09.4261 for further details on use of personal telecommunications devices.)**

Using network resources to establish personal email accounts, as well as accessing sexually explicit materials, is prohibited. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Students/parents shall reimburse the District for repair or replacement of district property lost, stolen, or damaged during the school year **(See REPAIRS below in Section G)**. Individuals are responsible for returning Chromebooks to the school (or the District's central office) in a timely manner when the user is no longer a student of the district. The device should be in the same condition as when it was taken into possession by the user, in consideration of normal wear and tear.

Before using the Chromebook, the student and parent/guardian must sign a statement indicating that they understand and will strictly comply with the requirements listed below. Failure to adhere to the requirements listed below will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal laws.

## B. FEES

An annual technology usage fee will be collected from students for the "Access 24" initiative. The fee amount will be set annually by the district and collected by the school at the issuance of the Chromebook.

Fees are **non-refundable** and will **NOT** be prorated for early withdrawal from the district or for students who enroll after the school year has begun. Paying the usage fee, does NOT excuse the student from the responsibility of paying for damage or loss of the device. Consistent with **Board policy 09.15**, no child shall be denied full participation in any educational program due to an inability to pay for or rent necessary instructional resources.

## C. RESPONSIBLE USE OF TECHNOLOGY BY STUDENTS

1. Student agrees to adhere to digital citizenship requirements before given access to the Chromebook. Digital Citizenship (Digital Driver's License) training will be provided at the beginning of the school year and will be reinforced throughout the school year.
2. Chromebooks are provided for school-related purposes only. Acceptable use of Chromebooks are limited to responsible activities.
3. No user of technology resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All uses must comply with policy on harassment when using district technology. **(BCPS Policy 09.42811)**
4. The use of personal hotspots and websites to circumvent content filtering is prohibited.
5. Students may not share copyrighted material.
6. Users of Chromebooks may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
7. Students must respect the privacy of other students and staff members. When using emails, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information (PII), or information that is private and confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see **(BCPS Procedure 01.61 AP.11)**
8. Users also may not forward or post personal communications without the author's prior consent.
9. Students should not share media in any way, without consent of those involved and approval by the appropriate Principal or designee.
10. Students are prohibited from using another individual's credentials to sign into any Chromebook; they also are not allowed to read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
11. Student use of the Chromebook off school grounds may be revoked at any time by administration
12. Students who use district Chromebooks to access the Internet at home are responsible for both the cost and configuration of such home Internet. For more information on use of district technology at home, see Section D below.
13. If a Chromebook power supply is damaged or lost, do NOT purchase replacements from retailers such as EBAY, Amazon, etc. Doing so will void the warranty, and parents will be held liable for replacement of the power supply and Chromebook. Using any other power adapters, other than OEM adapters, is strictly prohibited and could lead damage to the Chromebook and a potential fire if the correct specifications are not met.
14. Students who are issued Chromebooks must also follow these specific guidelines (this is not an inclusive list):
  - a. Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
  - b. Bring the device every day to school for instructional use.
  - c. Have the device always available to present to District staff. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
  - d. Keep the device secure and damage free.
  - e. It is recommended that the student uses a protective cover, sleeve or notebook-carrying case at all times.

- f. Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- g. Do not loan out the Chromebook or power supply.
- h. Use only the included power supply and a standard outlet to charge your Chromebook.
- i. Do not deface the Chromebook with excessive drawings, stickers or other permanent adornment.  
NOTE: The use of removable “skins” designed to cover the Chromebook, which can be later removed, are permitted. Upon graduation or withdrawal, the Chromebook will be relinquished to the student’s home school after which the school will return the Chromebook to the leasing company. Normal wear and tear is permitted, however, students will be charged for stickers and other adornment that cannot be removed from the device.
- j. Do not leave the Chromebook or power supply unattended.
- k. Do not eat or drink while using the Chromebook or have food or drinks in close proximity to the Chromebook.
- l. Do not allow pets near the Chromebook or power supply.
- m. Do not place the Chromebook or power supply on the floor or on a sitting area such as a chair or a couch.
- n. Do not leave the Chromebook or power supply near table or desk edges.
- o. Do not stack objects on top of the Chromebook. If there are any ventilation holes on the Chromebook, do not block or obstruct them while the it is powered on.
- p. Do not leave the Chromebook in your vehicle.
- q. Do not leave the Chromebook outside.
- r. Use your Chromebook in a climate controlled environment—do not expose to extreme temperatures.
- s. Do not use the Chromebook near water such as a pool or bathtub.
- t. Do not check the Chromebook as luggage at the airport.
- u. Users must take good physical care of the Chromebook, as it will be used for the duration of the user’s enrollment at the respective BCPS middle school or high school.
- v. Do not modify or alter the asset tag or markings with the serial number and/or model number.

### **Reporting Technical Issues**

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to intentional acts of destruction, will result in the student assuming the financial responsibility of the replacement/repair of the Chromebook..

### **Security**

Students should only use the District supplied G-Suite account. Students should never share their account passwords with others, unless requested by any District personnel. Students are responsible to adhering to guidelines and rules set forth in the District Acceptable Use Policy (AUP).

### **Loss or Damage**

If a Chromebook is damaged or lost, please report to school administration as soon as possible. Users should develop a complete timeframe with all details of the incident. If theft is suspected, a police report must be filed immediately. If an incident happens in the evening, please inform school administration by 8:00 AM the following school day.

Damage/loss will be billed to the student at the full repair or replacement rate. Current repair or replacement rates are listed on the Access 24 website.

## General Rules

- Devices may be monitored by administration and staff at any time.
- Administration and staff reserve the right to take a Chromebook at any time.
- Teachers reserve the right to limit Chromebook use during class.
- The Chromebook is the property of the District.

## D. PARENTAL CONSENT

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usages log, and educator monitoring and mindfulness of student Internet access in school. **(BCPS Policy 09.4261)** The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device or non-school network.

The District recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet and/or use district technology resources, the parents/guardians must sign their student's Technology Responsible Use Expectations (TRUE) form as consent to the following:

1. Parents/guardians must be aware that a student could obtain access to inappropriate material while engaged in independent use of the Internet.
2. Students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.

## E. PRIVACY

No right of privacy exists in the use of technology resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technology resources or stored on services (such as the District's G-Suite) will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel may monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the District may be required to disclose such electronic information to law enforcement or other third parties; for example, as a response to a request for production of documents in a lawsuit, response to a public records request, or as evidence of illegal activity in a criminal investigation.

## **F. DISCLAIMER**

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

## **G. REPAIRS**

Students will be allowed one (1) accidental damage repair at no charge per academic year. For example, accidental damage may include a broken screen or damaged keyboard, but not both. Damage/loss will be billed to the student at the full repair or replacement rate. Current repair or replacement rates are listed on the Access 24 website. [Damage/Loss Repair Pricing](#)

### **References:**

09.4261  
09.42811  
09.1  
09.14.  
01.61 AP.11