

**219 Center Street, Bellevue, KY 41073**

**Parents/Guardians,**

**The attached Acceptable Use Policy (AUP) and Mobile Device (laptop or iPad) Program Guidelines have been developed due to our 1-1 technology initiative. There is only one page requiring your signature, which will cover both aspects of our program: one line is in acceptance of the AUP, required for all students in grades pK-12, and the next line is strictly for the Mobile Device Program, required for students in grades K-12 only.**

**All students will pay a $25 technology fee to receive a school-issued device. This dedicated device will be provided to the student to use for the entire school year.**

**Students are responsible for care of their device. Any damages to the device will be the damage; therefore, we also offer an optional $50 insurance premium. This optional insurance premium covers accidental damage, such as a cracked screen or headphones breaking off in the device. More details are located in this document.**

**The technology department is always available to answer any questions you have. Please do not hesitate to contact me at (859) 341-2473 or via email at jim.seward@bellevue.kyschools.us.**

**Sincerely,**

**Mr. Jim Seward**

**Bellevue Technology Coordinator**

Student Expectations for Using Mobile Technology

**Mobile Device User Agreement Terms**

The Bellevue Independent School District has a 1:1 Mobile Device Program which means all students are issued a district owned device. Students will be using Mobile Devices in the classroom as a part of routine instruction. After reading and returning the required agreement, students will be permitted to use the Mobile Device. Remember that Mobile Devices are the property of the District and the Mobile Device contents may be viewed at any time. *Students are expected to have their Mobile Devices 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**

● To prepare students for similar learning platforms they will use at higher education institutions

● To streamline processes for teachers and increase productivity and organization

● To increase collaboration, enhance learning, and improve communication among stakeholders

● To reduce paper use

● To increase engagement for students within the learning process

● To utilize a wide array of digital educational materials

Bellevue Independent Schools District and the Board of Education (hereafter referred to as “the District”) provides its students, staff and community reasonable access to a variety of “district technology resources” (including, but not limited to, access to the Internet and computers). The District establishes this policy to govern student and employee use of school district technology resources. This policy remains effective when use of the device occurs on or off school district property. It also applies to all school district technology resources, including but not limited to computer networks and connections, other resources, tools made available on other networks.

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

School district technology resources may be used by students, staff and others 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 use that 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, 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 Acceptable Use Policy.

Prohibited use includes using digital resources to establish third-party email accounts not administered by the District, as well as accessing sexually explicit materials. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, or damaged while under their care (See REPAIRS below in Section G). Individuals are responsible for turning in district technology such as Mobile Devices to the school or the District’s central office in a timely manner when the user is no longer a student or employee of the district. This technology should be in the same condition as when it was taken into possession by the user, with allowances for normal wear and tear over time.

Before using school district technology resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. The parent/guardian must also cosign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students who take district devices home, a violation may result in the student becoming a “day-user.” Day-users are not permitted to take the device home and instead must check out the device every morning and return it every day at the end of the school day. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal laws for violating this policy and responsible use rules/regulations established by the school or District.

**B. RESPONSIBLE USE OF TECHNOLOGY BY STUDENTS**

1. School district technology resources are provided for school-related purposes only. Acceptable uses of such technology resources are limited to responsible, efficient and legal activities that support learning and teaching. This regulation of use includes the use of a district device in all environments, including but not limited to school, home, or extracurricular functions.

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2. 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. (Policy 09.42811)

3. The use of anonymous proxies to circumvent content filtering is prohibited. In addition, personal hotspots using cellular phones is prohibited, unless approved by the teacher.

4. Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

5. Under no circumstance may software purchased by the school district be copied for personal use.

6. Users of technology resources 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 (Procedure 01.61 AP.11) Users also may not forward or post personal communications without the author’s prior consent.

8. Students should not capture audio, video or still pictures of other students and/or staff members, nor share such media in any way, without consent of the students and/or staff members and the approval of the appropriate Principal or designee. (Note that exceptions to this may include settings where students and staff cannot be personally identified beyond the context of a sports performance or public event.)

9. Students may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to district technology resources. Students may not knowingly or deliberately try to degrade or disrupt system performance, including streaming audio or video for non-instructional purposes. A repair fee will be charged for all damages.

10. Students may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the District Technology Coordinator.

11. Students are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

12. Students are prohibited from using another individual’s ID or password for any technology resource; 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.

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13. If a student encounters a security or other problematic issue on a technology resource, he or she must immediately notify a teacher, administrator, or IT department technician.

14. Personal devices will not be supported by District staff. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g. cellular services).

15. Students are responsible for backing up data regularly. If using a cloud-based system to save work, students must be aware when, or if, the Wi-Fi is not functioning.

16. Students who use district owned and maintained technologies (such as s) to access the Internet at home are responsible for both the cost and configuration of such use. For more on home use of district technology, see Section D below.

17. If a Mobile Device 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 Mobile Device. Using any other power adapters, other than district approved adapters, is strictly prohibited and could lead to damage to the Mobile Device and a potential fire if the correct specifications are not met.

18. Students who are issued district-owned technology must also follow these specific guidelines:

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. Always 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 required that the student uses the District provided protective 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 device, charger, case or cords.

h. Use only the included charger and a standard outlet to charge your device

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i. Do not deface the device itself with drawings, stickers or other permanent adornments.

*NOTE: The use of removable “skins” designed to cover the Mobile Device, which can be later removed, are permitted. Normal wear and tear is permitted, however,* ***students will be charged for stickers and other adornments that cannot be removed from the device.***

j. Do not leave the device unattended.

k. Do not eat or drink while using the device or have food or drinks in close proximity to the mobile device.

l. Do not allow pets near the device.

m. Do not place the device on the floor or on a sitting area such as a chair or a couch.

n. Do not leave the device near table or desk edges.

o. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.

p. Do not leave the device in your vehicle.

q. Do not leave the device outside.

r. Use your device in a climate-controlled environment—do not expose to extreme temperatures.

s. Do not use the device near water such as a pool or bathtub.

t. Do not check the device as luggage at the airport.

u. Make sure to back up files regularly (via a cloud-based system like Google Drive or via a storage device like a thumb drive) as crashes may occur and the device may need replacing or reimaging.

v. Users must take good physical care of the device, as it will be used for the duration of the user’s enrollment at the respective middle school or high school.

w. Failure to follow these guidelines will result in becoming a “day-user”. Day-users are not permitted to take the device home and instead must check out the device every morning and return it every day at the end of the school day.

x. Do not modify or alter the asset tag or markings with the serial number and/or model number.

y. Do not clear or disable the browsing history on the device.

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**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 negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the Mobile Device.

**Security**

Students should only use the District supplied Google Suite for Education account. Students should never share their account passwords with others, unless requested by an administrator, teacher, parent or guardian. Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.

**Loss or Damage Costs**

If a Mobile Device 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 or the technology team by 8:00 AM the following school day.

Destroyed or lost Mobile Devices will be billed to the student at the full replacement cost of $425.00. Lost or damaged charging cords will also be billed at the full replacement cost of $35.00. Basic usage repairs are covered under the maintenance agreement and there will be no additional cost for repairs. When a student’s Mobile Device must be repaired, a substitute device will be issued to the student during this time.

**General Rules**

● General misconduct or failing to have the Mobile Device at school/charged may result in student being assigned to day user status for a length of time determined by administration.

● Devices may be monitored by administration at any time.

● Administration reserves the right to take a Mobile Device at any time.

● Teachers reserve the right to limit Mobile Device use during class.

● The Mobile Device is the property of the District.

**C. PARENTAL CONSENT**

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 Acceptable Use Form as consent to the following:

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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.

**D. PRIVACY**

No right of privacy exists in the use of district-owned 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 Google G Suite for Education cloud-based Drive) or hard drives of individual computers 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. Students understand that their files and email can be read by their teachers, administrators and the technology staff at Bellevue Independent Schools at any time.

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 document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

**E. 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.

**F. COSTS (Technology Fee and Optional Insurance)**

An annual Technology Fee of $25 will be collected from students for the Mobile Device Program. This covers rental and general maintenance.

The technology fee is **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 technology 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.

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| **Optional Insurance Policy** |
| Insurance is available for an annual, optional, non-refundable premium of $50. This premium is in addition to, and independent of, the $25 fee. This premium covers the Mobile Device assigned device against all accidental damage not covered under device’s manufacturer warranty. Complete loss of device or charger/cord/accessory are not covered under the Insurance Policy, nor is liquid damage, which would be in violation of Mobile Device Program Guideline #18(k).Accidental damage not incurred through a direct violation of an insurance policy, as numbered on previous pages, will be repaired at no cost to the student. Such covered accidental damage may include, but is not limited to, damage to the device screen, damaged headphone jack, keyboard, or damaged AC Adapter.The Insurance is valid for a single-use during the course of one school year, after which time a new policy will need to be purchased for that year for the optional insurance to continue. After the first insurance claim is filed, a new policy can be purchased at a cost of $100. Should a claim be made against this second policy, a third policy will not be made available in the same school year. Any further damage will be the financial responsibility of the student and/or their guardian. The policy-count will reset each school year.The Insurance Policy will expire on the last day of school for the current school year, or date of withdrawal from Bellevue Independent Schools. |
| **Premium:** $50 non-refundable premium per school year for optional first-damage Insurance Policy.**Premium:** $100 non-refundable premium per school year for optional second-damage Insurance Policy. | **Due Date**: Insurance enrollment must be completed prior to September 1, or within the first 10 school days of enrollment for students entering the district after the start of school**Expiration Date:** Last day of school for current school year, or date of withdrawal |

Repair costs for common damage can be found below. These prices are provided as of July 2022, and are subject to change without further notification. These amounts are provided as a reference only, and may not reflect the total amount charged in the event of damage. Should a student be covered by the Insurance policy, these repairs will be performed with no further charge to the student/guardian.

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| Damaged Screen | $175 |
| Damaged Headphone Jack | $150 |
| Damaged Keyboard | $100 |
| Liquid Damage | $425 |

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Access to Electronic Media/Mobile Device Program Participation Sign-Off Form

Students

Bellevue Independent School District has access to the Internet, email, and other technologies as part of the instructional process. Students will receive Digital Citizenship training and sign a Student Acceptable Use Policy Agreement (AUP) before they will be allowed to use the Internet or email. Written parental or guardian consent (below) is required before electronic resource access is given to a student. However, educators may use the Internet during class-directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student AUP. By signing below, students and guardians are acknowledging the receipt and reading of the District’s Acceptable Use Policy, 08.2323 and the attached guidelines. Students recognize that breaking any of the attached rules will result in disciplinary action, which will be at the discretion of the school principal or local law enforcement in extenuating circumstances. Students understand that their files and email can be read by their teachers, administrators and the technology staff at Bellevue Independent Schools at any time.

Student Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_ Grade: Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Parent or Guardian

As the parent or legal guardian of the student signing above, I have read the Student Acceptable Use Policy and the Mobile Device User Agreement for Bellevue Independent School District. I understand that all technology use is to be for educational purposes only, and that Bellevue Independent School District has taken precautions to eliminate access to inappropriate materials. However, I also recognize that it is impossible for the Bellevue Independent School District to restrict access to all inappropriate materials, and I will not hold the District responsible for materials this child may acquire on the BISD Network or Internet while away from campus. Further, I accept full responsibility for supervision if and when my child is accessing school electronic resources outside of the school property. I understand that my child’s email and data files are not private. By signing this form, you hereby accept and agree that your child’s right to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedures. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your student can also be used to access other electronic services or technology that may or may not be sponsored by the District which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers, or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

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| PLEASE CHECK ONE |
| I choose to enroll my child’s device in the Bellevue Independent Schools’ Insurance Program for an additional premium of $50 per year. *(Please make $50 check payable to Bellevue**Independent Schools.)* |  I choose not to enroll my child’s device in the Bellevue Independent Schools Insurance Program, accepting liability for any damage that may occur. |

Parent/Guardian Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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