Ben Hill County Schools
Technology Use
Handbook and Agreement
for Students and Parents

Grow your mind.
Grow your life.

Success Begins at Ben Hill County Schools

Dear Families,

As superintendent, I truly believe it is our responsibility to encourage and motivate students to be college and career ready upon graduation and to be lifelong learners. As parents, you are aware that the needs of the future will be much different from those of the past. This will require us to transform how we teach to ensure that all of our students have *constant access to information and become critical thinkers*, *talented problem solvers, and efficient collaborators and communicators*. To this end, we are constantly making strives to increase technology for students' use, and to ensure our teachers are trained to utilize technology by engaging students in rigorous, applicable, activities which require the use of higher order thinking skills (analyzing, applying, evaluating, synthesizing).

By leveraging 1:1 student technology, and continuing to train teachers, we have the ability to transform our educational system and improve student performance using technological resources. Policies and procedures have been developed to establish specific rules and guidelines for students using technology.

Teachers will receive training and support on how to best incorporate devices into the classroom setting and maximize the benefits for all students. This use of technology will never take the place of a teacher. However, it will provide the teacher with an electronic tool to *engage* students and *enhance* the student's educational experience. By supporting the use of technology in the classroom, the students of BHCS District will be equipped for their future. As a community we can put forth our best effort to offer students and teachers resources . . . to enable students to grow and reach their highest potential . . . and to **empower** students to be successful.

For questions or concerns, please feel free to contact your child's principal or the BHCS Technology Department. This is a very exciting time for students and staff in Ben Hill County Schools!

Sincerely,

Dr. J. Shawn Haralson
Superintendent, Ben Hill County Schools

Ms. Dawn Clements
Chief Operations Officer, Ben Hill County Schools

Mr. Michael Heitzman
Principal, Ben Hill Middle School

Mr. David Sims
Principal, Fitzgerald High School College and Career Academy

Mrs. Jaquetta Brown
Director, Ben Hill Preschool

Mr. Christopher Jones
Principal, Ben Hill Elementary School

Mr. Roger Meritt
Principal, Ben Hill Primary School

BHCS MISSION

Empowering all students for success.

Vision

One community committed to student success every day.

Beliefs

In Ben Hill County Schools, we believe...

...Growth for all students is possible and expected

...Success is achieved when all students reach their potential

...Students deserve the best of all our efforts and resources

... Respectful relationships among all stakeholders create a positive learning experience

... Learning requires a commitment from all educators, students, parents, and other stakeholders

... "Community" encompasses all of Ben Hill County: its schools, citizens, and resources

...**All means all!**

WHY TECHNOLOGY?

Digital learning is more than just providing students with a laptop. Digital learning requires a combination of technology, digital content and instruction." <u>Source</u>

We live in a digital world -- a world which surrounds us with technology to communicate with one another and exchange information. As a result, we need to teach students how to use technology in a productive way. Students need to know how to search for information, and then determine if the information is safe, accurate, and reliable. We need to be sure they are cautious of the "digital footprint" they leave behind. **All students need technology skills which will enable them to collaborate with others, solve problems, and be successful as well as safe, in our digital world.**

For this reason, students are provided *computer access privileges* at school, as well as *access to the Internet, email*, digital communication and collaboration tools, online learning spaces, and educational resources. These resources and tools are <u>*essential*</u> to teaching and learning.

The guidelines for responsible use of these tools are outlined in our Technology Handbook.

Technology will be utilized by students and teachers to promote learning and support the district's vision and strategic plan.

Our Technology Goals:

- To create a culture of students that are motivated to learn, think critically, and become creative problem solvers.

- To promote the effective use of technology and improve the learning outcomes of all students.

- To providing access to educational technology resources for all students and staff.

- To increase student engagement in the classroom by allowing students to own their learning and increase the interaction between students and teachers.

- To create globally competitive students who are College and Career Ready.

- To provide the option of applying blended learning to extend the District's instructional reach beyond the campus environment.

The procedures and information within this handbook apply to all student devices in Ben Hill County Schools (BHCS) during the school day and outside of the school when applicable. Devices are property of BHCS and are intended to follow the guidelines established by the district for educational use.

As in all situations, guidelines and procedures must be established in order to ensure the devices are used properly and handled with care.

Teachers may set additional requirements for use of school owned devices in their classrooms, as well as personal laptops, tablets, and cell phones.

Responsible Use & Procedures for 1:1 Devices

1.0 Distributing Student Devices

Before the devices are checked out and distributed to students, the following <u>two items</u> must be completed at the beginning of the school year:

> Parents/guardians and students must both acknowledge and consent to the **Student Device Responsible Use Agreement** form before the device is distributed. The agreement will be part of the online registration/orientation process through Infinite Campus at the beginning of the school year, and includes:
>> Parent and student agree to follow the *district's technology procedures* described in handbook.
>> Parent and student agree to follow *district guidelines when using the internet.*
>
> Parent/Guardian and student signatures are needed every school year for this approval. The approval signature can be on paper or in electronic form (parents will sign electronically in the portal and students will sign when the device is given out). Parents/guardians are required to read and review this agreement with their students.

1.0 Daily Device Procedures by Grade

The following will take place after the above paperwork has been completed and is on file.

1.1 Ben Hill Preschool, Ben Hill Primary, & Ben Hill Elementary School:

Each student will have an iPad or laptop checked out and assigned to them through our Destiny Library Manager or designated system. The student's device will travel with them daily to all classes and will be charged and housed in a cart in their homeroom classroom. The device will remain on campus with the flexibility to allow students to take home their laptop, charger, and case at the discretion of the administration.

1.2 Ben Hill Middle School

Each student will have a laptop and charger checked out and assigned to them through our Destiny Library Manager. The student's equipment will travel with them daily to all classes. Students will store their device in the assigned homeroom class. It is the student's responsibility to pick their device up from homeroom each morning and ensure that it is charged and ready for class. Students who are in accelerated classes must take their devices home each day as assigned homework is required to be completed for the advanced pace.

1.3 Fitzgerald High School College and Career Academy

Each student will have a laptop and charger checked out and assigned to them through our Destiny Library Manager. The student's equipment will travel with them daily to all classes. All FHSCCA students will take their devices home each day and are responsible for bringing the device back charged for daily instruction.

2.0 Device Use and Care at School and Home

Student devices are school property and all users will follow the *Technology Handbook and Agreement*, and the *BHCS Student Code of Conduct*. Students are responsible for the general care of the device that has been issued to them by the school. Students will be taught how to properly handle and care for the device. **If a device is damaged or fails to work properly, it must be reported to school personnel as soon as possible.**

The district will provide a padded Lenovo or similar case for middle school students while high school and

elementary students will have gumdrop cases applied to the laptop itself. Students are encouraged to personalize their laptop <u>case</u> with identification <u>tags</u> of their choice. **Preschool cases have been labeled by the school and should NOT be personalized.** Personal backpacks/cases can be used, as long as they provide a padded area designed to protect the device. Students are not allowed to put any stickers or labels on the school devices. Labels and bar codes will be provided by the school to identify each student's device.

2.1 Device Identification
Student devices will be labeled as specified by BHCS. Devices can be identified in the following ways:
- "F" Logo etched on laptop
- Serial number
- BHCS asset tag (silver and purple)
- Media Center Barcode
- Student Name attached to device by school personnel

2.2 Screen Care
Device screens can be damaged if subjected to rough treatment. Laptop screens are particularly sensitive to damage from excessive pressure (and expensive to replace).
- Devices must always be carried with two hands or inside a protective case when carried.
- Do not place anything on or near the device that will press against the screen.
- When closing the laptop screen, pay special attention to papers, notecards, pencils, and other items that may get overlooked when closing the screen.
- Do not lean on top of the device when it is closed.
- Do not bump the device against lockers, walls, car doors, floors, etc. as it could eventually break the screen.
- Do not carry your laptop by the screen. Lid should be closed when not in use.

2.2 Device Care at School
- **All areas:**
  - Device should be stored on its side standing up, if in a backpack.
  - Never pile things on top of it.
  - Do not take device in the restroom.
- **Hallways:**
  - Keep your device in a proper case when not in use (if applicable).
  - Never leave the device unattended.
  - Carry the laptop with two (2) hands or safely secured in a bookbag.
- **Classroom Habits:**
  - Keep the device in the center of the desk, not on the edge.
  - Secure the device before standing up.
  - Follow all directions given by the teacher.
  - Do not place device on floor.
  - When charging cord is being used, make sure it is properly secured.

2.3 Traveling To and From School (if applicable)
DO NOT LEAVE THE DEVICE IN A VEHICLE OR OUTSIDE AREA.
It is recommended to keep device in a padded case for protection in student's book bag.

2.4 Home Use Guidelines (if applicable)

Questions often arise regarding the use of the device at home. THIS DEVICE IS FOR ACADEMIC USE ONLY. All school district rules apply for home use of devices.

- o ONLY use a lint free, microfiber, or soft cotton cloth to clean your computer screen. Do not use bathroom tissues or paper towels because they will scratch the screen.
- o NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on your screen.
- o Keep ALL food and drinks away from your device at all times.
- o Remember, all repairs MUST be done by BHCS Technology Dept. Never try to repair a device yourself. If you have trouble with your device at home, email your teacher to report the problem.

2.5 Storing Device at Home

- o Keep device and charging cord away from pets, extreme heat or cold, food and drinks, and small children.
- o Designate a safe location off the floor where your device can be stored and recharged each evening, such as a desk or table.
- o Keep device in district-approved cases.
- o Charge the device fully each night.

2.6 Keeping the Device Charged

Students are responsible for charging their device at the end of <u>each</u> day.

2.7 Where to Save Files

BHCS provides all teachers and students access to Microsoft OneDrive for Business (cloud storage) for digital schoolwork anywhere, anytime. Students will follow the instructions for saving files, which will enable them to access their saved documents anywhere with internet connection.

When at school, students should always <u>save everything</u> to Microsoft OneDrive for Business and not the device desktop. Items saved only to the user desktop will be lost if there is a hard drive error or other equipment problem.

If your home does not have Internet access, please save a copy of what you started at school to your Microsoft OneDrive for Business folder. You can *work offline*, and the document will sync to the cloud when you are back within range of the internet.

2.8 Lock Your Device

- • Device screen should always be "locked" when not in use. **Use <u>Ctrl-Alt-Del</u> to lock device**.
- • Lock-screen and wallpaper:
  - o **Inappropriate pictures may <u>not</u> be used as the Lock-screen and Wallpaper.** Inappropriate pictures include, but are not limited to, presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang-related symbols or pictures. Inappropriate pictures on the device will result in disciplinary action per BHCS Student Code of Conduct.

2.9 Music/Movies

Listening to music or viewing movies is **<u>NOT ALLOWED</u>** on school devices. Media content should **<u>NEVER</u>** be downloaded to your device.

2.10 Other Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- Defacing BHCS issued equipment in any way. This includes, but is not limited to, marking, painting, drawing or marring any surface of the devices or any stitching on the case.
- Recording classroom instruction or day to day activities that take place in the classroom without the knowledge of the teacher.

Consequences will be determined by school administration.

2.11 General Procedures and Precautions

Students are responsible for maintaining their devices and keeping them in good working order.
- Cords should be inserted *carefully* into the device to prevent damage and stored in a way that <u>does not</u> stress the cords. Wrap cords as instructed to ensure it functions properly.
- Devices should not be placed near magnets; **magnets may damage computerized equipment.**
- Devices should not be exposed to direct sunlight, excessive heat, or severe cold temperatures.
- Students are responsible for securely storing devices in designated areas when not in use. If a device is found in an *unsupervised area*, it will be taken to the Media Center. **Leaving a device in an unsupervised area is considered a violation of the Technology Handbook and Agreement and will result in administrative action.**
- If the student needs a secure place to store the device, she or he may check it in for storage with designated school personnel (ex: media center or homeroom teacher)

2.12 Personalization of School Owned Devices and Cases

- PERSONALIZATION OF LAPTOPS OR SCHOOL OWNED DEVICES: If a student purchases a skin or case to fit the outside of the laptop, they should check with their teacher to ensure it is approved to use. A student may personalize the case they purchased with graphics, stickers, and any other decorations that do not violate the Code of Conduct.
- LOCKSCREEN AND WALLPAPER: Inappropriate pictures may not be used as the Lock screen and Wallpaper. (See section 2.8 for definition of inappropriate pictures.)

3.0 TAKING DEVICES HOME

Students must bring the device to all classes unless specifically instructed not to do so by their teachers.

3.1 Devices Left at Home

If a student leaves the device at home, he/she is responsible for completing course work as if the device were present.

3.2 Charging your Device's Battery

Student devices must be brought to school each day <u>fully charged</u> as devices should last the entire school day on a single charge. It is encouraged that students bring chargers to school, so their device can be charged if necessary.

3.3 Home/Off Campus Internet Access

Students are allowed to access wireless internet networks on their devices. BHCS provides internet filtering outside of the district's network as a courtesy, but no system is foolproof. These filters ensure that the content retrieved online by students align with Federal and State guidelines for Internet use in school and coincide with the *Children's Internet Protection Act (CIPA)*. <u>Parents/Guardians are responsible for online activities and behavior of their children while away from school.</u>

If connecting to Internet off campus, please remember,

Home Internet Service Provider (ISP) - There are many Internet service providers. Each one has

their own equipment (modem, cables, wireless routers etc.) For help with your wireless Internet at home, please contact your provider for technical support.

Public Internet Access - Many public places provide free public wireless access. Most will display a sign advertising this service. Many businesses do this as a way to attract business. If you are using free internet access, it is considered good etiquette to either purchase something at the business or thank the business for the service. Examples of free wireless networks may include: restaurants, churches, schools, hotels, libraries, and some communities. Often public locations require that you accept an Acceptable Use Policy (AUP) which states you will not try to do anything illegal or harmful before they will allow you to access their network.

Internet Settings - When connecting to a free wireless network, be sure it is sponsored by someone you trust. Once you join a wireless network, it is possible for those with malicious intent to try to access your device with the intent of doing harm to your device or trying to access and steal your information. Most businesses who share Internet are prepared and protect you by not allowing users to access each other on the network. BHC devices are set up to access the Internet before they are given to students. Making changes to the Internet settings is not allowed and can prevent your device from working while at school. **No additional software** should be added to school devices. This includes networking software.

4.0 MANAGING FILES & SAVING DOCUMENTS

4.1 Saving to Student Device
Some storage space will be available on the student device, BUT it will NOT be backed up in case of the device needing to be re-imaged. It is the student's responsibility to ensure that work is saved properly in the correct location as instructed.

4.2 Network Connectivity
BHCS cannot guarantee that the District network will be up and running 100% of the time. When the network is down, the District will not be responsible for inaccessible, lost, or missing data. When students save documents as instructed, this will not be a problem.

4.3 Media Stored on Devices
Reminder: The student device has limited storage. Inappropriate content is NOT allowed on the device and is listed in section 2.8. The device storage is for educational use. If non-educational or personal content is on the device and storage space is needed, students must delete the non-educational content, so they have space for their schoolwork.

5.0 OPERATING SYSTEM AND APPLICATIONS

5.1 District-Installed Apps
Apps installed by BHCS must remain on the device in working condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course.

5.2 Additional Apps
All devices are initially deployed with a set of basic apps. Students will follow the established procedures when instructed by their teachers to install required apps.

5.3 Operating System and App Updates
Updated versions of the operating system and apps are available from time to time. The District will provide and maintain updates for the operating system and/or apps. Some updates may require student intervention, such as clicking "okay" or rebooting the machine.

6.0 Damaged, Lost, or Stolen Devices

6.1 Damaged Devices

Liability and financial responsibilities are defined in the 1:1 Student and Parent/Guardian Contract that is signed before devices are distributed. Report damaged computer devices <u>immediately</u>. Students should notify their teacher, or the media specialist at their school. **Do Not Wait!** If you cannot see them face-to-face, please call or send them an email to the school or district office below**.** Include your name, grade, asset tag number, and description of problem or damage to device.

BHPK:	Jaquetta Brown	jaquetta.brown@benhillschools.org
BHPS:	Marsha Stembridge	marsha.stembridge@benhillschools.org
BHES:	Kristen Cone	kristen.cone@benhillschools.org
BHMS:	Dawn Stokes	dawn.stokes@benhillschools.org
FHSCCA:	Candy Lokey	candy.lokey@benhillschools.org

● The school media specialist is responsible for reporting damaged devices to the Technology Department by completing a ticket. All repairs will be performed by BHCS or its authorized agent. *Students should <u>not ever</u> attempt to repair devices. All necessary repairs will be made by the district's technology dept.*

● Repairs due to device failures will be repaired by the District and a loaner device, if available, will be provided to the student to borrow.

6.2 Violations and Consequences:

● The violations and consequences outlined by this Student Device Responsible Use Handbook and Agreement are aligned with the BHCS Student Code of Conduct levels of infractions.

● The discipline procedures in the BHCS Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all BHCS property, including school-assigned technology devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges, be suspended, or, in extreme cases, expelled.

● Damage or neglect of device will result in a ***negligence fee equivalent to the cost of repair/ replacement and disciplinary action***.

Some examples of <u>damage</u> or <u>neglect</u>:

▪ Marks or dents beyond normal indicating device has been dropped and was not handled with care
▪ Writing on the device
▪ Stickers or other objects attached to the device
▪ Dirty screen or laptop
▪ Device screen cracked or detached keyboard
▪ Keys removed or damaged
▪ Mouse pad broken

6.2 Lost or Stolen Devices

If stolen, a police report must be filed and provided to the school, the resource officer, and media center. Action will be taken by the District to track missing/stolen devices and appropriate consequences outlined in the Student Code of Conduct will be administered. BHCS may utilize a Mobile Device

Management software (MDM) to manage all devices in the District.

Lost or stolen device during school hours MUST be reported to the school administrator, or school resource officer **immediately**. If a device is lost or stolen at any time outside of school, parents should take the following steps:

1. Contact the police right away to file a claim for lost/stolen property. Be sure to get a copy of report for the school, which will include a case number and/or incident number from the officer.

    City of Fitzgerald Police Department Phone   229-426-5000
    Ben Hill County Sherriff's Office Phone   229-426-5100

2. Contact an administrator at your child's school during school hours at number below. Be ready to provide them with the case and/or incident report number which you obtained from the responding officer.

    BHPK: Mrs. Jaquetta Brown jaquetta.brown@benhillschools.org 229-409-5598
    BHPS: Mr. Roger Merritt roger.merritt@benhillschools.org 229-409-5592
    BHES: Mr. Christopher Jones christopher.Jones@benhillschools.org 229-409-5586
    BHMS: Mr. Michael Heitzman michael.heitzman@benhillschools.org 229-409-5578
    FHSCCA: Mr. David Sims david.sims@benhillschools.org 229-409-5530

3. Devices that are not brought to school for <u>four</u> consecutive days will be considered <u>missing</u>.
4. When a device is stolen, BHCS administration will investigate to determine if the student and their parent/guardian will be held responsible for full payment for the replacement of the BHCS device ($300-$450).

7.0 Technology Support:

- Each school has several staff members who are able to provide technical support. However, before you seek help, students will be taught some simple steps to follow. Examples are below:
    o Computer Frozen – hold the power key down for 10 seconds and restart
    o Application Not Working – close app and restart the device
    o Can't Connect to Internet – check wireless connection, rejoin network if needed, Restart
- Broken or damaged devices should be reported to the school immediately for repair.

8.0 Internet Safety

8.1 Outside Resources *Common Sense Media* is the adopted digital citizenship curriculum of BHCS. Below are resources for parents/guardians seeking more information on proper use of internet and digital citizenship:

    Common Sense Media - https://www.commonsensemedia.org/
    Netwise - http://www.getnetwise.org/
    NetSmartz - http://www.netsmartz.org/

8.2 Tips for Students and Family

- Keep the device where everyone can see the computer screen.
- Do not post personal information online; beware of requests for personal information online.
- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.

- Do not be a Cyberbully! Report cyberbullying and threats to the school immediately.
- Honor the BHCS security software and filters.
- Do not give out personal information such as your name, address, telephone number, and current location without the permission of parents.
- Tell your parents right away if you come across information on the Internet that makes you feel uncomfortable.
- Never agree to get together with someone you "meet" on the Internet.
- Do not respond to any messages that are mean, rude, or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.
- Talk to your parents about the rules of your household concerning how and when you use the computer and access the Internet.

8.3 Internet Safety Links:
- **Connect Safely** - www.connectsafely.org The site has tips for teens and parents, as well as other resources for safe blogging and social networking.
- **Internet Keep Safe Coalition** - www.iKeepSafe.org This is a broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.
- **One-to-One User Handbook OnGuard Online** - www.onguardonline.gov Practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. Features NetCetera which includes tips to help parents talk to kids about being online.
- **Staysafe** - http://www.staysafeonline.org/ An educational site intended to help consumers understand both the positive aspects of the Internet as well as how to manage a variety of safety and security issues that exist online.
- **Wired Safety** - www.wiredsafety.org Provides help, information and education to Internet and mobile device users of all ages and they also help parents with issues, such as Facebook and cyberbullying.

9.0 TECHNOLOGY RESPONSIBLE USE & DIGITAL CITIZENSHIP
9.1 Statement of Responsibility
The use of student devices and the network is a privilege. The student is responsible for what he or she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

Wireless internet access (wi-fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

9.2 Parent/Guardian Responsibilities
It is expected that Parents/Guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents/Guardians must expect their child to use technology appropriately at school

and at home.

9.3 School and District Responsibilities

- BHCS provides internet access to its students at school.
- BHCS provides internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using BHCS devices.
- BHCS reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
- BHCS schools will provide device instruction and guidance to students and encourage student adherence to the BHCS Technology User Agreement.
- Student devices may be selected at random for remote or physical device inspection by any staff.

10.0 Student Responsibilities

- Students will use BHCS technologies in a responsible and ethical manner.
- Students will follow district rules concerning behavior and communication using the district network.
- Students will adhere to the following procedures, which are available in hardcopy and online:
  - *BHCS Student Technology Responsible Use Agreement*
  - *Student Code of Conduct*
- Students will use all technology resources in an appropriate manner which will not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
- Use of information obtained by the BHCS network is at the student's own risk. The district denies any responsibility for the accuracy or quality of information obtained through the BHCS network.
- Students will help BHCS protect the district network and devices by contacting school personnel about any security problems they encounter.
- Students will not share their username/log in credentials or passwords with others.
- Students will not allow others to use their assigned device.
- Students will monitor all activity on their school account(s).
- If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she will inform a teacher or other staff member (and if applicable print a copy and turn it into school personnel; or screen shot it and email it to school teacher or administrator).
- Students will turn in the device to their school at the end of each school year, unless specifically authorized by the district, to do so earlier.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in BHCS for any reason, must return the device on the date of termination. The district will report the device as stolen if not returned as described above.
- Students will mute the sound on their device during the instructional day unless otherwise permitted. Headphones or earbuds may be allowed or required for certain applications and settings.

11.0 Collecting Student Devices (End of Year)

- Device accessories (such as charging cords, cases, & electronic pens) that are furnished by the school must be returned at the end of the school year, with only normal wear and no device modifications.
- Teachers will check student devices *multiple* times during the school year and will report any signs of

damage to school administrators and the district technology dept.

- If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at BHC schools for any reason, they must return the device with all accessories on the date of termination. If the device is not returned, it will be assumed the device has been stolen. Action will be taken by the BHCS District to reclaim the device and accessories.

Student Technology Responsible Use Agreement

Ben Hill County School District
Grow your mind. Grow your life.

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no technology use. Students and Parent/Guardian participating in the One to One Program must adhere to the *BHCS Student Code of Conduct*, as well as all Board policies, including the *Internet Acceptable Use Policy* (Policy IFBG-R(1)) and *Internet Safety Policy* (Policy IFBGE):

❑ I will take safe care of my assigned device and have it fully charged every day for school use.

❑ I will not use my device to cheat on assignments or tests.

❑ I will be a respectable *Digital Citizen* and will encourage others to be responsible stewards using the internet and technology devices.

❑ I will not leave the device assigned to me unattended and will know where it is at all times.

❑ I will not loan out my device to other individuals.

❑ I will keep food and beverages away from my device.

❑ I will not disassemble any part of my device or attempt any repairs.

❑ I will protect my device by keeping it in my backpack, laptop sleeve, or laptop carrying case when not in use.

❑ I will use my device in ways that are appropriate and that conform to BHCS expectations.

❑ I will not place non-approved decorations (such as stickers, markers, etc.) on the device or case.

❑ I will not deface the serial number, asset tag, barcode, or name sticker on any device.

❑ I understand that my device is subject to inspection at any time and remains property of BHCS.

❑ I will follow the expectations outlined in the *BHCS Technology Handbook and Agreement and Student Code of Conduct* at all times.

❑ I will notify the teacher and school administrator as soon as possible in the event of damage, theft, or loss.

❑ I agree to return my assigned device, case, and charging cord to the school in good working condition, when asked to turn it in.

❑ I have read and understand the contents of the BHCS Technology Use Handbook and Agreement for Students, which is posted on the district website, and agree to follow to the policies and procedures provided.

STUDENT NAME Printed_____ **Grade:** _____

Homeroom Teacher: _____ **Device Assigned:** _____

STUDENT SIGNATURE: _____

PARENT NAME PRINTED_____

PARENT SIGNATURE _____**DATE** _____

Infractions and consequences are determined by campus administration. Students who neglect their technology issued devices are subject to negligence fees. If a student does not meet behavior expectations and responsible use, consequences will occur. The administration reserves the right to deny students access to devices at their discretion both inside and outside of school.