

## Technology At BGCS

### DEVICE USE AGREEMENT

*Beech Grove City Schools considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils.*

*Therefore, given that a wide variety of digital electronic devices and Internet based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only, and given our requirement and obligation as a school district to teach technology standards and digital citizenship, **the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment at BGCS.***

- I. Equipment:
  - a. **Ownership:** BGCS retains sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, BGCS administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and alter, add or delete installed software or hardware.
  - b. **Equipment Provided:** Efforts are made to keep all device configurations the same within each school. All systems include ample RAM, hard-disk space, open office software, wireless capability, and a protective case. Clamshell keyboards and bags may be distributed depending on the school your child attends.
  - c. **Substitution of Equipment:** In the event the device is inoperable, *if* BGCS has a spare device for use while the device is repaired or replaced, this agreement remains in effect for such a substitute. The Student must return the replacement device to a Technology Support Staff member once/if their original is repaired.
  - d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup data/student work as necessary following classroom instruction utilizing cloud storage. BGCS does not provide a means for backup and BGCS does not accept responsibility for any lost files or software.
  - e. **Responsibility for Installed Software:** The Student may **not** install or uninstall any software to the device without prior approval from the Technology Support Staff. Operating System and Application updates will be run from a centralized location. If a device is damaged due to

attempted “hacking”/”jailbreaking” the Student/Parent will be responsible for the cost of replacement.

## II. Damage or Loss of Equipment:

- a. **Warranty for Equipment Malfunction:** BGCS has purchased a one-year manufacturer’s warranty covering parts and labor. The warranty only covers damage to the device caused by manufacturer’s defects. Families incur no additional charges for repairs covered by warranty. **After the one-year warranty, BGCS will cost justify repair versus replacement of a device.**
- b. **Insurance & Fee Schedule:** In the event of damage not covered by warranty (physical damage), BGCS has purchased additional coverage for each device. The Student is responsible for maintaining a 100% working device at all times. The Student shall use the utmost care to ensure that the device is not damaged. **Refer to the *Standards for Proper Care* document, for a description of expected care.** Should a device be lost, stolen or damaged, the following fee schedule will take effect each academic calendar year:

1. Lost or stolen device:	\$150
2. 1st time device is damaged:	\$25 (insurance deductible)
3. 2nd time device is damaged:	\$100
4. 3rd time device is damaged:	\$150
5. Case, if issued:	\$25
6. Charger:	\$30

### **Examples of chargeable damages include but are not limited to:**

- Any cracked glass screen.
- Dislodged screens from casing
- Scratched screens causing the screen to malfunction
- Jammed buttons/ports causing them to be defective or unusable
- Damage or loss resulting from leaving device unattended
- Damage caused by using the device in unsafe environments
- Damage caused by removing the protective case
- Damage caused while using the device without the protective case
- Damage caused to internal components (circuitry/motherboard) by attempted “hacking/jailbreaking”

- c. **Actions Required in the Event of Damage or Loss:** Report the issue to the Technology Support Staff immediately. If the device is stolen or vandalized while not at BGCS or at a BGCS sponsored event, the Parent should file a police report.
- d. **Technical Support and Repair:** BGCS will provide technical support and maintenance. If repair work is required, BGCS is obligated to send

the device back to the manufacturer. Any attempt to repair the device outside of BGCS may result in the Student and Parent being charged the full cost of replacement.

### III. Legal and Ethical Policies

- a. **Monitoring:** BGCS will monitor the device use by using a variety of methods including electronic remote access – to assure compliance with BGCS’ Legal and Ethical Use Policies.
- b. **Legal and Ethical Use:** All aspects of BGCS’ Acceptable Use Policy remain in effect. BGCS will provide content filtering within the BGCS network and outside of the network. However, BGCS does not have full control of the information on the Internet or incoming email from a non-BGCS email provider. Parents will need to monitor and be responsible for the content being accessed while the student is at home.
- c. **Peer-to-Peer File Sharing (P2P)/FTP Programs:** The installation and/or use of any Internet-based peer-to-peer/FTP file sharing tools are explicitly prohibited. File sharing programs and protocols such as BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
- d. **Allowable Additions:** The student may be permitted to add legally obtained music and videos to their assigned device. However, BGCS reserves the right to insure all additions follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the device back to its original state.

### Standards For Proper Device Care

This document is an important addendum to the *Device Use Agreement*. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.

Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

### Your Responsibilities

- Treat this equipment with the utmost care. Electronic equipment can be fragile, so it is important that you be aware of this and be gentle with your device.
- For devices going home, charge the device each night while you sleep. Chargers are to be left at home. Students are responsible for ensuring their device is fully

charged and ready to be used for the school day. Students bringing uncharged devices are subject to disciplinary action.

- Keep the device either locked (i.e., locked in your school locker or gym locker, where others do not have access) or with you at all times. **Leaving your device unattended in a classroom is not a secure location. Do not leave your device unattended in a classroom.** Keep the device stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during passing periods, athletic events, games, practices, and trips, store the device in your school locker. Devices left in bags and backpacks, or in unattended classrooms are considered “unattended” and will be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) or broken will be your full financial responsibility.
  - Your teacher or coach is not responsible for watching your device. It is your responsibility to make sure your device is in a locked and secure environment.
- Avoid situations that are conducive to loss or damage. For example, never leave the device unattended in the classroom, in the gym, unlocked in the locker room, or in other areas where it could be damaged or stolen.
- Do not let anyone use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full financial responsibility.
- Adhere to BGCS School’s Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask the school’s Technology Support Staff.
- Back up your student created documents using provided cloud storage (Google Drive/Docs). Never consider any electronic information safe when stored only on one device. You can also back up time-sensitive information, large, image-based files to a flash/thumb drive. Remember files stored on the device are not backed up to the school network. BGCS is not responsible for your lost files.
- Read and follow general maintenance alerts from the school’s Technology Support Staff.

## **How to Handle Problems**

- Promptly report any problems to the school's Technology Support Staff.
- **Don't force** anything (e.g., buttons, ports, connections, popped-off keys).
- Seek help from the school's Technology Support Staff.
- When in doubt, ask for help first.
- Do not go outside of BGCS for repairs

## **General Care**

- Do not attempt to remove or change the physical structure of the device or clamshell keyboard (including keys).
- Do not attempt to modify the provided case or remove the device from the case.
- Do not remove or interfere with the serial number or any identification label placed on the device.
- Do not do anything to the device that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the device.

## **Carrying the Device**

- Do not carry the device with objects placed on top of it.
- Always close the cover of the case before walking down the hallways.
- Never remove the device from the provided case.
- Use caution and gently set down your device.
- Do not grab or squeeze the device, as this can damage the screen or other components.

## **Screen Care:**

- The device screen can be easily damaged if proper care is not taken.

- Do not clean the device screen with anything other than approved device screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screen only. This will avoid scratching of the screen.

### **Battery Life and Charging**

- **You are responsible for making sure your device is charged.** Failure to have a fully charged device may result in disciplinary action.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. The Student/Parent will be responsible for broken chargers due to broken or bent tips.
- Don't let the battery completely drain. Charge when battery reaches 15% capacity. Immediately shut down if you are unable to connect to the charger.
- When not in use, close your device or put the device to sleep by tapping the power button.

### **Personal Health and Safety**

- Avoid extended use of the device resting directly on your lap. The back of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier – such as a book or devices made specifically for this purpose – when working on your lap. Also, avoid lap-based computing while connected to the power adaptor as charging will increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.